



**Draft Minutes of the Claygate Parish Council Extraordinary Meeting
held on Thursday 6th July 2023.
at 19h30 at Claygate Village Hall.**

Present: **Chairman:** Sue Grose
Councillors: Geoff Herbert, Hadleigh Moon, Bob Twells, Tim Freeborn, Gil Bray, Janet Swift and George Marcall,

Members of the Public:

Minutes

34. To accept Apologies for Absence.

Apologies were received from Cllrs Holt and Collon.

35.To receive Declarations of Interest in items on the Agenda.

None.

36. Change of Agenda Order of Business

The Chair proposed and Cllr Swift seconded that the Agenda item regarding the Torrington Car Park Development (item 21 on the Agenda), is moved to Item 4 on the Agenda.

This was Approved by the Council.

37. Torrington Road Car Park Development

To Debate the Proposed Torrington Road Car Park Development and Agree Appropriate Actions (including a Public Meeting and a Facebook Post).

The Chair stated that she wished to explore the role and pertinence of holding a Public Meeting. The Chair pointed out that she had been approached by residents supporting the idea of a public meeting and the fact that the proposed development had not been publicised sufficiently by EBC.

Councillors stated that it was important that CPC did not create a false impression that the proposed Application will be stopped.

It was noted that the original proposal for developing the Car Park was not publicised in the property market.

EBC have stated that they were under no obligation to hold an options appraisal regarding this matter.

The Chair proposed and Cllr Swift seconded a proposal that CPC organises a public meeting to be held on 21st July 2023 at the Village Hall to discuss the Torrington Car Park development.

The purpose of the meeting is to listen to the public who oppose the development, the public who support the proposal and what action the public would like the parish council to undertake.

The Council agreed to meet with the developer between 21st July and 28th July then meet with Mr Lee.

This proposal was unanimously Approved by the Council.

38. Deferment of Agenda items until Extraordinary Meeting – 10th August 2023

The Chair proposed and it was seconded by Cllr Swift that the following items on the Agenda are put forward to an Extraordinary Meeting of the Council to be held on the 10th Augst 2023.

Items:

7. To review the delegation arrangements to Committees, Employees and other local authorities.

8. To confirm the terms of reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees and Communications Working Party.

10. To review, reaffirm and adopt the Council's:

Standing orders, Financial Regulations, Members Code, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information, Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, **(See Council Website Policies)**. Register of Interests and the Hospitality Register. (Attached).

In relation to Communications Working Group proposal see document attached.

11. To consider the introduction of a Councillor Policy Approval tracking document.

14. To make arrangements with a view to the Council becoming eligible to exercise the General power of Competence in the future.

15. To review and agree the remit, process and responsibility for the Parish Council's Facebook going forth.

This proposal was unanimously Approved by the Council.

39. To confirm the minutes of the Extraordinary meeting held on the 29th June 2023.

Council resolved to Approve the minutes.

40. To note the minutes of the EBC/CPC Meeting held on the 23rd June 2023.

Council noted the minutes

41. To confirm the remit of the Parish Council.

The Chair proposed and Cllr Holt seconded the proposal that the remit of the Parish Council. One Councillor abstained. The proposal was Approved.

42. To confirm the Charter between CPC and EBC and agree whether to publish on the CPC website.

Proposed by Cllr Grose and seconded by Cllr Marcall that the Charter should be published on the Council website. The proposal was Approved.

43. To review the delegation arrangements to Committees, Employees and other local authorities.

Deferred until 10th August 2023.

44. To confirm the terms of reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees and Communications Working Party.

Deferred until 10th August 2023.

45. Appoint any non-voting advisors to the Planning Committee.

Mr. Anthony Shepherd, Ms. Noel Carruthers, Ms. Diane Leakey, Mr. Adam Leakey, Mr. Gareth Jones were Appointed by the Council as non-voting advisors.

Cllr Herbert and Cllr Bray proposed that another individual is appointed as a non-voting member to the Planning Committee. Council resolved not to

Approve this appointment. The Chair stated that she will speak to the individual concerned.

46. To review, reaffirm and adopt the Following Policies and Documents:

Standing orders, Financial Regulations, Members Code, Members Code of Conduct, Health & Safety Policy, Freedom of Information Policy, Freedom of Information, Publication Scheme, Risk Management Policy and Assessment, Document Retention Policy, Data Protection Policy, Privacy Policy, Dignity at Work Policy, Complaints Procedure, Media & Communications Policy, CIL Policy and Guidance, Grants Policy and Guidance, Sickness at Work Policy, (See Council Website Policies). Register of Interests and the Hospitality Register. (Attached).

In relation to Communications Working Group proposal see document attached.

Item deferred until 10th August 2023.

47. To consider the introduction of a Councillor Policy Approval tracking document.

Item deferred until 10th August 2023.

48. To consider the re-signing of the Council to the Civility and Respect Pledge.

Item deferred until 10th August 2023.

49. To receive a training update on Councillors and discuss any action required.

Noted.

50. To make arrangements with a view to the Council becoming eligible to exercise the General power of Competence in the future.

Item Deferred until 10th August 2023

51. To review and agree the remit, process and responsibility for the Parish Council's Facebook going forth.

Item deferred until 10th August 2023. The Chair explained that she is consultation regarding how the views of the Council's Facebook can be improved.

52. To review and agree the remit, process and responsibility for the Courier going forth.

The Chair explained that there are discussions ongoing to replace Mr. Whitehad.

There is a commitment to maintaining the Courier. Chair will have a proposal for discussion on the 10th August 2023.

53. To consider the payment of an invoice for £12,784.09 inc VAT from Elmbridge Borough Council for the May Elections.

It was proposed by Cllr Bray and seconded by the Chair that the Locum Clerk is asked to comment on the invoice prior to the Extraordinary Meeting to be held on 10th August 2023.

54. To consider a Climate and Nature grant application from Claygate Scouts for £1000 for Solar Panels.

Mr Gary Earnest from the Claygate Scouts explained the need for new solar panels to utilise the three phase electrics within the building. Over the long term there is a significant saving for the Scouts and it is a positive environmental project.

Mr Earnest outlined the grants and finances the Scouts have received.

The matter was deferred until the September meeting of the Council by which time there will be clarity around the issue of CIL funding and grants.

55. To consider the erection of a bench to Commemorate the Coronation of King Charles III.

The issue of a bench was discussed and Cllr Bray withdrew his proposal in favour of the purchase of a sign to commemorate the Coronation. Cllr Swift is working closely with a supplier and it was proposed by the Chair and seconded by Cllr Bray that Cllr Swift discusses the matter further with the Locum Clerk and the matter is deferred until the September meeting of the Council.

This was Approved by the Council.

56. To consider the need for advertising on a Saturday of free parking at the Station Car park and agree any action required.

The Chair proposed that the matter is referred to the Environment Committee. Seconded by Cllr Swift.

This proposal was Approved by the Council.

57. To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.

All outstanding items will be reviewed at the Council meeting to be held in September.

58. To receive the Finance Report including expenditure for the balance of the year and decide action arising. (The Finance Report will be circulated separately following the month end).

Noted.

59. To receive an update from the Planning Committee and agree any action arising.

Meetings have been arranged with the Head of Planning at EBC.

60. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.

The Committee Resolved to change its name to Environment, Highways and Transportation instead of Highways, Transportation and Environment.

61. To receive an update from the Communications working party and agree any action arising.

The Chair outlined the progress re flyers and that Courier and Facebook.

Cllr Markall raised the issue of Cllr Bray being approached by a member of the public regarding the colour of the flyer. Cllr Markall asked who approached Cllr Bray regarding this matter.

Cllr Bray stated he apologised for raising the matter, he thought it was a wind up and he did not identify the individual.

62. Matters for information purposes only.

Councillors agreed to meet at the Flower Show at 1pm.

The meeting ended at 9pm.

PRESS & MEDIA POLICY

Draft Claygate Parish Council Press and Media Policy

1. Introduction

- 1.1 Claygate Parish Council's relationship with the community is vital to its work and the decisions it takes. An open and constructive dialogue is a key requirement for influencing and developing services, identifying attitudes and measuring satisfaction.
- 1.2 Effective media relations are an important factor in maintaining a good relationship between the Parish Council and the community. Since members of the public generally rely on the media for local information and news. It is important for the Parish Council to present information about its activities and aspirations in a consistent way.
- 1.3 The community in this sense includes all residents and elected representatives, businesses, schools, shops, places of worship, statutory agencies, voluntary organisations, groups and associations.
- 1.4 This document sets out the framework for Parish Councillors, Officers/Employees to follow in contacting the media and informing the public about the Parish Council's activities, the decisions it makes and the services it provides.

2. Media Opportunities

- 2.1 "The Media" is more than the local newspaper. The phrase encompasses many different means of communicating a message to a wide audience, and includes:
 - Broadcast Media (radio and Television)
 - Internet (website and social media)
 - Printed media (newspapers, community newspapers, magazines, leaflets, and the Council's Annual Report)
 - Council Agendas and Displaying information on Council notice boards

3. Making contact with the media

- 3.1 The Parish Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue press statements on behalf of the Council. Press statements will be prepared in consultation with the Chair of the Council.
- 3.2 All communications made by the Parish Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. The Clerk is not expected or

authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk, they should inform the enquirer that they will be notified of a response within 24 hours where practical. The Clerk should then consult with the Chairman (Vice Chairman) on a suitable response, which may in fact be “no comment”.

4. Councillors dealing with the media and issues to be aware of

- 4.1 Nothing in these guidelines is to be interpreted as preventing a Councillor from expressing their **personal opinion** through the media, for example writing to a newspaper or posting an item on the internet, or on a social media site, **however, Councillors must make it clear that any views expressed, are their own personal views and that they do not represent the views of the Parish Council.**

Key points:

- Never use the prefix “Cllr” when writing to the press as an individual. This implies you are stating Council policy. It is your responsibility as a Councillor to make it clear that it is your own personal opinion.
 - Councillors should take great care not to misrepresent and/or bring the Parish Council into disrepute and must bear in mind their responsibilities under the Parish Council’s Code of Conduct.
 - All Councillors should be particularly cautious if using social media sites so that they do not respond in haste and repent at leisure.
 - A Councillor must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed as a confidential item (in closed session) on the Council’s or Committees’ agenda or at any other private briefing.
 - Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure, simply state “no comment” and ask the press to contact the Parish Council Office.
 - Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.
 - A Councillor should never raise matters or make comment on subjects relating to the conduct or capability of an Officer/Employee at meetings held in public or to the media.
- 4.2 Claygate Parish Councillors should apply Parish Council policies not Party-Political opinions.

5. Talking to the Media in your role as a Councillor

- 5.1 in response to a Parish Council press release:
 - a) Any enquiry from the media is to be referred to the Parish Clerk.
 - b) No-one else should offer any comment without prior discussion with the Parish Clerk, except to confirm basic matters of fact (dates of events, spelling of names, etc.)
- 5.2 In response to an unsolicited approach from a journalist, reporter or any author of an article likely to be placed in the public domain, including enquiries about press releases issued by other organisations:
 - a) The views of the Parish Council may be expressed subject to the guidelines above.
 - b) The Parish Clerk and chairman should be informed so that they fully appraised of the communication that has taken place.
- 6. **Monitoring**
 - 6.1 It is important to monitor the media for items (reports, articles, and letters) about the Parish Council in order to know:
 - a) Whether press releases and statements issued by the Parish Council are picked up and used effectively.
 - b) What the community is saying about the Parish Council?



**Do you think you could effectively
contribute to the Parish Council?**

We are seeking a young person who lives in Claygate aged
between 16 and 18 to advise the council for 12 months from
Jan-Dec 24. Please send a CV applying for the role to
donna.holt@claygateparishcouncil.gov.uk by 30th Nov 23.

**Become a
Young Adviser
to Claygate
Parish Council**



Elmbridge Borough Council

Claygate



Elmbridge
Borough Council



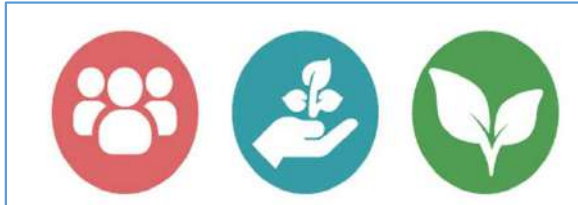
Claygate

- We are all **proud of Claygate**, the shops, the businesses, the sense of community.
 - I want to ensure that is **protected and enhanced** as part of a thriving and sustainable Claygate.
 - I am **listening and want to engage** in a positive way forward to ensure all voices in Claygate are heard.
 - **I look forward** to the discussions today and in the months ahead.
-



Our Vision for Elmbridge

Vision 2030



A sustainable, thriving Elmbridge driven by the power of our community.

To deliver this Vision, we will be a high performing, environmentally and financially sustainable organisation.

The Draft Local Plan

A pathway to a sustainable and thriving Elmbridge



Elmbridge Connects

Elmbridge can be a community connector ensuring our vulnerable residents get the support they need, not just from the council, but from our community, health, and public sector partners too.





Championing Claygate

Supporting businesses to thrive



Infrastructure funding through CIL



Support services



Protecting through conservation areas





Ambitions for Claygate

- Protect and enhance sense of community
 - Enable community groups to grow and succeed
 - Continue to support a thriving local economy
 - Ensure Sustainable Elmbridge aims are established in Claygate
 - Agree future for under performing council asset - Torrington Lodge car park - in line with community views and need to support financial resilience of the council
 - Reinforce collaborative working approach to agree and action shared ambitions for Claygate
-



Collaborating in Claygate

Collaborating with all residents, businesses, community groups, and Claygate Parish Council

Programme of facilitated, face-to-face, interactive sessions.

Plus, additional communications channels to ensure full community involvement

Agree scope and shared objectives, with agreed time frames





EBC's commitment

Listening - we want to hear from everyone in the Claygate community

Collaborating - working together to meet shared and pre-agreed goals

Supporting - shared ambitions for Claygate

Financial sustainability for EBC – outcomes to be in line with our financially prudent approach to council finances, which is keeping us financially resilient during difficult times.



Possible timeline

Jan/Feb 2024: Collaboration programme to agree a scope of Claygate Ambitions, test early assumptions on issues and opportunities

March/April 2024: Draft Claygate Ambitions document

May 2024: Sign off with Ward Councillors, CPC and Claygate Community Groups

June/July 2024: 4–6-week consultation with residents on Claygate Ambitions

August / September 2024: Amendments & feedback to Wards Councillors

September 2024: Cabinet

December 2024: Council

EBC Design Code

[230927_Elmbridge Design Code_accessible version_final](#)

CPC Design Comments

- 1)With removal of claygate car parks, how can car users use the shops in the old Village.
- 2)Yes
- 3)Better security needed
- 4)Yes
- 5)No
- 6)Use of claygate as a shortcut for commercial vehicles needs regulating.
- 7)No
- 8)Agree
- 9)Blank
- 10)Agree
- 11)Blank
- 12)Noeee
- 13)Agree
- 14)Blank
- 15)Yes The greenbelt varies on whether building has occurred on it or not.
Reuse of buildings where possible and not replacing with multi storey Buildings.
Where nothing is built the openness must be retained.
- 16)Yes On the edge of settlements there must be a clear separation of settlements.
- 17)Where existing build form exists it should be possible to introduce variation in design that is sympathetic to the overall build form.
- 18)No New developments must seek to avoid uniformity, variation is good.
- 19)No
- 20)No
- 21)Yes
- 22)No
- 23)No
- 24)No

25)Yes The avoidance of chain stores with similar or same designs

26)The use of solar panels can be excessive. Use of solar tiles should be encouraged.

27)No

28)Yes The design code should not be used to stifle new and innovative design.

29)No

30)Yes Through traffic is increasing, causing bottlenecks due to commercial traffic from Chessington.

31)No

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 31/07/2023		102,373.93
	SUBTRACT Payments 01/04/2023 - 31/07/2023		11,646.09
	Cash in Hand 31/07/2023 (per Cash Book)		149,583.40
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2023	55.43	
	Lloyds Bank Credit Card 31/08/2023	43.08	
	Cambridge BS 31/08/2023	42,252.37	
	Unity Trust 31/08/2023	107,290.52	
			149,641.40
	Less unrepresented payments		58.00
			149,583.40
	Plus unrepresented receipts		
	Adjusted Bank Balance		149,583.40
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 31/08/2023		102,373.93
	SUBTRACT Payments 01/04/2023 - 31/08/2023		12,154.35
	Cash in Hand 31/08/2023 (per Cash Book)		149,075.14
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2023	55.43	
	Lloyds Bank Credit Card 31/08/2023	43.08	
	Cambridge BS 31/08/2023	42,252.37	
	Unity Trust 31/08/2023	106,782.26	
			149,133.14
	Less unrepresented payments		98.08
			149,035.06
	Plus unrepresented receipts		40.08
	Adjusted Bank Balance		149,075.14
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/09/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 30/09/2023		102,373.93
	SUBTRACT Payments 01/04/2023 - 30/09/2023		12,167.01
	Cash in Hand 30/09/2023 (per Cash Book)		149,062.48
B	Cash in hand per Bank Statements		
	Petty Cash 30/09/2023	55.43	
	Lloyds Bank Credit Card 30/09/2023	43.08	
	Cambridge BS 30/09/2023	42,252.37	
	Unity Trust 30/09/2023	106,711.60	
			149,062.48
	Less unrepresented payments		
			149,062.48
	Plus unrepresented receipts		
	Adjusted Bank Balance		149,062.48
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 31/10/2023		129,060.93
	SUBTRACT Payments 01/04/2023 - 31/10/2023		36,509.24
	Cash in Hand 31/10/2023 (per Cash Book)		151,407.25
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	55.43	
	Lloyds Bank Credit Card 31/10/2023	43.08	
	Cambridge BS 31/10/2023	42,252.37	
	Unity Trust 31/10/2023	109,081.32	
			151,432.20
	Less unrepresented payments		24.95
			151,407.25
	Plus unrepresented receipts		
	Adjusted Bank Balance		151,407.25
	A = B Checks out OK		

Claygate Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

14 November 2023 (2023 - 2024)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	50,374.00	50,374.00					(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00 (7%)
3	Interest Received	314.00		-314.00				-314.00 (-100%)
4	CIL		74,108.22	74,108.22				74,108.22 (N/A)
5	VAT							(N/A)
SUB TOTAL		53,488.00	127,482.22	73,994.22				73,994.22 (138%)

Staffing		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Salaries & NI				16,862.00	4,549.63	12,312.37	12,312.37 (73%)
18	Pension				670.00	162.54	507.46	507.46 (75%)
33	Staffing General				2,000.00	1,201.19	798.81	798.81 (39%)
37	Locum Expenditure					4,927.30	-4,927.30	-4,927.30 (N/A)
SUB TOTAL					19,532.00	10,840.66	8,691.34	8,691.34 (44%)

Highways		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Highway Trees				500.00		500.00	500.00 (100%)
27	Bus Shelter & Bench Maintenance				250.00		250.00	250.00 (100%)
28	Bridleways				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					1,750.00		1,750.00	1,750.00 (100%)

Planning		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Planning				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					3,000.00		3,000.00	3,000.00 (100%)

Communications		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
34	Newsletter Printing, Design and				3,900.00		3,900.00	3,900.00 (100%)
35	Website				650.00		650.00	650.00 (100%)
36	Other Publicity				248.00		248.00	248.00 (100%)
SUB TOTAL					4,798.00		4,798.00	4,798.00 (100%)

Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

14 November 2023 (2023 - 2024)

Grants and CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00		1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00		500.00	500.00 (100%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00 (100%)
24	Other Grants				1,000.00	500.00	500.00	500.00 (50%)
25	Public Projects				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					6,000.00	500.00	5,500.00	5,500.00 (91%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Highway Garden Sites				3,383.00	1,136.93	2,246.07	2,246.07 (66%)
30	Highway Garden Site Projects				250.00		250.00	250.00 (100%)
31	Hanging Baskets and Troughs				3,342.00	3,342.05	-0.05	-0.05 (0%)
SUB TOTAL					6,975.00	4,478.98	2,496.02	2,496.02 (35%)

Elections

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Expenses				10,673.00	11,282.60	-609.60	-609.60 (-5%)
SUB TOTAL					10,673.00	11,282.60	-609.60	-609.60 (-5%)

General Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
8	Training				735.00	473.33	261.67	261.67 (35%)
9	Office Supplies				200.00	20.79	179.21	179.21 (89%)
10	Meeting Room Hire and Storage				850.00	713.29	136.71	136.71 (16%)
11	Telephone				140.00	62.91	77.09	77.09 (55%)
12	Audit				420.00		420.00	420.00 (100%)
13	Insurance				798.00	149.00	649.00	649.00 (81%)
14	Subscriptions				3,286.00	2,685.59	600.41	600.41 (18%)
15	Equipment				300.00	10.48	289.52	289.52 (96%)
16	Miscellaneous Admin Costs				1,055.00	1,297.26	-242.26	-242.26 (-22%)
17	Bank Charges				170.00	42.00	128.00	128.00 (75%)
19	GDPR Compliance				335.00	87.30	247.70	247.70 (73%)
SUB TOTAL					8,610.00	5,541.95	3,068.05	3,068.05 (35%)

Claygate Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

14 November 2023 (2023 - 2024)

Summary

NET TOTAL	53,488.00	127,482.22	73,994.22	61,338.00	32,644.19	28,693.81	102,688.03 (89%)
V.A.T.		1,578.71			3,865.05		
GROSS TOTAL		129,060.93			36,509.24		

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					58,855.56	
3	06/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-34.38	-6.88	-41.26	58,814.30	30/04/2023
1	06/04/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-2,186.30		-2,186.30	56,628.00	30/04/2023
2	07/04/2023	Unity Trust	Highway Garden S		Water Bill	Castle Water	-25.75		-25.75	56,602.25	30/04/2023
7	13/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-67.25		-67.25	56,535.00	30/04/2023
10	13/04/2023	Lloyds Bank Credi	Insurance		Defibrillator Service	Medisol BV	-149.00	-29.80	-178.80	56,356.20	17/04/2023
8	14/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-9.38	-1.88	-11.26	56,344.94	30/04/2023
13	14/04/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	56,332.36	30/04/2023
9	14/04/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-28.20	-5.64	-33.84	56,298.52	17/04/2023
11	24/04/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	56,295.52	30/04/2023
1	25/04/2023	Unity Trust	VAT	Tax refund	HMRC VAT Refund Oct 22-Mar 23	HMRC		1,578.71	1,578.71	57,874.23	30/04/2023
12	28/04/2023	Unity Trust	Highway Garden S	CHQ 300682	HGS Maintenance	Pauls Gardening Serv				57,874.23	30/04/2023
4	28/04/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	56,841.51	30/04/2023
6	28/04/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	56,537.22	30/04/2023
5	28/04/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	56,483.04	30/04/2023
2	03/05/2023	Unity Trust	Precept	1st Precept Ha	Pre-Cept Half Year	Elmbridge Borough Cc	25,187.00		25,187.00	81,670.04	31/05/2023
3	03/05/2023	Unity Trust	Precept Grant	1st half Precep	Pre-Cept Half Year	Elmbridge Borough Cc	1,500.00		1,500.00	83,170.04	31/05/2023
18	09/05/2023	Unity Trust	Miscellaneous Adm		Year End Account Closedown	Rialtas	-755.00	-151.00	-906.00	82,264.04	31/05/2023
20	12/05/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-26.00		-26.00	82,238.04	31/05/2023
19	12/05/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-0.09		-0.09	82,237.95	31/05/2023
17	12/05/2023	Unity Trust	Highway Garden S		HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	81,967.95	31/05/2023
21	14/05/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-28.20	-5.64	-33.84	81,934.11	17/05/2023
22	15/05/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	81,921.53	31/05/2023
24	15/05/2023	Unity Trust	Subscriptions		Account Software Support and Maintenance 4th /	Rialtas	-76.00	-15.20	-91.20	81,830.33	31/05/2023
25	15/05/2023	Unity Trust	Other Grants		Grant CRGT Kings Coronation	Claygate Recreation C	-500.00		-500.00	81,330.33	31/05/2023
23	17/05/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	81,327.33	31/05/2023
14	30/05/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	81,023.04	31/05/2023
16	30/05/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	79,990.32	31/05/2023
15	30/05/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	79,936.14	31/05/2023
34	03/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank	-18.00		-18.00	79,918.14	30/06/2023
30	05/06/2023	Unity Trust	Training		Councillor Training	Mulberry and Co	-45.00	-9.00	-54.00	79,864.14	30/06/2023
29	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-37.81	-7.56	-45.37	79,818.77	30/06/2023
31	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Youth and Cc	-40.00		-40.00	79,778.77	30/06/2023
33	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-93.25		-93.25	79,685.52	30/06/2023

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
32	05/06/2023	Unity Trust	Miscellaneous Adr		Claygate Flower Show Stall and Cllr Tickets	Claygate Flower Show	-101.00		-101.00	79,584.52	30/06/2023
37	14/06/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	79,571.94	30/06/2023
35	14/06/2023	Lloyds Bank Credi	Subscriptions		Microsoft Office 365	Microsoft Ireland Oper	-356.40	-71.28	-427.68	79,144.26	19/06/2023
36	14/06/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	79,107.18	19/06/2023
40	28/06/2023	Unity Trust	Equipment	33916657M98	Clerk Mobile	Vodafone				79,107.18	31/07/2023
26	28/06/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	78,074.46	30/06/2023
28	28/06/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	77,770.17	30/06/2023
27	28/06/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	77,715.99	30/06/2023
41	30/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank				77,715.99	31/07/2023
44	03/07/2023	Unity Trust	Miscellaneous Adr		CONFIDENTIAL WASTE	PAPER MOUNTAIN	-48.00		-48.00	77,667.99	31/07/2023
39	03/07/2023	Unity Trust	Miscellaneous Adr	INVOICE 2040	CONFIDENTIAL WASTE	PAPER MOUNTAIN				77,667.99	31/07/2023
42	03/07/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC				77,667.99	30/09/2023
38	03/07/2023	Unity Trust	Highway Garden S	HGS June?	HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	77,397.99	31/07/2023
43	04/07/2023	Lloyds Bank Credi	Bank Charges	microsoft	Banking Charge	Lloyds Bank PLC				77,397.99	31/07/2023
48	06/07/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-83.00		-83.00	77,314.99	31/07/2023
4	12/07/2023	Unity Trust	CIL	CIL PAYMENT	cil payment	Elmbridge Borough Cc	74,108.22		74,108.22	151,423.21	31/07/2023
46	12/07/2023	Unity Trust	Training	mulberry and c	Councillor Training	Mulberry and Co	-300.00	-60.00	-360.00	151,063.21	31/07/2023
47	12/07/2023	Unity Trust	Training		Councillor Training	Mulberry & Co				151,063.21	31/07/2023
53	24/07/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC				151,063.21	31/07/2023
45	28/07/2023	Unity Trust	Equipment		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,050.63	31/07/2023
49	31/07/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-38.30		-38.30	151,012.33	31/07/2023
50	31/07/2023	Unity Trust	Miscellaneous Adr		Grant CRGT Kings Coronation	Claygate Recreation C	-49.50		-49.50	150,962.83	31/07/2023
51	31/07/2023	Unity Trust	Staffing General		Clerk Salary	LGRC	-1,101.19	-220.24	-1,321.43	149,641.40	31/07/2023
54	08/08/2023	Unity Trust	Salaries & NI	Sally Harman	Clerk Salary	Clerk	-455.60		-455.60	149,185.80	31/08/2023
55	24/08/2023	Lloyds Bank Credi	Subscriptions	microsoft	Microsoft Office 365	Microsoft Ireland Oper	-33.40	-6.68	-40.08	149,145.72	30/09/2023
52	28/08/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	149,133.14	31/08/2023
57	25/09/2023	Lloyds Bank Credi	Subscriptions	Microsoft	Microsoft Office 365	Microsoft Ireland Oper	-33.40	-6.68	-40.08	149,093.06	30/09/2023
56	28/09/2023	Unity Trust	Telephone	Vodafone	Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	149,080.48	30/09/2023
75	30/09/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank	-18.00		-18.00	149,062.48	30/09/2023
58	03/10/2023	Unity Trust	Meeting Room Hire	Hall Hire	Meeting Room Booking	Claygate Village Hall A	-57.75		-57.75	149,004.73	24/10/2023
59	03/10/2023	Unity Trust	Meeting Room Hire	Hall Hire	Meeting Room Booking	Claygate Village Hall A	-128.25		-128.25	148,876.48	24/10/2023
60	05/10/2023	Unity Trust	Locum Expenditure	Ron Spurs Pay	Clerk Salary	LGRC	-4,927.30	-985.46	-5,912.76	142,963.72	24/10/2023
61	09/10/2023	Unity Trust	Miscellaneous Adr	Printing	Printing	My Blu Print Ltd	-200.00		-200.00	142,763.72	24/10/2023
72	11/10/2023	Unity Trust	Meeting Room Hire		Councillor Expenses	Councillor Expenses	-60.92	-12.18	-73.10	142,690.62	24/10/2023

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
71	11/10/2023	Unity Trust	Miscellaneous Adm		Councillor Expenses	Councillor Expenses	-110.36	-22.07	-132.43	142,558.19	24/10/2023
64	16/10/2023	Unity Trust	Staffing General	Locum Clerk A	Recruitment	NALC	-100.00	-20.00	-120.00	142,438.19	24/10/2023
68	17/10/2023	Unity Trust	Highway Garden S		Water Bill	Castle Water	-31.18		-31.18	142,407.01	24/10/2023
5	18/10/2023	Unity Trust	Precept	2nd half Precep	Pre-Sept Half Year	Elmbridge Borough Cc	25,187.00		25,187.00	167,594.01	24/10/2023
6	18/10/2023	Unity Trust	Precept Grant	2nd half Precep	Pre-Sept Half Year Grant	Elmbridge Borough Cc	1,500.00		1,500.00	169,094.01	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-3,557.61		-3,557.61	165,536.40	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-5,912.22	-1,182.44	-7,094.66	158,441.74	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-214.50		-214.50	158,227.24	24/10/2023
67	18/10/2023	Unity Trust	Election Expenses		Councillor elections	Elmbridge Borough Cc	-1,598.27	-319.65	-1,917.92	156,309.32	24/10/2023
66	18/10/2023	Unity Trust	Hanging Baskets a	Troughs and h	Garden sites	Elmbridge Borough Cc	-3,342.05	-668.41	-4,010.46	152,298.86	24/10/2023
63	19/10/2023	Unity Trust	Highway Garden S	Paul's Gardenii	Garden sites	Pauls Gardening Serv	-540.00		-540.00	151,758.86	24/10/2023
73	20/10/2023	Unity Trust	Training		Clerk Training	SLCC	-128.33	-25.67	-154.00	151,604.86	24/10/2023
65	24/10/2023	Unity Trust	Office Supplies	Engraving Tim	Councillor Expenses	Councillor Expenses	-20.79	-4.16	-24.95	151,579.91	
62	24/10/2023	Unity Trust	Meeting Room Hire	Strategy Day r	Meeting Room Booking	Claygate Youth and C	-120.00		-120.00	151,459.91	24/10/2023
70	24/10/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Youth and C				151,459.91	24/10/2023
69	24/10/2023	Lloyds Bank Credi	Miscellaneous Adm		Credit Card Bank Fee	Lloyds Bank PLC	-33.40	-6.68	-40.08	151,419.83	31/10/2023
74	30/10/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,407.25	31/10/2023
CLOSING BALANCE										151,407.25	
							94,838.03	-2,286.34	92,551.69		

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

PAYMENTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Income															
Precept															
Precept Grant															
Interest Received															
CIL															
VAT															
Staffing															
Salaries & NI	16,862.00	1,337.01	1,337.01	1,337.01	83.00	455.60								4,549.63	12,312.37
Pension	670.00	54.18	54.18	54.18										162.54	507.46
Staffing General	2,000.00				1,101.19			100.00						1,201.19	798.81
Locum Expenditure								4,927.30						4,927.30	-4,927.30
Highways															
Highway Trees	500.00														500.00
Bus Shelter & Bench Ma	250.00														250.00
Bridleways	1,000.00														1,000.00
Planning															
Planning	3,000.00														3,000.00
Communications															
Newsletter Printing, Des	3,900.00														3,900.00
Website	650.00														650.00
Other Publicity	248.00														248.00
Grants and CIL															
Youth	1,000.00														1,000.00
Christmas Lights Event	500.00														500.00
Climate Improvement	1,000.00														1,000.00
Other Grants	1,000.00		500.00											500.00	500.00
Public Projects	2,500.00														2,500.00
Environment															
Highway Garden Sites	3,383.00	25.75	270.00		270.00			571.18						1,136.93	2,246.07

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Highway Garden Site Pi	250.00														250.00
Hanging Baskets and Tr	3,342.00							3,342.05					3,342.05		-0.05
Elections															
Election Expenses	10,673.00							11,282.60					11,282.60		-609.60
General Expenditure															
Working from Home Allc	321.00														321.00
Training	735.00			45.00	300.00			128.33					473.33		261.67
Office Supplies	200.00							20.79					20.79		179.21
Meeting Room Hire and	850.00	111.01	26.00	171.06	38.30			366.92					713.29		136.71
Telephone	140.00	10.49	10.49	10.49			10.48	10.48	10.48				62.91		77.09
Audit	420.00														420.00
Insurance	798.00	149.00											149.00		649.00
Subscriptions	3,286.00	2,186.30	76.09	356.40			33.40	33.40					2,685.59		600.41
Equipment	300.00				10.48								10.48		289.52
Miscellaneous Admin Ci	1,055.00		755.00	101.00	97.50			343.76					1,297.26		-242.26
Bank Charges	170.00	3.00	3.00	18.00				18.00					42.00		128.00
GDPR Compliance	335.00	28.20	28.20	30.90									87.30		247.70
		3,904.94	3,059.97	2,124.04	1,900.47		499.48	61.88	21,093.41						
														Total:	32,644.19
														Variance:	28,693.81

RECEIPTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Income															
Precept	50,374.00		25,187.00					25,187.00						50,374.00	
Precept Grant	2,800.00		1,500.00					1,500.00						3,000.00	200.00
Interest Received	314.00														-314.00
CIL					74,108.22									74,108.22	74,108.22
VAT															
Staffing															

Monthly breakdown of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Salaries & NI

Pension

Staffing General

Locum Expenditure

Highways

Highway Trees

Bus Shelter & Bench Ma

Bridleways

Planning

Planning

Communications

Newsletter Printing, Des

Website

Other Publicity

Grants and CIL

Youth

Christmas Lights Event

Climate Improvement

Other Grants

Public Projects

Environment

Highway Garden Sites

Highway Garden Site Pi

Hanging Baskets and Ti

Elections

Election Expenses

General Expenditure

Working from Home Allc

Training

Office Supplies

Meeting Room Hire and

Telephone

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

26,687.00	74,108.22	26,687.00
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Total:	127,482.22
Variance:	73,994.22

Claygate Parish Council Accounts Year End Forecast - 31st October 2023

BUDGET SUMMARY	Budgeted 23/24	Year to date 23/24	Variance	Y/E forecast 23/24
TOTAL INCOME	53,488.00	127,482.22	73,994.22	127,482.22
TOTAL EXPENDITURE	61,338.00	32,644.19	28,693.81	58,152.07
Variance	- 7,850.00	94,838.03	45,300.41	69,330.15
INCOME				
Precept Received	50,374.00	50,374.00	-	50,374.00
Precept Grant	2,800.00	3,000.00	200.00	3,000.00
Interest Received	314.00	-	314.00	-
CIL		74,108.22	74,108.22	74,108.22
VAT		-	-	-
TOTAL INCOME	53,488.00	127,482.22	73,994.22	127,482.22
STAFFING				
Salaries	16,862.00	4,549.63	12,312.37	13,603.63
Pension	670.00	162.54	507.46	620.88
Staffing General	2,000.00	1,201.19	798.81	300.00
Locum Expenditure		4,927.30	4,927.30	7,028.49
STAFFING EXPENDITURE	19,532.00	10,840.66	8,691.34	21,553.00
HIGHWAYS				
Highway Trees	500.00	-	500.00	-
Bus shelter	250.00	-	250.00	-
Bridleways	1,000.00	-	1,000.00	-
(old accounts)			-	
Footpaths			-	
Grit bins & winter warden			-	
HIGHWAYS EXPENDITURE	1,750.00	-	1,750.00	-
PLANNING				
Planning documents	3,000.00	-	3,000.00	-
PLANNING EXPENDITURE	3,000.00	-	3,000.00	-
COMMUNICATIONS				
Printing & Design	3,900.00	-	3,900.00	1,950.00
Website	650.00	-	650.00	100.00
Publicity	248.00	-	248.00	124.00
COMMUNICATIONS EXPENDITURE	4,798.00	-	4,798.00	2,174.00
GRANTS AND CIL EXPENDITURE				
Youth	1,000.00		1,000.00	
Christmas Lights	500.00		500.00	500.00
Community Climate/Nature Gr	1,000.00		1,000.00	1,000.00
Other Grants	1,000.00	500.00	500.00	500.00
Public Projects	2,500.00		2,500.00	250.00
GRANTS - EXPENDITURE	6,000.00	500.00	5,500.00	2,250.00

ENVIRONMENT

HGS Maintenance	3,383.00	1,136.93	2,246.07	3,296.93
HGS Projects	250.00		250.00	250.00
Hanging Baskets	3,342.00	3,342.05 -	0.05	3,342.05
ENVIRONMENT EXPENDITURE	6,975.00	4,478.98	2,496.02	6,888.98

ELECTION EXPENSES

Election expenses	10,673.00	11,282.60 -	609.60	11,282.60
ELECTION EXPENDITURE	10,673.00	11,282.60 -	609.60	11,282.60

GENERAL EXPENDITURE

Working from home allowance	321.00	-	321.00	187.00
Training	735.00	473.33	261.67	773.33
Office Supplies	200.00	20.79	179.21	120.79
Hall Hire	850.00	713.29	136.71	1,413.29
Telephone	140.00	62.91	77.09	150.96
Audit	420.00	-	420.00	378.00
Insurance	798.00	149.00	649.00	800.00
Subscriptions	3,286.00	2,685.59	600.41	3,546.46
Equipment	300.00	10.48	289.52	350.00
Misc Admin Expenses	1,055.00	1,297.26 -	242.26	2,164.80
Bank Charges	170.00	42.00	128.00	108.00
GDPR Compliance	335.00	87.30	247.70	356.40
TOTAL GENERAL EXPENDITURE	8,610.00	5,541.95	3,068.05	14,003.49

TOTAL EXPENDITURE	61,338.00	32,644.19	28,693.81	58,152.07
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Tel: 0191 479 5955 Fax: 0845 245 0293

CLAYGATE PARISH COUNCIL
Claygate Village Hall
Church Road
Claygate
SURREY
KT10 0JP

Account number:	60584883
Invoice / tax point date:	07/11/23
Invoice number:	I010265919
Customer reference:	U654352

Delivery address
CLAYGATE PARISH COUNCIL CLAYGATE VILLAGE HALL CHURCH ROAD CLAYGATE SURREY KT10 0JP

QTY	Details	Unit price	NET	VAT	GROSS
1	SCV PAYROLL 1-10 EMPLOYEES Companies : 1 Users : 1 Employees : 10 SageCover Extra Until 17th November 2024	351.00	351.00	70.20 (1)	421.20



VAT Rates (1) 20% (2) 17.5% (3) 0%

Total	351.00	70.20	421.20
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Choose how you want to pay



Direct debit

Our preferred payment method

To set up a Direct Debit over the phone, please call us on 0191 4795955, quote "Make a Payment" before waiting for the sub menu and saying "Set-up a Direct Debit". One of our advisers will then be able to assist you in completing this.



Online

Make your payment online at any time, 24 hours a day, 7 days a week. Visit my.sage.co.uk to pay by credit or debit card.



Telephone

To pay by credit or debit card, please call us on 0191 4795955 and say "Make a Payment" before waiting for the sub menu and selecting which type of invoice you want to pay.

Alternatively, you can call us on 0191 4795955, selecting option no. 2 - "Make a Payment".



BACS

Our Bank details are

Sage (UK) Limited,

Lloyds Bank plc

Sort code: 30-93-71

Account number: 01383448

IBAN: GB14LOYD3093 7101 3834 48

BIC: LOYDGB21020

Please quote your account number overleaf as the reference.



Credit Terms

Our terms are 30 days from Invoice Date unless otherwise agreed.



Ms S Harman
Claygate Parish Council
Claygate Village Hall
Church Road
CLAYGATE
Surrey
KT10 0JP

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
08 August 2023

Our Ref:
SU0023

SAAA Ref:
SB02047

Claygate Parish Council
Completion of the limited assurance review for the year ended 31 March 2023

Dear Ms Harman

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Claygate Parish Council for the year ended 31 March 2023. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.



PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference SU0023 or Claygate Parish Council as a reference when paying by BACS.

Timetable for 2023/24

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Monday 1 July 2024. It is anticipated that the instructions will be sent out during March 2024, subject to arrangements for the 2023/24 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 3 June and Friday 12 July 2024; and
 - at the latest, between Monday 1 July and Friday 9 August 2024.

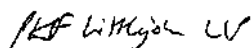
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2023 which is mandatory for the 2023/24 period. Paragraph 1.26 relates to the requirements in relation to Assertion 3 and states '*Email management - every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a .gov.uk or .org.uk address or could be an address linked to the council website.*' In order to answer yes to Assertion 3 in the 2023/24 Annual Governance Statement the local authority should ensure that it has an email address that complies with this requirement and if it does not already it should do so urgently.

Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Claygate Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Claygate Parish Council for the year ended 31 March 2023 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Claygate Parish Council on application to: (a) _____ _____ _____ _____ (b) _____ _____ _____ 3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) _____ Date of announcement: (e) _____	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
---	--



Ms S Harman
Claygate Parish Council
Claygate Village Hall
Church Road
CLAYGATE
Surrey
KT10 0JP

Our ref SU0023
SAAA Ref SB02047
Invoice No. SB20230522
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 08 August 2023

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£315.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£315.00
VAT @ 20%	£63.00
TOTAL PAYABLE	£378.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0023 or Claygate Parish Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
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Ms S Harman
Claygate Parish Council
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KT10 0JP

Our ref SU0023

SAAA Ref SB02047

Invoice No. SB20230522

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 08 August 2023

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2023	£315.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£315.00
VAT @ 20%	£63.00
TOTAL PAYABLE	£378.00

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Proposal for

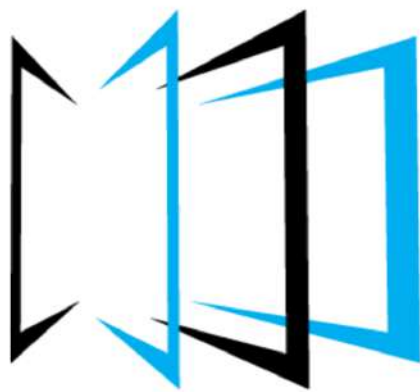
Claygate Parish Council

Created by

Nathan Foster

Prepared for

Kate Biggs



Scribe

*Making Local Communities **Smarter***

About Us

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified and part-qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 800 customers.

We help you

- Demonstrate the responsible, secure management of public funds, facilities and cemeteries
- Enhance transparency with unlimited, read-only users
- Reduced risk of mismanagement, errors and costly failed audits
- Avoid GDPR & Data Protection Act (2018) pitfalls
- Increase confident decision making with clear, accurate reporting

Plan details & pricing

We outlined the following package based on our discussion, including

- Unlimited users at no extra cost
- Uncapped support and training from our team of accountants
- Unlimited software upgrades
- Daily backups
- Full audit trail
- Online Knowledge base

Name	Price	Quantity	Subtotal
Monthly Subscription			
Accounts subscription fee per month (billed up-front) Nov - Mar*	£29	5 months	£145
Setup			
One-off set-up fee - Accounts	£147	1	£147
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	FREE	Unlimited	£0
Additional Users	FREE	Unlimited	£0
Year-End Assistance	FREE	Unlimited	£0
Accounting support	FREE	Unlimited	£0
Integrations (MTD, Stripe etc..)	FREE	Unlimited	£0
TOTAL (excl VAT)			£292

This term is not locked, feel free to reduce respectively for each month that you will **not subscribe*

This proposal is valid for 30 days from 03/04/2023

Meet your experienced support team

We have a team of qualified and part qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
Senior Accountant



Tracy Russell (AATQB)
Junior Accountant



Jess Shackley (AATQB)
Junior Accountant



Jo Peters
CiLCA Qualified

Scribe Accounts

Annual Return/ Year End – run your annual return and year-end reports at the click of a button

VAT – produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

28 October 2011 (241) 2910

Dayeworth Town Council
ANNUAL RETURN – Section 2 – Statement of Accounts
Accounts for Year from 01/04/2021 to 31/03/2022

This is prepared based on information in "Governance and Accountability for Local Councils – a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought forward	0.00	3248.33
2	Annual grant	0.00	0.00
3	Total other receipts	0.00	10526.86
4	Staff Costs	0.00	10880.82
5	Loan interest/capital repayments	0.00	0.00

Invoicing – produce a personalised, professional invoice and run an outstanding invoice report

Bank Reconciliations – run monthly bank reconciliations that can be printed and signed for approval

Budgeting & Forecasting – Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

Integrations



Stripe allows customers to pay online while making a booking or via a link printed on the invoice



HMRC to submit VAT Returns, check what you owe and view VAT payment history

Scribe Bookings

Block bookings for your regular hirers – you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

Live calendar to view provisional and confirmed bookings and filter by specific venues

Preferential rates for on and off-peak times or for particular groups

Notifications – Automatic SMS and email notifications save you time

Public Bookings page – Unique bookings webpage where customers can view availability, enquire and book venues.

Key Features:

Facility list – parking, catering, equipment & more..

Imagery – upload multiple images

Video – embed videos from youtube and Vimeo

Live Availability – provide full availability information via the calendar and minimum booking slots

Payments – accept payments via stripe

Invoicing – Send to Scribe Accounts

The screenshot shows the 'Dayworth Town Hall' listing on the Scribe Bookings platform. At the top, it displays the venue name, a 4.9 Google review rating, and a price range of £31.25 - £250.00/hour. A large photo of the town hall is featured, with a 'Video Available' button. To the right is a 'Make an Enquiry' form with fields for 'Select date' (05/11/2021), 'Start time (min slot 1 hour)' (11:00), 'End time (max slot 24 hours)' (12:00), and 'Number of Attendees' (1). Below the main photo, there's a list of facilities: 'Hall', '300 seating', 'Parking available', 'Catering facilities', 'Projector/Screen', and '1 hour room preparation time'. A map shows the location at 60 New Rd, North Yaxham, NR28 5DQ, UK. To the right of the map, 'Additional Services' are listed: 'Parking', 'Catering', and 'Projector' at £5.00 per booking.

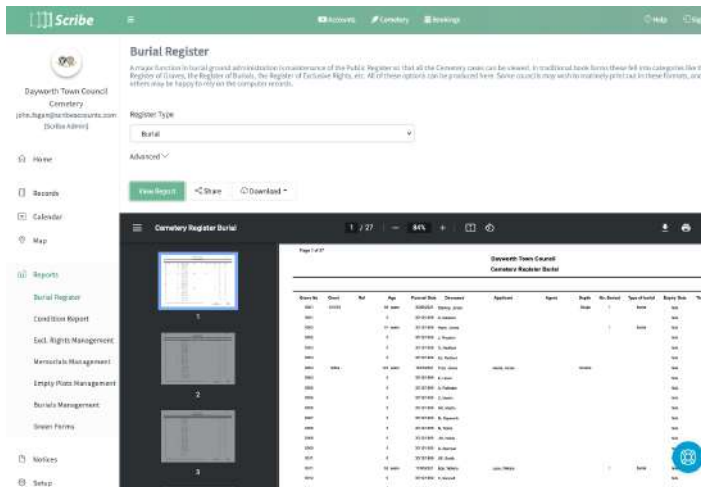
Scribe Cemetery

Notices – choose from the twenty we have available at the click of a button or add your own

Inspections and condition report – monitor the safety of your cemetery and record the condition of graves

Mapping – maintain a topical record of your cemetery as a standard map or satellite view

Burial Register – maintain the Public Register so that all cemetery cases can be viewed and reported on



Workflows

Templates – Create templates for memorial preparation, grave digging notices and more

Transfers – transfer exclusive rights to new applicants and keep record of trail

Link Records – link burial records, exclusive rights and memorials to same records

Invoicing – Send to Scribe Accounts

Scribe Allotments

Waitinglist – add and remove people from your waiting list. Send them offers when plots become available.

Plot Register & Fees– add all your plots and define your fees

Tenancy Agreements – Attach agreements and letters and send them out via email.

Additional Services – Configure your plots with additional services, such as water, waste, sheds and more. Added to invoices.

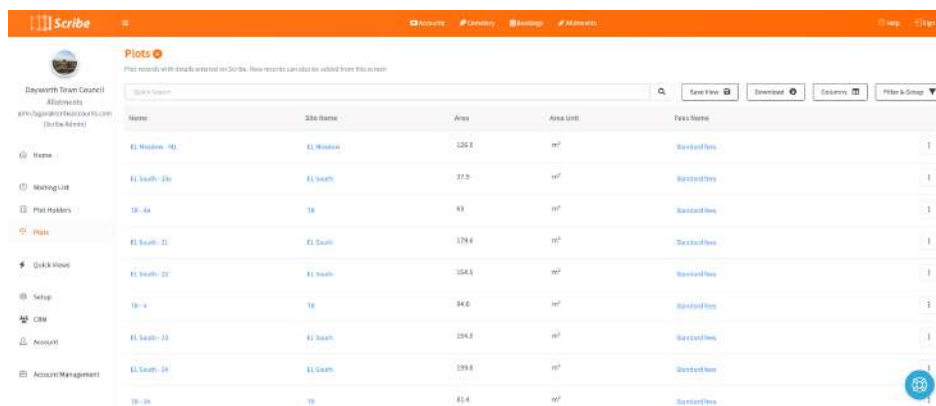
Rents & Reminders– generate invoices, bulk email to customers and automatically send payment reminders

Reports – allotments, tenants, notices

Inspections – Record results of inspections and send out notices

Mapping – map your sites and plots (coming soon)

Import – import your allotment data (plots, sites, fees, waiting list) from a spreadsheet.



The screenshot shows the Scribe Allotments web application interface. The top navigation bar is orange with the Scribe logo and links for Accounts, Customers, Bookings, and Allotments. The left sidebar contains a navigation menu with options like Home, Waiting List, Plot Makers, Maps, Quick Views, Setup, CRM, Account, and Account Management. The main content area is titled 'Plots' and displays a table of allotment plots. The table has columns for Name, Site Name, Area, Area Unit, Fee Name, and a final column with a value of 1. The data rows list various plots such as 'E1 Meadow - 10', 'E1 South - 10a', 'E1 South - 10b', 'E1 South - 10c', 'E1 South - 10d', 'E1 South - 10e', 'E1 South - 10f', 'E1 South - 10g', 'E1 South - 10h', 'E1 South - 10i', 'E1 South - 10j', 'E1 South - 10k', 'E1 South - 10l', 'E1 South - 10m', 'E1 South - 10n', 'E1 South - 10o', 'E1 South - 10p', 'E1 South - 10q', 'E1 South - 10r', 'E1 South - 10s', 'E1 South - 10t', 'E1 South - 10u', 'E1 South - 10v', 'E1 South - 10w', 'E1 South - 10x', 'E1 South - 10y', 'E1 South - 10z', 'E1 South - 10aa', 'E1 South - 10ab', 'E1 South - 10ac', 'E1 South - 10ad', 'E1 South - 10ae', 'E1 South - 10af', 'E1 South - 10ag', 'E1 South - 10ah', 'E1 South - 10ai', 'E1 South - 10aj', 'E1 South - 10ak', 'E1 South - 10al', 'E1 South - 10am', 'E1 South - 10an', 'E1 South - 10ao', 'E1 South - 10ap', 'E1 South - 10aq', 'E1 South - 10ar', 'E1 South - 10as', 'E1 South - 10at', 'E1 South - 10au', 'E1 South - 10av', 'E1 South - 10aw', 'E1 South - 10ax', 'E1 South - 10ay', 'E1 South - 10az', 'E1 South - 10ba', 'E1 South - 10bb', 'E1 South - 10bc', 'E1 South - 10bd', 'E1 South - 10be', 'E1 South - 10bf', 'E1 South - 10bg', 'E1 South - 10bh', 'E1 South - 10bi', 'E1 South - 10bj', 'E1 South - 10bk', 'E1 South - 10bl', 'E1 South - 10bm', 'E1 South - 10bn', 'E1 South - 10bo', 'E1 South - 10bp', 'E1 South - 10bq', 'E1 South - 10br', 'E1 South - 10bs', 'E1 South - 10bt', 'E1 South - 10bu', 'E1 South - 10bv', 'E1 South - 10bw', 'E1 South - 10bx', 'E1 South - 10by', 'E1 South - 10bz', 'E1 South - 10ca', 'E1 South - 10cb', 'E1 South - 10cc', 'E1 South - 10cd', 'E1 South - 10ce', 'E1 South - 10cf', 'E1 South - 10cg', 'E1 South - 10ch', 'E1 South - 10ci', 'E1 South - 10cj', 'E1 South - 10ck', 'E1 South - 10cl', 'E1 South - 10cm', 'E1 South - 10cn', 'E1 South - 10co', 'E1 South - 10cp', 'E1 South - 10cq', 'E1 South - 10cr', 'E1 South - 10cs', 'E1 South - 10ct', 'E1 South - 10cu', 'E1 South - 10cv', 'E1 South - 10cw', 'E1 South - 10cx', 'E1 South - 10cy', 'E1 South - 10cz', 'E1 South - 10da', 'E1 South - 10db', 'E1 South - 10dc', 'E1 South - 10dd', 'E1 South - 10de', 'E1 South - 10df', 'E1 South - 10dg', 'E1 South - 10dh', 'E1 South - 10di', 'E1 South - 10dj', 'E1 South - 10dk', 'E1 South - 10dl', 'E1 South - 10dm', 'E1 South - 10dn', 'E1 South - 10do', 'E1 South - 10dp', 'E1 South - 10dq', 'E1 South - 10dr', 'E1 South - 10ds', 'E1 South - 10dt', 'E1 South - 10du', 'E1 South - 10dv', 'E1 South - 10dw', 'E1 South - 10dx', 'E1 South - 10dy', 'E1 South - 10dz', 'E1 South - 10ea', 'E1 South - 10eb', 'E1 South - 10ec', 'E1 South - 10ed', 'E1 South - 10ee', 'E1 South - 10ef', 'E1 South - 10eg', 'E1 South - 10eh', 'E1 South - 10ei', 'E1 South - 10ej', 'E1 South - 10ek', 'E1 South - 10el', 'E1 South - 10em', 'E1 South - 10en', 'E1 South - 10eo', 'E1 South - 10ep', 'E1 South - 10eq', 'E1 South - 10er', 'E1 South - 10es', 'E1 South - 10et', 'E1 South - 10eu', 'E1 South - 10ev', 'E1 South - 10ew', 'E1 South - 10ex', 'E1 South - 10ey', 'E1 South - 10ez', 'E1 South - 10fa', 'E1 South - 10fb', 'E1 South - 10fc', 'E1 South - 10fd', 'E1 South - 10fe', 'E1 South - 10ff', 'E1 South - 10fg', 'E1 South - 10fh', 'E1 South - 10fi', 'E1 South - 10fj', 'E1 South - 10fk', 'E1 South - 10fl', 'E1 South - 10fm', 'E1 South - 10fn', 'E1 South - 10fo', 'E1 South - 10fp', 'E1 South - 10fq', 'E1 South - 10fr', 'E1 South - 10fs', 'E1 South - 10ft', 'E1 South - 10fu', 'E1 South - 10fv', 'E1 South - 10fw', 'E1 South - 10fx', 'E1 South - 10fy', 'E1 South - 10fz', 'E1 South - 10ga', 'E1 South - 10gb', 'E1 South - 10gc', 'E1 South - 10gd', 'E1 South - 10ge', 'E1 South - 10gf', 'E1 South - 10gg', 'E1 South - 10gh', 'E1 South - 10gi', 'E1 South - 10gj', 'E1 South - 10gk', 'E1 South - 10gl', 'E1 South - 10gm', 'E1 South - 10gn', 'E1 South - 10go', 'E1 South - 10gp', 'E1 South - 10gq', 'E1 South - 10gr', 'E1 South - 10gs', 'E1 South - 10gt', 'E1 South - 10gu', 'E1 South - 10gv', 'E1 South - 10gw', 'E1 South - 10gx', 'E1 South - 10gy', 'E1 South - 10gz', 'E1 South - 10ha', 'E1 South - 10hb', 'E1 South - 10hc', 'E1 South - 10hd', 'E1 South - 10he', 'E1 South - 10hf', 'E1 South - 10hg', 'E1 South - 10hi', 'E1 South - 10hj', 'E1 South - 10hk', 'E1 South - 10hl', 'E1 South - 10hm', 'E1 South - 10hn', 'E1 South - 10ho', 'E1 South - 10hp', 'E1 South - 10hq', 'E1 South - 10hr', 'E1 South - 10hs', 'E1 South - 10ht', 'E1 South - 10hu', 'E1 South - 10hv', 'E1 South - 10hw', 'E1 South - 10hx', 'E1 South - 10hy', 'E1 South - 10hz', 'E1 South - 10ia', 'E1 South - 10ib', 'E1 South - 10ic', 'E1 South - 10id', 'E1 South - 10ie', 'E1 South - 10if', 'E1 South - 10ig', 'E1 South - 10ih', 'E1 South - 10ii', 'E1 South - 10ij', 'E1 South - 10ik', 'E1 South - 10il', 'E1 South - 10im', 'E1 South - 10in', 'E1 South - 10io', 'E1 South - 10ip', 'E1 South - 10iq', 'E1 South - 10ir', 'E1 South - 10is', 'E1 South - 10it', 'E1 South - 10iu', 'E1 South - 10iv', 'E1 South - 10iw', 'E1 South - 10ix', 'E1 South - 10iy', 'E1 South - 10iz', 'E1 South - 10ja', 'E1 South - 10jb', 'E1 South - 10jc', 'E1 South - 10jd', 'E1 South - 10je', 'E1 South - 10jf', 'E1 South - 10jg', 'E1 South - 10jh', 'E1 South - 10ji', 'E1 South - 10jj', 'E1 South - 10jk', 'E1 South - 10jl', 'E1 South - 10jm', 'E1 South - 10jn', 'E1 South - 10jo', 'E1 South - 10jp', 'E1 South - 10jq', 'E1 South - 10jr', 'E1 South - 10js', 'E1 South - 10jt', 'E1 South - 10ju', 'E1 South - 10jv', 'E1 South - 10jw', 'E1 South - 10jx', 'E1 South - 10jy', 'E1 South - 10jz', 'E1 South - 10ka', 'E1 South - 10kb', 'E1 South - 10kc', 'E1 South - 10kd', 'E1 South - 10ke', 'E1 South - 10kf', 'E1 South - 10kg', 'E1 South - 10kh', 'E1 South - 10ki', 'E1 South - 10kj', 'E1 South - 10kk', 'E1 South - 10kl', 'E1 South - 10km', 'E1 South - 10kn', 'E1 South - 10ko', 'E1 South - 10kp', 'E1 South - 10kq', 'E1 South - 10kr', 'E1 South - 10ks', 'E1 South - 10kt', 'E1 South - 10ku', 'E1 South - 10kv', 'E1 South - 10kw', 'E1 South - 10kx', 'E1 South - 10ky', 'E1 South - 10kz', 'E1 South - 10la', 'E1 South - 10lb', 'E1 South - 10lc', 'E1 South - 10ld', 'E1 South - 10le', 'E1 South - 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10zm', 'E1 South - 10zn', 'E1 South - 10zo', 'E1 South - 10zp', 'E1 South - 10zq', 'E1 South - 10zr', 'E1 South - 10zs', 'E1 South - 10zt', 'E1 South - 10zu', 'E1 South - 10zv', 'E1 South - 10zw', 'E1 South - 10zx', 'E1 South - 10zy', 'E1 South - 10zz'. The table also includes a 'Fee Name' column with values like 'Standard Fee' and a final column with the value '1'. The interface includes a search bar, 'Save View', 'Download', 'Columns', and 'Filter & Group' buttons. The left sidebar has a 'Home' button and a 'Quick Views' section. The bottom right corner has a blue circular icon with a gear symbol.

Name	Site Name	Area	Area Unit	Fee Name	
E1 Meadow - 10	E1 Meadow	120.1	m ²	Standard Fee	1
E1 South - 10a	E1 South	77.9	m ²	Standard Fee	1
10 - 04	10	93	m ²	Standard Fee	1
E1 South - 10	E1 South	179.6	m ²	Standard Fee	1
E1 South - 10	E1 South	154.5	m ²	Standard Fee	1
10 - 4	10	94.0	m ²	Standard Fee	1
E1 South - 10	E1 South	154.5	m ²	Standard Fee	1
E1 South - 10	E1 South	159.8	m ²	Standard Fee	1
10 - 04	10	81.4	m ²	Standard Fee	1

Scribe Community Engagement

Free webinars and conferences

We have hosted

- 171 events for 2021
- Attracting over 6,800 attendees.

Scribefest 1 day Conference attracted 650 registrations

Free Community Support

Council Clerks' Mastermind - 1,255 members (November 2021)

The Councillor's Corner - 438 members (November 2021)

Free Toolkits and Guides

Total 1,430 downloads in 2021

Free Code Of Conduct Guide For Councillors

The Ultimate Marketing Checklist For Village & Town Halls

A-Z Of Grant Funding For Town And Parish Councils

Free Parish & Town Council Budgeting Spreadsheet

Free Parish & Town Council Year-End Checklist

Council Accounting Whitepaper



Scribefest
Bringing Technical and Financial Communities Together



Jackie Weaver

What our customers say



"Scribe saved me so much time, I have managed to secure £50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

On average our customers report

12 hrs

per month saved per user



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"Scribe listened and upgraded the bookings system based on my suggestions" -> [watch here](#)

Wendy Alcock - Eye Town Council

From: Paul Bateman <paul.bateman@datacenta.net>
Sent: 08 October 2023 11:04
To: clerk@claygateparishcouncil.gov.uk
Subject: claygateparishcouncil.gov.uk Domain Expiring

Good morning Sally,

Your domain clerk@claygateparishcouncil.gov.uk is shortly due to expire

We need only to know in the first instance whether you wish for the domain to be renewed

The cost of renewal is £125 + VAT for a further two-years

We will forward an invoice once all works have completed

Paul Bateman
Datacenta

**Agreement for the maintenance of
Highway Garden Sites
in Claygate, Surrey**

THIS AGREEMENT is made from the **20th day of November 2020**

BETWEEN

- 1. CLAYGATE PARISH COUNCIL of Village Hall, Church Road, Claygate KT10 0JP(the Council)**
- 2. PAUL’S GARDEN SERVICES LTD of 15, Bridle Road, Claygate, Surrey, KT10 0ET (the Contractor)**

WHEREBY IT IS AGREED as follows :-

1. The Contactor agrees to supply to the Council, in consideration of the payment of the charges as defined in Schedule 1 (**the Charges**) and upon the terms of this Agreement, the services as defined in Schedule 2 (**the Specification**) to this Agreement
2. The Services shall continue for a period of **ONE** year from the date of this Agreement
3. The Contractor shall ensure that the Services are performed by its staff in accordance with the reasonable standards and requirements of the Council and shall arrange all necessary resources to enable the Contractor to perform the Services to such requirements and standards
4. If the Council shall not be satisfied with the performance of the Contractor in respect of the Services they shall promptly advise the Contractor of their dissatisfaction and the Contractor shall take all necessary steps to promptly remedy such performance, including, where necessary, re-performing the Services at their cost
5. Payment of the Charges shall be made within 30 days of receipt by the Council of a valid invoice from the Contractor and the Council shall pay VAT on the charges at the rate prescribed by law from time to time.
6. The Contractor is responsible for carrying out the Services in a manner which complies with Health and Safety legislation and shall ensure that its operations do not endanger the health and safety of its employees, its contractors its agents or any member of the public

7. The Contractor warrants :
 - a. That it has the full capacity and authority and all necessary equipment licences, permits and consents to enter into and provide the Services
 - b. That the Services shall be provided in compliance with the laws of the United Kingdom, enactments, orders, regulations, and other similar instruments (including but not limited to all applicable health and safety legislation)
 - c. The Services shall be supplied and rendered by appropriately experienced, qualified and trained personnel with all due skill, care and diligence
8. The Council and the Contractor undertake with each other to keep confidential all information (in whatever form) concerning the business and affairs of either party that such party obtains or receives as a result of the performance of this Agreement
9. The Contractor shall hold Public Liability insurance in such sum as the Council from time to time reasonably require and on demand shall provide to the Council evidence of such insurance and the payment of all premiums. The Contractor shall, if required, authorise its insurance company to provide such information about the insurance as the Council may from time to time reasonably require
10. The Parish Council will indemnify and keep indemnified the Borough Council from and against all actions, costs, claims and demands, however arising, in respect of damage to Premises, or death, or bodily injury to any person or persons, caused either directly or indirectly as a result of any act, default or negligence of the Parish Council, its employees or agents and to keep in force during the period of the Agreement an Insurance Policy to be approved by the Borough Council to cover such Third Party Liabilities in the sum of not less than £5,000,000 in respect of any one incident and to note the Borough Council's interest and to produce the policy affecting such insurance and the current premium receipt to the Borough Council forthwith on demand.
11. The Council may terminate this Agreement on 7 days written notice at any time after a breach of the terms of this Agreement by the Contractor which has not been remedied within 14 days written notice of such breach being given to the Contractor
12. Neither party excludes or limits liability to the other party for fraud nor for death or personal injury or any breach of any obligations imposed by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982 but without prejudice to such provisions neither party shall be liable to the other for loss of profits,(whether direct or indirect) business, revenue goodwill or indirect or consequential loss or damage
13. Any notice to be given under the provisions of this Agreement shall be delivered personally or sent by prepaid recorded delivery to the address shown in this Agreement or such other address as either party should notify to the other as their address for service.

Authorisations

SIGNED as a Deed by
CLAYGATE PARISH COUNCIL

Cllr.....

Dated.....

Cllr.....

Dated.....

acting by two Councillors in the presence of the Clerk

SIGNED as a Deed by

.....

Dated.....

in the presence of

.....Parish Clerk

Dated.....

Schedule 1

The Council hereby undertake to pay Paul Quinnen in consideration of the performance of the Service the sum of SEVEN THOUSAND POUNDS ONLY (£7000.00) upon receipt of a monthly, valid invoice from the Contractor. Payment of the Charges shall be made within 30 days of receipt of the invoice by the Council.

SPECIFICATION FOR MAINTENANCE OF CLAYGATE HIGHWAY GARDEN SITES

SITES MAINTAINED BY CLAYGATE PARISH COUNCIL

1. APPLEGARTH
2. THE CAUSEWAY/ FEE FARM ROAD
3. TORRINGTON LODGE CAR PARK
4. COVERTS ROAD/FOLEY ROAD
5. GLEBELANDS
6. THE GREEN
7. ST. LEONARDS ROAD
8. GLENAVON CLOSE/COMMON ROAD
9. RED LANE opposite OLD CLAYGATE LANE
10. CHURCH ROAD
11. HARE LANE CAR PARK
12. THE FIRS VERGE
13. WOODSTOCK TRIANGLE
14. CLAYGATE PARADE

SITES INCLUDED IN THIS SPECIFICATION

Please note: some of the work on the sites maintained by Claygate Parish Council is carried out by volunteers, so is not included in the work schedule. Should the volunteer support no longer be available, the Contractor will be invited to quote for this work.

1. APPLEGARTH
2. THE CAUSEWAY/ FEE FARM ROAD
3. TORRINGTON LODGE CAR PARK
4. COVERTS ROAD/FOLEY ROAD
5. GLEBELANDS
6. THE GREEN
7. ST. LEONARDS ROAD
8. GLENAVON CLOSE/COMMON ROAD
9. RED LANE opposite OLD CLAYGATE LANE
10. CHURCH ROAD
11. HARE LANE CAR PARK
12. THE FIRS VERGE
13. WOODSTOCK TRIANGLE

Clerk note: I understand from Paul that this number was reduced to 7 sites.

INDEX

1. DESCRIPTION OF WORK FOR EACH BED

GENERAL:-

1. GRASS – during the growing season to be mown every two weeks.
2. MAINTENANCE – routine maintenance of weeding around the shrubs, removal (not by strimming) of docks, brambles, nettles including roots to take place once a month.
3. SHRUB PRUNING - See Pruning Schedule.
4. MULCH – where mulch is present and work is to take place, the mulch should be scraped aside and replaced afterwards.
5. DEAD, DISEASED OR BADLY DAMAGED PLANTS –to be reported to Parish Clerk for replacement.
6. MONTHLY PARISH COUNCIL ‘TICK LIST’ to be sent to the Parish Clerk for information.
7. VOLUNTEER WORKERS Some sites have volunteer workers to maintain the flower beds. These are stated as below. However the contractor may be required to take on additional work at individual sites where the volunteers resign.

THE THIRTEEN SITES:-

1. THE GREEN (This is a priority as it is itemised as part of the Environmental Committee’s Remit)
 - i. The grass to be mown every fortnight during growing season and weeds removed.
 - ii. The flower bed edges to be kept trimmed and edged. Weeds to be removed by hand or spot treated.
 - iii. Regrowth of ivy to be removed from under the trees.
 - iv. Dead, diseased or badly damaged plants to be reported to Parish Clerk for replacement.
2. ST. LEONARD’S ROAD YOUTH CLUB BUS STOP.
 - i. Shrubs to be pruned and trimmed back where necessary
 - ii. Newly grassed area to be cut fortnightly.
 - iii. Weeds to be removed.
3. THE FIRS VERGE - HARE LANE -
 - i. The grass to be mown three times a year - after Spring flowers and bulbs have died back, in early July and again in October.
 - ii. Dense growth to be pruned and thinned by hand when necessary to allow pedestrians to see through to the road.
 - iii. Shrubs that impede sightlines for motorists coming out of Dalmore Avenue to be cut back.
 - iv. Trees overhanging the path to be trimmed above head height. Any tree surgery required to be reported to the Parish Clerk.

Please note: A one metre strip alongside the highway is mown three times a year by Elmbridge Borough Council contractors. The cut is of a height to give a rural ‘look’. This bed has been maintained to encourage native wild flowers and grasses to colonise it. The planting is maintained by volunteers.

4. HARE LANE CAR PARK – Border around Car Park.
 - i. Shrubs to be pruned back when appropriate.
 - ii. Soil to be forked over and weeds removed.

Please note: The grass area in front of the Car Park is cut by Elmbridge Borough Council 10 times a year. The rose beds alongside the grassed area are maintained by volunteers.

5. TORRINGTON LODGE CAR PARK.

- i. Two areas -Bed to the right of the entrance and the border running around the car park.
- ii. General maintenance such as pruning and weeding.

Please note: A further flower bed to the left of the Car Park Entrance bordering the highway is maintained by volunteers.

6. APPLEGARTH (off Telegraph Lane).

- i. Shrubs to be pruned as appropriate.
- ii. Ground to be forked over and weeds removed
- iii. Brambles invading from the farm land to be strimmed.

7. RED LANE

- i. Shrubs to be pruned as appropriate
- ii. Ground to be forked over and weeds removed.

8. GLENAVON CLOSE/COMMON ROAD CORNER

- i. Shrubs to be pruned as appropriate.
- ii. Ground to be forked over and weeds removed.

9. CHURCH ROAD RECREATION GROUND ENTRANCE

- i. Shrubs to be pruned back by hand when necessary and soil forked over regularly.

10. THE CAUSEWAY/FEE FARM ROAD

- i. Grass to be mown fortnightly
- ii. The two flower beds to be edged
- iii. Weeds to be removed.

Please note: The plants and shrubs are maintained by volunteers.

11. COVERTS/FOLEY ROAD

- i. Grass to be cut as necessary, allowing spring bulbs to die back where planted.
- ii. Flower bed edges to be trimmed.
- iii Weeds to be removed

12. GLEBELANDS

- i. Shrubs to be shaped and trimmed and old growth cut out from base.
- ii. Weeds to be removed.

13. WOODSTOCK TRIANGLE

- i. Shrubs to be pruned as appropriate.
- ii. Weeds to be removed and general maintenance to be carried out.

Please note :THE PARADE RAISED BED – OUTSIDE ‘FRUIT WORLD’
This bed is maintained by volunteers.

2. SPECIFICATION OF WORK

1. GRASS CUTTING
2. SHRUBS
3. LITTER & DEBRIS

The following schedules refer to the Clerk. For the purposes of this contract, 'the Clerk' will also mean 'authorised representative, such as the Chair of the Environment Committee'.

The contractor will report to the Clerk monthly on:-

- i. the numbers of hours worked
- ii. the beds maintained
- iii. any problems occurring.

1. GRASS CUTTING

1.1 General

- (i) Section 1.5 includes a given number of grass cuts, but the Contractor will be paid on a pro-rata basis for more or less than this number, depending on the prevailing weather conditions throughout the growing season, subject to written notification of the variation issued by the Clerk for more or less cuts.
- (ii) The Contractor will ensure that all areas are cut on a rota basis.
- (iii) Prior to cutting any area, the Contractor will remove all significantly large stones, as well as any paper, tins, bottles and other debris. All such material will be removed to the Contractors tip. If the amount to be removed is considered excessive by the Contractor, he will immediately inform the Clerk, who will consider each site on its individual merit and may agree to extra payments in exceptional circumstances at his absolute discretion.
- (iv) All grass will be cut cleanly and evenly to the same height as indicated in Section 1.5 at the end of this Section, on each relevant site and without damaging the existing surface.
- (v) Prior to cutting, the Contractor will be required to remove soil heaps from Moles working. Any Mole infestation is to be reported to the Clerk within 48 hours in order that the Clerk can assess the need for eradication.
- (vi) Mowing will take place on the full area of grass, up to all obstacles, up to the paving, fencing and any other boundaries at each site.
- (vii) Any area deemed by the Clerk to be unsatisfactorily mown, will be re-cut and brought to the specified standard by the Contractor at his own expense.
- (viii) If an area has not been cut to the specified frequency, at the fault of the Contractor, it is to be brought to the specified standard at his own expense.
- (ix) If inclement weather prevents the Contractor from mowing he will quickly resume grass cutting once the conditions become suitable again. The Contractor will be expected to provide sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.
- (x) In long drought periods the Clerk may reduce cutting frequency by notification in writing to the Contractor
- (xi) In wet weather, if conditions preclude the use of the specified machinery, the Contractor will provide a suitable machine to cut and collect the affected areas to the specified height, and dispose of all arisings.

- (xii) If very wet conditions persist and additional operations are required to cut grass and remove arisings, then the Contractor will agree with the Clerk a fair and reasonable rate for dealing with the excess growth. Normally, this rate will be Pro Rata to the contract rate.
- (xiii) The Contractor shall, at his own expense, repair all damage caused as a result of grass cutting operations. Any damage must be reported to the Clerk within 3 hours of the incident followed by a written report within 48 hours outlining remedial measures being taken. Reinstatement of grass surfaces shall include restoration of levels, replacement of divots and/or turfing and repair of edging. All repair/replacement works are to be completed within 72 hours of the first report. If repairs are not undertaken the Clerk may arrange the work and all costs will be at the Contractor's expense.
- (xiv) Should any tree or shrub die as a result of any grass cutting operation the Contractor will pay for the removal and replacement in accordance with the recommendations of the Clerk.
- (xv) In areas that contain spring flowering bulbs or corms, the Contractor will arrange for grass cutting to be undertaken just prior to the emergence of the leaves in Jan/Feb/Mar, apart from the Firs which has its own cutting schedule. The areas of bulb growth will not be cut but all other grass areas within the location will be cut as normal. Areas of bulb growth will not be cut until at least six weeks after flowering. All arisings are to be removed and recycled within the Contractor's rate for grass cutting.
- (xvi) The Contractor will remove all grass clippings arising from mowing from paved areas, mowing margins, channels etc. by a method approved by the Clerk. Generally this will be by sweeping or by the use of a 'blower' in order to "lose" the arisings over the grass areas. This applies to all areas and grass cuts will be rejected by the Clerk for this failure.
- (xvii) The Contractor may be required to cut grass on new and other areas yet to be developed. He must ensure that he has sufficient resources to take on this extra cutting if required.
- (xviii) All persons operating grass cutting machinery must wear appropriate protective clothing.
- (xix) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.
- (xx) All persons operating or traversing machines on the highway are to possess a current legal licence in accordance with the machinery and equipment used.
- (xxi) During the period of the Contract no growth regulators of any form shall be applied to any area of grass without written approval of the Clerk.
- (xxii) Herbicide, Fungicide, total weed killer etc. are to be used only where and when specified in other sections of this specification.
- (xxiii) During the growing season, at each visit, the edges of grass areas which abut planted beds and similar areas, shall be trimmed with long handled shears or other approved mechanical means.

1.2 Strimming

The cost of strimming is to be included within the Contractor's overall rates for grass cutting.

- (i) It will be necessary to cut grass around obstacles to the same height, frequency and standard as the surrounding grass areas. The Contractor will, therefore, provide for strimming (or shearing) around such obstacles within his grass cutting rates.
- (ii) Failure to cut round obstacles or follow up with smaller machines at the same time as the main cut will lead to rejection of the whole plot containing the deficiencies.
- (iii) Any damage to obstacles, including trees or shrubs, by strimming will be reinstated or repaired at the Contractor's expense to the full satisfaction of the Clerk.

The Contractor will have inspected all grass areas within this Contract prior to pricing, and the rates quoted will be deemed to include all the aforementioned works.

1.3 Machinery

- (i) The Contractor is to ensure the correct machinery in a sound and safe condition is used at all times.

1.4 Environmental Cut and Clear

- (i) The Council wishes to encourage the recycling of waste material wherever possible.
- (ii) Where environmental grass areas are specified when cutting takes place once a year, the arisings must also be recycled.

1.5 Cutting heights/Details

- (i) All sites except the Firs verge Height of cut minimum 25 mm, maximum 50 mm
- (ii) Site details:-
 - a. Causeway/Church Road – next to Fee Farm Road
Two areas of grass 36m² and 38m².
 - b. Coverts Road/Foley Road
Large area of grass of 589m².
 - c. The Green
Grass area of 221m².

These areas to be cut fortnightly from April-October, unless otherwise specified by the Clerk. From October-April cutting will be carried out on notification by the Clerk.

- d. The Firs verge
The grass area to be cut three times per year after the spring flowers and bulbs have died back, in early July and again in October to a height of 75mm. Routine maintenance of weeding around the shrubs, removal of docks, brambles, nettles and snowberry to take place once per month.

2 SHRUBS

2.1 General

- (i) In the manner specified below the Contractor shall ensure that all shrub beds within the Contract are maintained in an attractive condition, free of weeds, fallen leaves, dead or dying plant material and debris, and all shrubs are healthy, vigorous, pest and disease free, within the period of the Contract.
- (ii) The Contractor should be aware that some shrub beds also contain dwarf/low growing herbaceous subjects, ornamental grasses and bamboos.
- (iii) All persons operating any equipment or machinery must wear appropriate protective clothing.
- (iv) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.

2.2 Routine Maintenance – General

- (i) Routine maintenance will take place once per month.
- (ii) At each routine maintenance visit removal of litter, fallen leaves, dead or dying plant material, weeds, or other debris will be carried out together with all other requirements as specified for the first routine maintenance.
- (iii) During routine maintenance visits of the Winter Period, weeds shall be removed complete with roots by hoe; however, perennial rooted weeds are to be forked out. Weeds should not be strimmed. Where mulch is present, hand weeding is required. Care should be taken not to disturb the shrubs' roots and avoid excessive treading of the bed surface during this operation. All arisings and other deleterious material shall be recycled/disposed of.
- (iv) Where shrubs have been inter-planted with bulbs the Contractor shall ensure that damage is not caused to bulbs during cultivation operations and that disturbed bulbs are replaced.
- (v) Fertiliser application to Shrub beds will be priced by the Contractor to be carried out when instructed by the Clerk.
- (vi) If thought necessary by the Contractor, and agreed in writing by the Clerk, all shrub planted areas shall receive a top dressing of an approved organic fertiliser on the first routine maintenance visit of the year. The fertiliser shall be in the ratio 7.7.7.N.P.K. applied by hand at the rate of 60 grammes per square metre. Following application, the fertiliser shall be lightly hoed or forked into the bed surface.
- (vii) The Contractor may be required to mulch shrub beds. This operation will be at the direction of the Clerk, who will advise as to what type of mulch is to be used, , to provide a 75mm layer over all shrub beds. The depth of mulch is to be maintained on the first routine maintenance visit each year of the Contract.
- (viii) During the course of maintenance visits, the pruning of Shrubs shall be carried out in accordance with this Specification.
- (ix) The purpose of pruning is to build a strong framework keeping Shrubs healthy and vigorous, maintaining the shape and balance, ensuring the maximum amount of flowering wood is produced and that the Shrubs are kept so that they do not create a nuisance or danger to persons or traffic.
- (x) Shrubs shall not be permitted to encroach over footpaths and roads. The Contractor must take account of this in his overall pruning prices.
- (xi) Growth of shrubs shall not be permitted to encroach more than 50mm onto grassed areas.
- (xii) All pruning cuts made shall be clean and without jagged broken wood or torn bark remaining after pruning operations.
- (xiii) The Contractor shall carry out any remedial pruning necessary resulting from acts of vandalism and account for this in his overall prices.
- (xiv) All arisings resulting from pruning operations shall be removed to the Contractors tip as the work progresses.

- (xv) Wall shrubs, including creepers and climbers, will be treated using normal cultural methods as set out above. All work is to be carried out in accordance with good horticultural practices associated with the care and culture of wall shrubs.
- (xvi) On each visit for routine maintenance the Contractor will inspect all wall shrubs to ensure that they are securely supported to the wall, either by horticultural wall nails, wire supports attached to the wall with intermediate vine eyes and end strainers or by wooden lattice frames, ensuring that all ties are made with strong tarred twine or other approved tying material.
- (xvii) Wall shrubs are to be pruned in accordance with the pruning schedules. The pruning of shrubs shall be carried out in accordance with one of the following instructions as detailed on the pruning schedule. **It should be noted that the schedule is not exhaustive.**

A - No pruning **required other than light shaping and removal of dead** and diseased wood.

Shaping shall be carried out in late spring with the remaining pruning carried out when required.

B – After flowering, remove all wood which has borne flowers retaining the young wood to ripen and produce flowers the following year. Pruning to be carried out immediately after flowering, including the removal of dead and diseased wood.

C – After flowering, remove completely one or two old stems, cut back younger flowering shoots to fresh growth on the main branches. Thin out crowded shoots and remove weak twigs.

D – In early spring, cut back previous season's wood to within two or three buds of the old wood.

PRUNING SCHEDULE

Shrub Species	Pruning Instruction
Amelanchier	B
Arbutus	A
Artemisia	D
Aucuba	A
Berberis	A
Buddleia	D
Ceanothus	A
Choisya	A
Cistus	A
Cornus	D
Cotinus	A
Cotoneaster	A
Cytisus	A
Eleagnus	A
Escallonia	A
Euonymus	A
Fatsia	A
Forsythia	B
Fuchsia	D
Genista	A
Geranium (cut back after flowering)	A
Griselinia	A
Hamamelis	A
Hebe	A
Hippophae	A
Hydrangea (dead head in mid April)	E
Hypericum	A
Ilex	A
Kalmia	A
Kerria	B

Kolkwitzia	C
Lavandula	D
Ligustrum	A
Lonicera	A
Mahonia	A
Olearia	A
Osmanthus	A
Pachysandra	A
Pernettya	A
Perovskia	C
Pittosporum	A
Potentilla	A
Prunus	A
Pyracantha	A
Rhododendron (dead head after flowering)	A
Rhus	A
Ribes (except R. sanguineum)	B
Rosmarinus	B
Rubus	D
Ruta	D
Salix	D
Salvia	D
Sambucus	D
Santolina	D
Sarcococca	A
Senecio	A
Skimmia	A
Spiraea	B
Symphoricarpos	A
Syringa	A
Viburnum	A
Vinca	A

The above represents general guidelines for pruning. The Contractor must note that methods of pruning will differ for spp and cvs within genera, and where there is doubt about the appropriate method the Contractor will consult with the Clerk who will direct accordingly. Where shrubs have been incorrectly pruned replacement/remedial work will be carried out as deemed necessary by the Clerk, at the Contractor's own expense. Replacement planting will generally be carried out in November and December each year as directed by the Clerk.

E – Roses

The pruning of Roses shall be carried out in accordance with the following instructions

- (i) In March prune newly planted bushes to within 150mm of the union, cutting to an outward pointing bud.
- (ii) Established (1 year +) large flowering (Hybrid Tea) roses to be shortened to three to five eyes from the base of the previous season's wood. Cuts should be made to an outward pointing eye to encourage a shapely habit. Remove dead, diseased and weak shoots, suckers and if possible at least one old shoot. Dead heading shall be carried out at each maintenance visit.
- (iii) Established (1 year +) cluster flowered (Floribunda) roses shall have dead, diseased and weak shoots removed entirely. Dead heading shall be carried out as required at each maintenance visit. All wood should be pruned back in to four or five eyes from the base of the previous season's wood to an outward pointing eye.

- (iv) Established (1 year +) climbing roses should be pruned to offer a permanent framework. Prune back shoots which have flowered to four eyes. Prune out very old or weak shoots and tie in new growths. Discourage shoots from growing straight up, encourage horizontal trained shoots. Dead heading shall be carried out at each maintenance visit. The Contractor shall ensure that all climbing rose stems are satisfactorily secured to the supporting framework. The method of attachment shall be approved by the Clerk. The Contractor shall promptly report any instability or defect of the supporting frameworks to the Clerk.
- (v) All dead flower heads and suckers will be removed at each maintenance visit.

2.3 Shrubs Pest and Disease Control

- (i) Where possible, organic or biological means of pest control will be used.
- (ii) Pesticide application to Shrub beds, (for which there will be a Provisional Rate), will be priced by the Contractor to be carried out when instructed by the Clerk.
- (iii) On the Direction of the Clerk, the Contractor will carry out Pest and Disease control measures in accordance with the Manufacturer's instructions. The Contractor will apply a DEFRA approved Pesticide or Fungicide using a knapsack sprayer or other approved method.

2.4 Shrubs - Routine Maintenance - Irrigation

- (i) Shrub beds will be irrigated on completion of any planting and during dry periods at the instruction of the Clerk, (for which there will be an agreed rate). Irrigation may be applied by sprinkler or manual means; either method to be supplied by the Contractor.
- (ii) Irrigation will be applied until the topsoil is thoroughly moistened to a depth of 300mm. Care must be taken to apply water at such times and by such method so as to ensure that no scorching of plant foliage or other damage to plants occurs.
- (iii) Where possible, rainwater or grey water will be used.

2.5 Replacement of Stock

- (i) As required, shrubs will be removed from beds and replaced with new stock as directed by the Clerk. Areas will be prepared, and plants may be required to be supplied and/or planted by the Contractor (for which there will be an agreed rate)
- (ii) All shrubs replaced will comply with BS.3936 and unless otherwise specified all will be containerised stock. All will be top quality; the sizes of each will be specified by the Clerk.
- (iii) Where areas are to be planted with Shrubs as new beds or replanting, these areas will be cultivated to a depth of 250mm using cultivators, rotovators or hand tools as applicable, to provide a medium fine tilth.
- (iv) The soil will only be worked in reasonable weather conditions and not in conditions that could result in serious damage to the soil structure. All stones, builders' rubbish, weeds, roots or other deleterious matter over 37mm which are brought to the surface will be removed from site by the Contractor to an approved tip.
- (v) All planting areas are to be top dressed with 60 grammes per square metre of bonemeal or similar fertiliser approved by the Clerk, and raked into the surface.
- (vi) Planting holes will be excavated to take the full spread of the root structure of the plant when carefully separated. All containers will be removed by the Contractor from site. Each shrub will be placed upright in the centre of the hole and set at nursery level with due allowance for settlement. The hole will be backfilled to half its depth and firmed by treading. Care will be taken not to crush the rootball. The remainder of the soil will be returned and again firmed by treading.
- (vii) On completion the Contractor will thoroughly water each shrub with between 4 and 8 litres of water. On completion, any mulch to be replaced.

2.6 Vandalism

- (i) The Contractor will inform the Clerk of any vandalism or damage within 24 hours of the discovery.

3 LITTER AND DEBRIS CLEARANCE

3.1 General

- (i) The Contractor is required to maintain all areas identified within the Contract and indicated on the plans, to a clean, safe, litter, leaves and debris free standard to ensure public safety throughout the period of the Contract and in the manner detailed below.
- (ii) All persons operating any equipment or machinery must wear appropriate protective clothing.
- (iii) The Clerk reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health & Safety legislation and competent in their operating methods.

3.2 Clearance of Litter and Debris

- (i) The Contractor shall be required to inspect and remove all items of litter and any other debris in order to maintain each area in a clean, tidy condition and appearance. At each visit particular attention shall be given to ensure that grass areas are clear of glass or objects that could cause injury.
- (ii) The Contractor shall ensure that clearance operations are carried out thoroughly gathering litter, fallen leaves and debris from all grassed areas, shrub, herbaceous, rose and seasonal beds, on and at the base of fence lines, beneath, on and within hedges/trees and other associated areas. All litter, leaves and debris collected shall be securely bagged and recycled.
- (iii) Having undertaken these operations, all sites will, at the time of the Contractor leaving the site, be in a tidy, clean condition and appearance, free of litter, leaves, debris and other deposits.

3.3 Sweeping (Hard Standing and Safety Surfaces)

- (i) The Contractor shall allow for the inspection and sweeping of general amenity and hard surface areas within all the sites in this Contract. This operation shall be carried out during routine maintenance.
- (ii) Sweeping shall be carried out in a thorough and methodical manner by hand using suitable brooms/blowers or on larger suitable areas, mechanical sweepers.
- (iii) The Contractor shall ensure the removal of all dirt, litter, leaves, glass and any other accumulated debris and matter from all hard areas. This includes hard standing under and around landscape furniture, that abutting buildings and fences/walls, and also mowing strips. All debris shall be securely bagged and removed to the Contractor's tip immediately.
- (iv) The Contractor shall take care not to displace arisings into surface water draining channels, or on to adjacent areas of land.

3.4 Vandalism

- (i) Should any hard surface area be found on inspection by the Contractor to have suffered vandalism or other damage, the Contractor shall inform the Clerk within 24 hours of discovery. The Contractor is to immediately fence the area off if it is a danger to the public.
- (ii) Where in the opinion of the Clerk damage incurred was due to the negligence of the Contractor, the Contractor will be liable for the cost of making good such repairs to the full satisfaction of the Clerk.

HGS TENDER PROCESS – 22nd November 2021 Propose 3 year contract.

Cllrs receive proposed HGS Tender Process at 8th July CPC meeting



Cllrs receive proposed tender documents ahead of 23rd September CPC meeting. Any amends to be raised at meeting.



Advertise HGS tender from 1st October to the 15th October -> Noticeboards/Facebook/Website



Tender documents sent out to interested parties up to 15th October to include:-

- Invitation to tender.
- HGS garden site list.
- Specification of Garden Sites.



All Submissions to be sent to Clerk by 1st November 2021.



New Contract agreed by Cllrs at 18th November CPC Meeting.



New Contract awarded and signed before work commences 22nd November 2021.

Dear ,

Thank you for agreeing to tender.

Please find attached the specification for maintenance of the 13 Claygate highway garden sites under the management of Claygate Parish Council. These specifications will form part of the contract. The contract will begin on 22/11/20 and will be for 3 years.

Tenders should be addressed to the Clerk at the above email address and marked 'Tender'. They should be received no later than the 1st November and should be accompanied by the contact details of two recent customers whom the Council can approach for references.

Please note that the successful bidder will be required to carry Public Liability Insurance for no less than £5M and also to be insured for work on Highway land. The Contractor should be able to provide adequate proof that his operators are well trained and equipped with appropriate protective clothing, conversant with Health & Safety legislation and competent in their operating methods. They should also ensure that any current Covid-19 government regulations are being adhered to and have carried out any necessary risk assessments.

You will be notified of the outcome of the decision of the Parish Council by the 20th November.

Kind regards

Sally Harman

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	
7	£24,294	£12.63	LC1 (7-12) (substantive benchmark range)
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	
13	£26,873	£13.97	LC1 (13-17) (above substantive range)
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	
18	£29,269	£15.21	LC2 (18-23) (below substantive range)
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	

	1 April 2023		Scale Ranges
SCP	£ per annum	* £ per hour	Based on SCP
55	£70,385	£36.58	LC4 (55-62) (above substantive benchmark range)
56	£72,388	£37.62	
57	£74,417	£38.68	
58	£76,405	£39.71	
59	£78,290	£40.69	
60	£80,216	£41.69	
61	£82,188	£42.72	
62	£84,214	£43.77	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs.

Equipment for Clerk Office

Keyboard and mouse = £19.90

https://www.amazon.co.uk/gp/product/B00CL6353A/ref=ppx_yo_dt_b_asin_title_o09_s00?ie=UTF8&th=1

Monitor = £76.86

https://www.amazon.co.uk/gp/aw/d/B0B5TRF8GN/?_encoding=UTF8&pd_rd_plhdr=t&aaxitk=1cecb5b91814bb9d48bdbdc6e8886a6f&hsa_cr_id=0&qid=1699560485&sr=1-1-e0fa1fdd-d857-4087-adda-5bd576b25987&ref=sbx_be_s_sparkle_mcd_asin_0_title&pd_rd_w=U4tmY&content-id=amzn1.sym.25f7c301-a223-4ff8-91c9-accfeab9fda8%3Aamzn1.sym.25f7c301-a223-4ff8-91c9-accfeab9fda8&pf_rd_p=25f7c301-a223-4ff8-91c9-accfeab9fda8&pf_rd_r=BYJAKA7DR4EPDCT0QYMW&pd_rd_wg=rpSeP&pd_rd_r=86971d27-81eb-432a-9db4-1282ff7829b1&th=1

Chair = £49.99

https://www.amazon.co.uk/Yaheetech-Adjustable-Executive-Computer-Support/dp/B093SSRZZW/ref=sr_1_7?crid=366VLZ8QSQ4OD&keywords=office+chairs+for+home&qid=1695131487&srefix=office%2Caps%2C113&sr=8-7

Phone

This may need to be replaced. I will come with further details to the meeting on Thursday.