



CLAYGATE: THE WAY FORWARD - ADVISORY COMMITTEES

1. Purpose and Scope

1.1 On 15 August 2024 the Parish Council set up five Advisory Committees (the "Groups") to take forward the recommendations of the Claygate Village Association in its report of 18 June 2024 "Claygate: The Way Forward" (CTWF) to provide informed advice and recommendations on issues related to each of their designated subject areas.

1.2 The Groups' activities, research and recommendations are intended to enhance the decision-making of the Parish Council in relation to CTWF, ensuring that decisions are based on a well-researched and informed foundation.

1.3 The Groups are:

- (a) New Development & Housing Advisory Committee ⁽¹⁾
- (b) Transport & Parking Advisory Committee ⁽²⁾
- (c) Environment & Sustainability Advisory Committee ⁽²⁾
- (d) Shops & Businesses Advisory Committee ⁽³⁾
- (e) Health, Wellbeing & Leisure Advisory Committee ⁽³⁾

(1) Reports to the Planning Committee

(2) Reports to the Environment, Highways & Transport (EHT) Committee

(3) Reports to the Full Council

2. Membership

2.1 Membership of the Groups shall consist of volunteers from the Claygate community who have relevant interest, expertise, or commitment to the subject matter.

2.2 Membership to the Groups is by appointment by the Parish Council



2.3 Each Group will appoint a Group Leader who will be appointed as a Non-Voting Advisor to the Committee / Council to which they report.

2.4 A Link Councillor will be assigned to each Group to ensure that the Group Leader is informed of the Parish Council's priorities and procedures and that the Council is kept informed of the Group's activities.

3. Group Leaders

Group Leaders are responsible for:

3.1 Managing membership within the Group, informing the Parish Clerk of any membership changes and obtaining signed copies of the Parish Council's Volunteer Agreement from all Group members for the Parish Clerk to maintain.

3.2 Overseeing the effective functioning of the Group and ensuring that meetings are conducted in an organised and productive manner.

3.3 Acting as the primary point of contact between the Group, the Parish Clerk, the Link Councillor and the Chair of the Parish Council / Committee to whom they report.

3.4 Providing regular updates to the Parish Council and its Committees about the activities and work of the Group and briefing Parish Councillors as required.

4. Tasks

4.1 The Groups' activities, research and recommendations are intended to support the decision-making of the Parish Council relating to the implementation of the recommendations of CTWF.

4.2 The Parish Council retains ownership of and accountability for all work and outputs of the Groups.

5. Review

The Parish Council will review the existence of each of the Groups every six months.

Volunteer Agreement



This Volunteer Agreement is a description of the arrangement between Claygate Parish Council and you in relation to your voluntary work for the Parish Council. The intention of this agreement is to assure you that we appreciate your volunteering with us and to indicate our commitment to do the best we can to make your experience with us a positive and rewarding one.

Part 1: Claygate Parish Council

We accept the voluntary service of:

Your role as a volunteer is

We commit to the following:

1. Support

- To define and explain the role you are undertaking and agree it with you.
- To do our best to help, encourage and support you in your role
- To provide a Link Parish Councillor who will be available to discuss your role, the tasks assigned to you and any associated problems
- To define appropriate standards of our services, to communicate them to you, and to encourage and support you to achieve and maintain them as part of your role. The Parish Council's Members' Code of Conduct is available on our website.

2. Health and safety

- To provide adequate training and feedback in accordance with our health and safety policy, a copy of which is available on our website.

3. Insurance

- To provide adequate insurance cover for volunteers whilst undertaking voluntary work approved and authorised by us.



4. Equal opportunities

- To ensure that all volunteers are dealt with in accordance with our equality policy, a copy of which is available on our website.

5. Problems

- To endeavour to resolve in a fair and just manner any problems, grievances or difficulties which may be encountered while you volunteer with us. A copy of our Complaints Procedure is available on our website.

Part 2: Volunteer:

I,

agree to be a volunteer with Claygate Parish Council and commit to the following:

1. To help Claygate Parish Council in my role as:

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2. To perform my volunteering role to the best of my ability.
3. To adhere to the Parish Council's rules, procedures and standards, including health and safety procedures and Equality Policy.
4. To adhere to the Parish Council's Confidentiality and Data Protection policies.
5. To provide referees who may be contacted, and to agree to a police check being carried out where necessary.

This agreement is binding in honour only, is not intended to be legally binding contract between us and may be cancelled at any time at the discretion of either



party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Signed:
Volunteer On behalf of Claygate Parish Council

Date: