



Dawn Lacey – Parish Clerk & RFO
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FINAL

20th February 2025

YOU ARE HEREBY SUMMONED TO ATTEND

A meeting of the Claygate Parish Council will be held on Thursday 27th February 2025 at 8.00pm Treetops Pavillion, Recreation Ground, Church Road

PLEASE NOTE THE EARLIER TIME FOR THIS MEETING

The meeting is open to the public and press. A quarter of an hour has been reserved for members of the public to address the Council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, we would appreciate you contacting the Parish Clerk before 11am on the day of the meeting who will allocate a slot. All meetings will operate to our Privacy Policy which can be found at www.claygateparishcouncil.gov.uk. Please note that the capacity of the hall is limited, and places will be allocated on a first come first served basis. Doors will open at 7.50pm.

Covid 19

If attendees have any of the main symptoms of Covid-19 and/or have tested positive to Covid prior to the meeting, you should not attend. Please refer to www.gov.uk for full guidelines.

Dawn Lacey
Clerk & Responsible Financial Officer

AGENDA

- 1) To accept apologies for absence
- 2) To receive Declarations of Interest in items on the agenda
- 3) To pass a special resolution on Item 33 for discussion and agree any action required for the Claygate the Way Forward Vision and Action Plan

- 4) To resolve on whether the Council will move into closed session on Item 32 to consider the winner of the Brian Rhodes Cup 2025. Item 34 to discuss with the Staffing Committee any updates from the Clerk or from the Council. To move out of closed session Item 35
- 5) To confirm the minutes of the Parish Council Meeting held on Thursday 9th January 2025
- 6) Review actioning of items from previous minutes and agree any further action required
(Actions List – Appendix 1)
- 7) To answer any questions from the general public which pertain to this Agenda
- 8) To receive the notes from the Quarterly meeting with EBC (Appendix 2)
- 9) To Receive a Report of EBC's Overview & Scrutiny Committee
- 10) To Receive a Report of EBC Audit's and Standards Committee
- 11) Receive a Report from the Planning Committee
- 12) To Receive a Report from the E H & T Committee
- 13) To agree the terms of reference for the CTWF Advisory Committee's –
(Appendix 3)
- 14) To consider the reappointment of the CTWF Advisory Committee's and consider if there are any changes to membership
- 15) To Receive a Report and agree appropriate actions from the Health and Wellbeing and Leisure Advisory Committee
- 16) To Receive a Report and agree appropriate actions from the Shops and Businesses Advisory Committee
- 17) Motion to consider the approval of the Shops and Businesses Advisory Committee's Survey's approach and ethics statement (Appendix 4)
- 18) To confirm and agree the next Claygate Courier for production pending any decisions made during this meeting

- 19) To receive the finance reports, including expenditure for the balance of the year and decide on any actions arising. To sign off the Reconciliation for January 2025. (Appendix 5)
- 20) To confirm the arrangements and timing for the Mock Internal Audit with Simon White
- 21) To consider the appointment of a Trustee for the Claygate Recreation Ground Trust
- 22) To discuss the Claygate Flower Show and any actions required at this point
- 23) To confirm the plans for the next Claygate Litter Pick being held on Saturday 26th April and the date to commence the publicising of this
- 24) To confirm the plans for the Claygate Village Meeting being held on Thursday 20th March at the Claygate Village Hall & to review and confirm the suggested questions for the Meeting regarding Devolution (Appendix 6)
- 25) To receive details of grant applications and consider whether they will be approved (Appendix 7)
Get Involved Day Grant – Claygate Village Association
- 26) To receive details of CIL grant applications and consider whether they will be approved (Appendix 8, 9 and 10)
 - a: Claygate Primary School
 - b: The Waymaker Project – Holy Trinity Church
 - c: The Elm Road Youth Club
- 27) To discuss the possibilities of a Claygate Calendar
- 28) To consider 3 quotes for the Bench on the Parade and select a Contractor (Appendix 11)
- 29) Matters of Information purposes only
 - a: Community Centres Round Up
 - b: Update on the Claygate Parish Council Website
 - c: Update on the meeting re the Catchment area for Hinchley Wood School and how and if it will affect Claygate residents
 - d: Update on Free Parking
 - e: To receive an update on all the various current Consultations

- 30) To move into closed session
- 31) To appoint a Winner for the Brian Rhodes Cup
- 32) To agree the CTWF Vision and Action Plan for Consultation in April by EBC
- 33) To discuss with the Staffing Committee any updates from the Clerk or from the Council
- 34) To confirm the date and time of the next meeting which will be held on Thursday 27th March, Treetops Pavillion, Recreation Ground, Church Road, Claygate

MEETING: Claygate Parish Council

VENUE: Treetops Pavilion, Recreation Ground, Church Road, Claygate

DATE: Thursday 27th February 2025

TIME: 8.00pm

APPENDICES:

Appendix 1: Review actions from previous meeting

Appendix 2: Notes from the Quarterly EBC Meeting

Appendix 3:	To agree the terms of reference for the CTWF Committee's
Appendix 4:	To consider the approval of the Shops and Businesses Advisory ethics statement
Appendix 5:	To sign off the Reconciliation for January 2025 and all other Financial reports to 31 st January 2025 and receive the final report including expenditure for the balance of the year
Appendix 6:	To review the suggested questions for the Claygate Village Meeting regarding Devolution
Appendix 7:	Get Involved Day Grant – Claygate Village Association
Appendix 8:	CIL Grant Application – Claygate Primary School
Appendix 9:	CIL Grant Application – The Way Maker Project
Appendix 10:	CIL Grant Application – Claygate Youth Club
Appendix 11:	3 Quotes for the Bench on the Parade