

**Minutes of the Claygate Parish Council Meeting
held on Thursday 9th March 2023.
at 7.30 pm at Claygate Cricket Pavilion.**

Present: **Chairman:** Gil Bray
Councillor: Brian Rawson, Anthony Marques, Geoff Herbert, Xingang Wang, Mark Sugden, Jo Collon, Sue Grose, Janet Swift, Michelle Woodward
Co-opted Members: Michael Collon, John Bamford
Elmbridge Borough Councillor: Mike Rollings
Parish Clerk and RFO: Sally Harman
Members of the Public: 4

The Clerk noted at the start of the meeting that she would be recording the meeting to assist her with her minutes, and that the recording would be destroyed upon approval of the meeting's minutes at the next Council meeting.

128/1 To accept Apologies for Absence.

Will Harrison-Cripps and Mark Tymieniecki sent their apologies in advance of the meeting.

19h31 Cllr Marques entered the meeting.

129/2 To receive Declarations of Interest in items on the agenda.

Cllr Sugden noted that he was also a Surrey County Cllr so there could be agenda items that come before him in that other role in the future, but he had no pecuniary or personal interest with items on the agenda. He also noted that he was a trustee of the Claygate Village Association (CVA) so he would not participate in Item 7. As the current SCC Cllr he would also not participate in Item 20. Finally, he noted he was a member of the Claygate Community Centre. Cllr Bray noted he was a member of the Claygate Community Centre. Cllr Herbert noted he was a member of the CVA.

130/3 To confirm the minutes of the Parish Council meeting held on 12th January 2023.

The Clerk had circulated the draft minutes to Cllrs ahead of the meeting.

It was **agreed in a majority decision** to approve the minutes with no amends. 2 Cllrs abstained

Cllr Bray signed the minutes, witnessed by the Clerk.

AP81 Clerk to upload final minutes on to website.

131/4 To confirm the minutes of the Staffing Committee held on the 1st March 2023.

The Clerk had circulated the draft minutes to Cllrs ahead of the meeting.

It was **agreed in a majority decision** to approve the minutes with no amends. 4 Cllrs abstained

Cllr Bray signed the minutes, witnessed by the Clerk.

AP82 Clerk to upload final minutes on to website.

Under Standing Orders 10 a vi the Chairman motioned to move Item 5 down the agenda to after Item 33 and then for the agenda to return to its original order. This was agreed in a majority decision with 1 Cllr abstaining.

132/6 To consider a CIL application from Claygate Primary School (CPS) for £2,965 towards a canopy for the main entrance of the swimming pool building.

The Clerk had circulated ahead of the meeting a CIL application form from CPS along with a summary of the income and expenditure for the Community Pool project thus far. Gemma Brickwood, a member of the CPS Community Pool team spoke. She noted that the swimming pool was expected to open for use at the end of April. They were now working to secure funding for the final details of the project. The canopy over the entrance door would help keep the building more hygienic by reducing dirt coming in on visitors' shoes.

It was **unanimously agreed** that £2,965 of CIL monies should be granted to Claygate Primary School towards a canopy.

AP83 Clerk to arrange payment.

133/7 To consider a Grant application from Claygate Village Association (CVA) for £500 towards plants and compost for the Foley Road/Coverts Road Beds.

20h38 Cllr Sugden left the meeting.

The Clerk had circulated a Grant Application from the CVA ahead of the meeting. The CVA had noted that a resident in Coverts Road had pointed out the poor state of Foley Road/Coverts Road beds and had offered to help. The CVA needed a grant to cover the cost of the plants and compost but the CVA would arrange the implementation. They had applied to SCC for volunteers' permission to plant and the CVA have their own liability insurance.

20h40 EBC Cllr Rollings entered the room.

It was **agreed in a majority decision** that £500 be granted to the CVA for plants and compost for the Foley Road/Coverts Road Beds. 3 Cllrs abstained.

20h42 Cllr Sugden returned to the meeting

AP84 Clerk to arrange payment to the CVA

AP85 Clerk to add review of level at which organisations have to provide evidence of their financial accounts for Grants under Question 3 on the Grant form to the next full CPC meeting.

134/8 To consider a Community Climate and Nature Grant application from the Claygate Village Hall Association (CVHA) for £1,300 towards insulation for Claygate Village Hall.

The Clerk had circulated a Community Climate and Nature grant application from the CVHA to Councillors ahead of the meeting. Tony Woolhead, a representative of the CVHA spoke. He noted that the CVHA had commenced a major energy efficiency project funded predominantly out of the CVHA reserves. The grant from the CPC would help pay for insulation in the main hall which would help reduce heat loss from the building and help reduce the carbon footprint of the hall by reducing their reliance on gas powered central heating.

It was **unanimously agreed** to grant the CVHA £1,300 towards insulation in the Main Hall at the Claygate Village hall.

AP86 Clerk to arrange payment to CVHA.

135/9 To receive the Chairman's report and decide any action arising.

The Chairman updated the Council on the key events he had attended over the last few months: -

- 24th January Elmbridge Borough Council's (EBC) Design Code Workshop where vibrant shopping areas had been a key discussion point.
- 9th February Clerk's appraisal with the Chair of the Staffing Committee, Cllr Woodward
- 27th February Surrey Association of Local Council's (SALC) Chair's forum where among other things, the role of the Clerk in elections (not to be involved), the strategic plan of SALC and the Kings Coronation had been discussed.

- 1st March Staffing Committee
- 2nd March Claygate's Annual Village Meeting
- 7th March EBC Vision Meeting. Cllr McDonald had said that he expected the Draft Local Plan to be approved by EBC in the summer and that it would go forward to the Examination in Public after that.

136/10 To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.

The Council noted the Clerk's report (Appendix A). The Clerk requested a decision from Councillors on how to proceed with replacing the artwork on the Parade Village sign, given the routes she had so far gone down had been unsuccessful. It was noted that the CPC must own the rights to any new artwork.

It was **unanimously agreed** that the Clerk should get quotes to touch up, and if that was not possible to replicate, the existing artwork for the Parade sign from the Claygate Recreation Ground Trust (CRGT) Pavilion artist and from a local artist.

AP87 Contact CRGT Pavilion artist and a local artist and request quotes.

It was noted that AP76 Consider alternative bank account options for the Council and AP80 Future of Council communications would move to 6th July 2023 meeting to allow new Cllrs time to get their feet under the table.

The Clerk also noted that since the publication of the report she had posted the update that she had received from Network Rail on the Railway station footbridge works to Facebook and added the update to the CPC website. In addition, she had provided a CPC logo image to the Community Pool team who are putting together a wall of plaques to recognise those who have contributed funds towards the pool project.

137/11 To receive the Finance Report including expenditure for the balance of the year and decide action arising.

1/ Unity Trust & Lloyds Bank Credit Card Bank reconciliations and statement balances have been noted and signed by the Chairman for each month of the current financial year. The Clerk noted that an overpayment of £0.81 was made to HMRC on the P32 for the month of February. An underpayment of the same amount will be made in March to balance this overpayment out. The balance sheet as of 28th FEBRUARY 2023 (Appendix B) shows Current Assets as £68,732 represented by £40,275 of General Reserves and £28,456 of Earmarked Reserves (EMR). There are no liabilities as the Credit Card was paid off on the 24th February 2023.

2/ Cash book (1) Unity Trust Payments report from 1ST JANUARY to 28th FEBRUARY 2023 shows all transactions during the period (Appendix C). Total payments for this period amount to £5361.75 ex VAT. Main ex VAT costs outside of usual monthly expenditure were: -

- £692.37 Feb Courier Printing
- £480 Annual Website Service Charge
- £385 Xmas Tree on The Green
- £100 Village Hall Storage Charge
- £10 Village Hall Affiliation Fee

3/ Cash book (3) Unity Credit Card shows all transactions from the 1ST JANUARY to 28th FEBRUARY 2023 (Appendix D). Total payments for this period amount to £131.40. Main ex VAT costs outside of usual monthly expenditure were: -

- £75.00 Suspected Cyberattack investigation - Tiptop Computers

4/ No income was received between the 1ST JANUARY to 28th FEBRUARY 2023.

5/ The Expenditure Review (Appendix E) shows that there are a number of cost centre overspends versus budget: -

- 1128 Equipment: £289 spend versus £150 budget due to having to replace printer.
- 1138 Election Expenses: No budget line as the by-election was unforeseen. Costs have come in significantly over EBC's forecast of £6,850. This was communicated to Cllrs at the 10th March 2022 CPC meeting as £9,703.
- 1302 Youth: £15,500 versus £1,000 budget with £14,500 coming from EMR for Emmanuel Hall.
- 1112 Audit £400 versus £315 in budget. Unforeseen cost increase from PFK Little John.

- 1115 Insurance £604 versus £575 budget. Premium increased due to addition of assets such as Grit bins. Additional expenditure approved at 17th November 2022 CPC meeting.
- 1101 Salaries and Ers NI £14,810 versus £14,040 budget. Salary increase recommended by National Association of Local Councils (NALC) coming through in monthly expenditure.
- 1130 Misc Admin expenses £889 versus £822 due to £75 of unforecasted IT support for suspected Cyberattack.
- 1137 Pension £596 versus £555 Budget as NALC recommended salary increases impacts pension payments.

At the 7th July CPC meeting £4,500 was authorised to come from General Reserves to cover the unforeseen cost of the By-Election so that the EMR Election pot of £7,850 could be left for future use.

6/Anticipated Invoices

- £571 ex VAT Courier Delivery
- £450 Courier Design
- £312 Working at home allowance Clerk Full Year due.

It was **unanimously agreed** that the Chairman and the Clerk as RFO should sign the Balance Sheet, Income and Expenditure Reports and Cash Books.

138/12 To note the timetable for 22/23 Year End Accounts Close Down and Internal and External Audit.

The Clerk had circulated the proposed 22/23 Year End and Audit timetable ahead of the meeting which was noted (Appendix F). She noted that she had confirmation the day before that the Accounting Software providers Year End Close Down would take place on the 18th April 2023. She had notified EBC Internal Auditor as such and had requested the internal audit be booked in from the 20th April 2023 to the 5th May 2023. Full accounts and Internal Audit report would therefore be ready for the Annual Council meeting on the 18th May 2023.

AP88 Clerk to action year end close down and arrange internal and external audits.

139/13 To agree the bank signatory process for the Parish Council post the 4th May 2023 Elections.

The Clerk proposed a payment process to ensure the functioning of the Council after the May elections if current Councillors with banking signatory approval do not remain on the Council.

It was **unanimously agreed** that Cllr Sugden and Cllr Herbert would remain as the authorised banking signatories after the elections, but would not have approval to sign off on payments - only to action the physical approval of the payment with the bank. At the 18th May 2023 meeting, the Council will vote for which Cllrs would have the right to become physical banking signatories and the rights to approve Council payments for the following Council year. The process would be for the Clerk to set up a payment, it would be passed for payment approval by the 18th May 2023 approved Cllrs and then be passed to Cllr Sugden and Cllr Herbert for physical banking signatory approval until such time as the 18th May 2023 approved Cllrs are in place as official banking signatories.

140/14. To note the role of the current Chair in the Annual May Meeting when a new Council is formed.

The Committee noted the advice from SALC on the role of the current Chair at the Annual May meeting. The current Chair takes the first full Parish Council meeting on the 18th May 2023 to appoint the new chair. If there is a vote tie in electing the new chair the current chair has the casting vote.

141/15. To consider a move from Rialtas Accounting Software and Support to Scribe Accounting Software and Support.

The Clerk noted that the Year End close down fees from Rialtas had gone from £600 ex VAT 2021/22 to £755 ex VAT for 22/23 which was a 26% increase YOY. CPC then pay £175 for an annual support fee on top. The Clerk recommended moving to Scribe - a rapidly growing alternative supplier - from the start of the new financial year. She had circulated example reports and Scribe's quote which was for £348 annual subscription

including year end close down, plus £147 for setup. She noted that a number of other Parish's had moved over to the new supplier and had been positive about the experience.

It was **unanimously agreed** that CPC should move over to Scribe as the provider of Accounting Software providing there were no contractual obligations to Rialtus.

AP89 Clerk to check is any contractual obligations to Rialtas and if not move over to Scribe.

142/16 To consider a Silver level Annual service by AED Expert for the Defibrillator outside of the Hare and Hounds pub for £178 inc VAT.

The Clerk had circulated a quote for £178 inc VAT for a Silver level annual service from AED Expert ahead of the meeting.

It was **unanimously agreed** to proceed with the Silver level Annual service by AED Expert for the Defibrillator.

AP90 Clerk to arrange service.

143/17. To consider the Parish Council's response to EBC's Consultation on the introduction of Public Space Protection Orders on Council owned land (closes 20th March 2023).

The Council discussed EBC's proposal. It was noted that Items 2 and 3 of the Consultation weren't relevant as they related to river fronted Council owned land. Item 1 related to the introduction of a new Public Space Protection Order to prevent the use of BBQs, campfires, bonfires, fire pits and other activities that involve the lighting of fire on Council owned land.

It was **unanimously agreed** that the Clerk should write to EBC and say no comment to Items 2 and 3 which related to river fronted Council owned land but to note its support for Item 1 introducing powers to prevent fires and BBQs on Council owned land.

AP91 Clerk to write to EBC.

144/18. To consider the Parish Council's response to EBC's Consultation on the Vision for Esher town centre (Closes 31st March 2023)

The Council noted the consultation.

It was **unanimously agreed** that individual Cllrs should respond to the Consultation and that CPC would not be responding.

145/19 To consider the Parish Council's response to EBC's Community Services Review regarding the Claygate Centre, Elm Road.

John Bamford spoke. He noted his concern over the impact of potentially centralising the Meals on Wheel service on the Community Centre, the negative impact on staff morale with the uncertainty over the future of the Centre and finally that the consultants' report suggested focusing resources on areas of greatest need when the Claygate centre had been pointed out as having low need. He noted that the Claygate Centre met a lot of the EBC Community Services Reviews report requirements namely that it was readily accessible with the K3 and the railway station close by, the building is already used and suited for multiple purposes and provided all facilities the report detailed.

EBC Cllr Mike Rollings spoke. He noted EBC focus of review was to make sure EBC providing value for money. EBC had considerably more centres than other Boroughs it had benchmarked. He noted that there was no consultation as yet and no decisions had been made. He noted that the Claygate Community Centre was very good at the service it provided.

The Council debated whether a response to EBC's Community Services Review from CPC was needed. It was noted that no focus group work had been actioned as part of EBC's report.

It was **agreed in a majority decision** that the Clerk should write to EBC noting their concern over the implied threat of closure of the centre and that CPC would resist any attempts at closure. 2 Cllrs voted against. Cllr Swift and Cllr Grose requested their objection be noted citing that the Council should await to see a proposal from EBC first.

A motion was then raised with both a proposer and seconder that CPC should keep an open mind and await what EBC proposes on the future of the Community Centre. The Council debated whether this was in contradiction to the motion that had just been voted on and as such the motion did not stand.

AP92 Clerk to write to EBC.

146/20. To consider the Parish Council's response to Surrey County Council's Consultation on new council divisions and division boundaries (closes 8th May 2023)

It was noted that there was an error on the agenda item title as it is not a Surrey County Council consultation. It is the independent Local Government Boundary Review Commission for England who are undertaking the review of Surrey County Council Councillor numbers and Division boundaries. Cllr Sugden gave some background on the consultation. He noted that every 10-11 years the local government looks at all boundaries to make sure that the size of electorates are as equal as possible. The divisions must be made within a District or Borough. The first step is to decide the number of members and whether they should have single or multi member divisions or a combination of the two. It had been agreed that existing number of divisions should be retained and as single member divisions. A target of 12,000 electors per division had been set. The aim is to get as close as possible to 12,000. The Council noted that this was an initial consultation and the second consultation would run from the 1st August 2023 to the 9th October 2023. It was noted that they could split a Parish Council as part of the boundary exercise but they would have to create different wards within the Parish. The Council debated on whether they have sufficient information at this stage to be able to make a response.

21h00 Cllr Sugden and EBC Cllr Mike Rollings left the meeting

It was **unanimously agreed** that individual Cllrs should respond to the initial Consultation and that the CPC would not be responding.

21h04 Cllr Sugden returned to the meeting.

147/21 To consider updated Risk Assessments for the Highway Garden Sites (HGS), Holding Public meetings and Claygate Clean Up Day.

The Clerk noted she had updated the HGS risk assessment to reflect the reduced role of CPC on HGS sites in the village post the handover of responsibility from EBC to SCC in September 2022. The Holding Public meetings risk assessment and that for the Clean up day had been reviewed by the Clerk but there had been no need to amend.

It was **unanimously agreed** to approve the HGS, Holding Public Meetings and Claygate Clean Up Day Risk Assessments.

148/22 To consider a Letter of Thanks to a resident for his work in Aston Road.

The Council noted the excellent work a local resident had done tidying and planting lengths of the roadside in Aston Road.

It was **agreed in a majority decision** to write to the resident to thank him for his work in Aston Road. 2 Cllrs abstained.

AP93 Clerk to write to resident noting CPC's thanks.

149/23. To note the Parish Council plan for Claygate Clean Up Day on the 13th May 2023.

The Council noted the Clean Up Day would run from 10am to noon on the 13th May 2023 starting from Hare Lane's Champion Timber car park. The Clerk had circulated the check list for the day. She confirmed the insurers requirements were the same as last year but CPC needed to specify what to do with sharps.

AP94 Clerk to organise Clean Up day and update Safety instructions with Sharps policy.

150/24. To note the Claygate Recreation Ground Trust plans for the Kings Coronation.

The Council noted the CRGT's plans for the King's Coronation had been laid out at the Village Meeting on the 2nd March. The CRGT had put a request in for £2,000 at the village meeting. However, this came after publication of the CPC 9th March Meeting agenda. The Clerk had spoken to the CRGT and said a formal grant request was needed with details of how the money was going to be spent. A grant application had arrived yesterday from the CRGT but there was no detailed information on how the money would be spent and no financial accounts so the Clerk had rejected it on behalf of Councillors as she didn't feel it would meet audit requirements.

It was **unanimously agreed** that Cllr Sugden act as the contact point for the CRGT in the absence of the Clerk. He would action an Extraordinary Meeting agenda and Summons for the 23rd March 2023 prior to the Planning Meeting should the CRGT be able to provide a grant application with sufficient detail for Cllrs to make an informed decision by the 17th March 2023.

AP95 Cllr Sugden to liaise with the Chair of the CRGT and action an Extraordinary Meeting if required.

151/25 To confirm the Parish Council plans for the Claygate Flower show on the 8th July 2023.

The Clerk noted that last year CPC had a stall for £65 plus £10 for a table and that Cllrs rotated cover.

It was **unanimously agreed** that the CPC should pay for a stall at this year's flower show.

AP96 Clerk to organise stall.

152/26 To consider a Twinning request from Santeny, France.

The Clerk noted that she had received a Twinning request from a representative of the Mayor of Santeny in France which she had had validated by the Maire. Their proposal noted that: -

- Santeny has wanted to twin with a UK partner for several years
- As with most twinning arrangements, their focus will be mainly – but not only – on school language exchanges, with strong parent engagement
- To build broader cooperation and empathy, Santeny would also welcome exchanges of adults, seniors and students, based on mutual interests
- They proposed prudent initial arrangements could be agreed this Spring / Summer at Leader / Mayor level, enabling a preparatory exchange of twinning committees this Autumn, and our first school exchanges in 2024.

The Council debated the offer and discussed if Twinning fell within CPC's remit.

It was **agreed in a majority decision** that the CPC thank the Mayor of Santeny for his proposal but decline the invitation to Twin. 1 Cllr abstained.

AP97 Clerk to notify Mayor of Santeny.

153/27 To receive an update from the Planning Committee and agree any action arising.

Nothing to note.

161/34 Communications

The Parish Clerk noted that CPC continued to receive excellent feedback on the latest edition of the Courier.

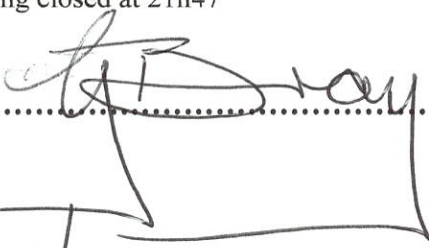
162/35 Matters for information purposes only.

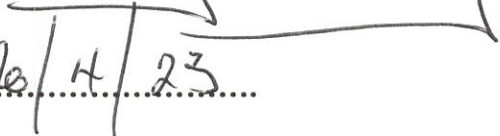
Cllr Sugden noted that he had written in his capacity as SCC Cllr to Network Rail to ask for clarity on the end date of the Hare Lane Bridge works as they had originally notified CPC that the end date for works was the 13th March 2023, but the Surrey County Council website stated 24th March 2023. He has also written to Network Rail regarding the lack of dates regarding the reopening of the footbridge at the Station.

Cllr Collon thanked the Parish Clerk and Cllr Bray for their efforts over the past year.

**To confirm that the next meeting of the Claygate Parish Council is planned to be held on
Thursday 18th May 2023 at 7.30 pm**

Meeting closed at 21h47

Signed..........as a true and fair record of the meeting.

Date..........
20/4/23

Appendix A

CLERKS REPORT

ACTION POINTS FROM 12th JANUARY 2023 CPC MEETING

AP68 Clerk to upload final 17th November 2022 minutes on to website. **DONE**

AP69 Clerk to notify the CVA and arrange payment for Xmas Tree on The Green. **DONE**

AP70 Clerk to place order for Hanging Baskets and Troughs for 2023 with EBC. Invoice expected May/June 2023 **DONE**

AP71 Clerk to update HT&E Remit on CPC website. **DONE**

AP72 Clerk to notify EBC of Precept decision. **DONE**

AP73 Clerk to organise and advertise Annual Village meeting. **DONE**

AP74 Clerk to action Brian Rhodes advertisement and add vote of winner to May Annual meeting agenda. **IN PROGRESS**

AP75 Clerk to load signed Civility and Respect certificate onto CPC website. **DONE**

AP76 Clerk to add alternative bank accounts to Annual May meeting agenda. Clerk proposes this happens first CPC meeting after May to allow new Cllrs chance to get feet under table. **OUTSTANDING.**

AP77 Clerk to ask original artist to provide quote for touching up sign image. Sadly he has passed away. A sign artist is required. Original artists son suggested a contact in Shere. Clerk contacted them but they aren't keen. They have said they can make a full new sign head for £7,500. Clerk proposing to approach artist who did the Pavilion painting?

IN PROGRESS

AP78 Clerk to book New Cllr Introduction meeting room for 10th May and swap Annual Meeting with Planning Committee in May. **DONE**

AP79 Clerk to submit response to the consultation by the Royal Borough of Kingston upon Thames on its Draft Local Plan. **DONE**

AP80 Clerk to add consideration of issues of Communication, including the Courier, to Annual meeting agenda in May. Clerk proposes to move to 6th July CPC meeting to give new Cllrs time to get their feet under the table.

OUTSTANDING

MEETING PREPERATION & MINUTE WRITE UP

- 12th Jan CPC Minutes
- 26th Jan Planning Committee preparation and Minutes
- 9th February HT&E Committee preparation and Minutes
- 23rd February Planning Committee preparation and minutes
- 2nd March Annual Village Meeting preparation and Minutes
- 9th March CPC Preparation

FINANCE

- Bank reconciliations
- Invoices paid & logged onto accounting software.
- Payroll actioned on SAGE & Nest.
- Preparation for 22/23 Financial Year Closedown.

EVENTS

- Annual Village Meeting 2/3/23
- May Elections 23/24 Planning.
- Claygate Clean Up Day 13/5/23 preparation.

Appendix B – Balance Sheet as at 28th February 2023

02/03/2023

Claygate Parish Council

09:16

Balance Sheet as at 28th February 2023

31st March 2022

31st March 2023

1,723	Current Assets		
55	VAT Control A/c	1,553	
51,952	Petty Cash	55	
28,640	Cambridge	42,252	
	Unity Trust	24,871	
82,371		68,732	
82,371	Total Assets		68,732
402	Current Liabilities		
	Accruals	0	
402		0	
81,969	Total Assets Less Current Liabilities		68,732
33,562	Represented By		
7,850	General Reserves	40,275	
2,192	EMR Election Fund	7,850	
20,787	EMR CIL 20/21	0	
14,500	EMR CIL 21/22	20,606	
3,077	EMR Grant Emmanuel Hall 21/22	0	
	EMR Hanging Baskets 22/23	0	
81,969		68,732	

The above statement represents fairly the financial position of the authority as at 28th February 2023 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Officer

Date : _____

Appendix C – Cashbook Unity Trust

Date: 02/03/2023		Claygate Parish Council				Page 1	
Time: 10:58		Cashbook 1				User: SH	
		Unity Trust					
Payments made between 01/01/2023 and 28/02/2023							
Nominal Ledger Analysis							
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c - Centre</u>	<u>£ Amount Transaction Details</u>
12/01/2023	Claygate Village Hall Assoc.	BACS	52.00			1106 101	52.00 December Hall Hire
12/01/2023	Claygate Recreation Ground Tr	BACS	103.18		17.20	1106 101	85.98 Hall Hire Jan & Feb
14/01/2023	Microsoft	CC	33.84			1139 101	33.84 Clerk Pension
14/01/2023	Microsoft	CC	-33.84			1139 101	-33.84 Microsoft Office 365
14/01/2023	Vodafone	DD	11.00		1.83	1110 101	9.17 Clerk Mobile
17/01/2023	Paul Garden Services	BACS	270.00			3102 301	270.00 December HGS Maintenance
19/01/2023	Claygate Village Association	BACS	385.00			1306 103	385.00 The Green Christmas Tree
24/01/2023	Unity Credit Card	CC	33.84			250	33.84 CC Monthly Payment
24/01/2023	Lloyds Bank	DD	3.00			1132 101	3.00 CC Monthly Fee
30/01/2023	HMR & C	BACS	300.09			1101 101	300.09 P32 January
30/01/2023	Sally Harman	BACS	1,036.92			1101 101	1,036.92 Clerk Salary
30/01/2023	Nest Pension	DD	54.18			1137 101	54.18 Clerk Pension
03/02/2023	Peter Whitehead	BACS	692.37			6101 601	692.37 Feb Courier Printing
03/02/2023	Emango	BACS	576.00		96.00	6102 601	480.00 Annual Website Service Charge
09/02/2023	Claygate Village Hall Assoc.	BACS	52.00			1106 101	52.00 Hall Hire
09/02/2023	Claygate Village Hall Assoc.	BACS	100.00			1130 101	100.00 Village Hall Storage
09/02/2023	Claygate Village Hall Assoc.	BACS	10.00			1120 101	10.00 Village Hall Affiliation Fee 23
14/02/2023	Paul Garden Services	BACS	270.00			3102 301	270.00 HGS Maintenance Jan
15/02/2023	Vodafone	DD	11.00		1.83	1110 101	9.17 Clerk Mobile
24/02/2023	Lloyds Bank	DD	3.00			1132 101	3.00 Feb Credit Card Fee
24/02/2023	Unity Credit Card	Feb CC	123.84			250	123.84 February Credit Card Payment
28/02/2023	HMR & C	BACS	300.09			1101 101	300.09 P32 February
28/02/2023	Sally Harman	BACS	1,036.92			1101 101	1,036.92 Clerk Salary
28/02/2023	Sally Harman	DD	54.18			1137 101	54.18 Clerk Pension
Total Payments:			5,478.61	0.00	116.86		5,361.75

Appendix D – Cash Book Credit Card

Date: 02/03/2023

Claygate Parish Council

Page 1

Time: 10:59

Cashbook 3

User: SH

Unity Credit Card

Payments made between 01/01/2023 and 28/02/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
14/01/2023	Microsoft	CC	33.84		5.64	1139	101	28.20	Microsoft Office 365
14/01/2023	Microsoft	CC	33.84		5.64	1139	101	28.20	Microsoft Office 365
14/01/2023	Microsoft	CC	-33.84		-5.64	1139	101	-28.20	Microsoft Office 365
07/02/2023	TipTop Computers	CC	90.00		15.00	1130	101	75.00	Cyberattack Investigation
15/02/2023	Microsoft	CC	33.84		5.64	1139	101	28.20	Office 365
Total Payments:			157.68	0.00	26.28			131.40	

Appendix E – Income and Expenditure

02/03/2023

Claygate Parish Council

Page 1

09.26

Detailed Income & Expenditure by Budget Heading 28/02/2023

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
General Administration							
101 General Expenditure							
1176 Precept Received	50,445	50,445	0			100.0%	
1177 Precept grant	2,800	2,760	(40)			101.4%	
1190 Interest Received	325	187	(138)			173.6%	
General Expenditure :- Income	53,570	53,392	(178)			100.3%	0
1101 Salaries and Ems Ni	14,810	14,040	(770)		(770)	105.5%	
1102 Accommodation	0	216	216		216	0.0%	
1103 Training	300	600	300		300	50.0%	
1105 Office Supplies	146	450	304		304	32.4%	
1106 Hall Hire	661	1,000	339		339	66.1%	
1110 Telephone	227	550	323		323	41.2%	
1112 Audit	400	315	(85)		(85)	127.0%	
1115 Insurance	604	575	(29)		(29)	105.1%	
1120 Subscriptions	3,186	3,264	78		78	97.6%	
1128 Equipment	289	150	(139)		(139)	192.9%	
1130 Misc Admin Expenses	889	822	(67)		(67)	108.1%	
1132 Bank Charges	112	120	8		8	93.0%	
1136 Chairmans Allowance	0	100	100		100	0.0%	
1137 Pension	596	555	(41)		(41)	107.4%	
1138 Election expenses	9,703	0	(9,703)		(9,703)	0.0%	
1139 GDPR Compliance	345	426	81		81	81.0%	
General Expenditure :- Indirect Expenditure	32,269	23,183	(9,086)	0	(9,086)	139.2%	0
Net Income over Expenditure	21,301	30,209	8,908				
103 Other Grants							
1302 Youth	15,500	1,000	(14,500)		(14,500)	1550.0%	14,500
1304 Christmas lights event	500	500	0		0	100.0%	
1306 Other Grants	2,758	3,000	242		242	91.9%	2,373
1308 Community Climate/Nature Grant	0	1,300	1,300		1,300	0.0%	
Other Grants :- Indirect Expenditure	18,758	5,800	(12,958)	0	(12,958)	323.4%	16,873
Net Expenditure	(18,758)	(5,800)	12,958				
6000 plus Transfer from EMR	16,873						
Movement to/(from) Gen Reserve	(1,885)						

Detailed Income & Expenditure by Budget Heading 28/02/2023

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
104 Public Projects							
1401 Public Projects	2,939	3,000	61		61	98.0%	
Public Projects :- Indirect Expenditure	<u>2,939</u>	<u>3,000</u>	<u>61</u>	<u>0</u>	<u>61</u>	<u>98.0%</u>	<u>0</u>
Net Expenditure	<u>(2,939)</u>	<u>(3,000)</u>	<u>(61)</u>				
601 Communications							
6101 Printing & Design	3,483	4,925	1,442		1,442	70.7%	
6102 Website	685	819	134		134	83.6%	
6105 Publicity	121	300	179		179	40.2%	
Communications :- Indirect Expenditure	<u>4,288</u>	<u>6,044</u>	<u>1,756</u>	<u>0</u>	<u>1,756</u>	<u>71.0%</u>	<u>0</u>
Net Expenditure	<u>(4,288)</u>	<u>(6,044)</u>	<u>(1,756)</u>				
General Administration :- Income	53,570	53,392	(178)			100.3%	
Expenditure	58,254	38,027	(20,227)	0	(20,227)	153.2%	
plus Transfer from EMR	<u>16,873</u>						
Movement to/(from) Gen Reserve	<u>12,189</u>						
Highways							
201 Highways							
2102 Footpaths	0	250	250		250	0.0%	
2104 Grit bins & winter wardens	0	100	100		100	0.0%	
2105 Highway Trees	289	500	211		211	57.8%	
2107 Bus shelter	0	250	250		250	0.0%	
2110 Bridleways	0	1,500	1,500		1,500	0.0%	
Highways :- Indirect Expenditure	<u>289</u>	<u>2,600</u>	<u>2,311</u>	<u>0</u>	<u>2,311</u>	<u>11.1%</u>	<u>0</u>
Net Expenditure	<u>(289)</u>	<u>(2,600)</u>	<u>(2,311)</u>				
Highways :- Income	0	0	0			0.0%	
Expenditure	289	2,600	2,311	0	2,311	11.1%	
Environment							
301 Environment							
3103 HGS -grant EBC	1,384	4,151	2,767			33.3%	
Environment :- Income	<u>1,384</u>	<u>4,151</u>	<u>2,767</u>			<u>33.3%</u>	<u>0</u>
3101 General Environment	32	500	468		468	6.4%	
3102 HGS maintenance	4,093	7,300	3,207		3,207	56.1%	

Detailed Income & Expenditure by Budget Heading 28/02/2023

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3104 HGS Projects	180	1,000	820		820	18.0%	
3106 Hanging Baskets	3,077	3,616	539		539	85.1%	3,077
Environment :- Indirect Expenditure	<u>7,383</u>	<u>12,416</u>	<u>5,033</u>	<u>0</u>	<u>5,033</u>	<u>59.5%</u>	<u>3,077</u>
Net Income over Expenditure	<u>(5,999)</u>	<u>(8,265)</u>	<u>(2,266)</u>				
6000 plus Transfer from EMR	3,077						
Movement to/(from) Gen Reserve	<u>(2,922)</u>						
Environment :- Income	1,384	4,151	2,767			33.3%	
Expenditure	7,383	12,416	5,033	0	5,033	59.5%	
plus Transfer from EMR	3,077						
Movement to/(from) Gen Reserve	<u>(2,922)</u>						
Planning							
401 Planning							
4102 Planning documents	2,265	4,500	2,235		2,235	50.3%	
Planning :- Indirect Expenditure	<u>2,265</u>	<u>4,500</u>	<u>2,235</u>	<u>0</u>	<u>2,235</u>	<u>50.3%</u>	<u>0</u>
Net Expenditure	<u>(2,265)</u>	<u>(4,500)</u>	<u>(2,235)</u>				
Planning :- Income	0	0	0			0.0%	
Expenditure	2,265	4,500	2,235	0	2,235	50.3%	
Grand Totals:- Income	54,953	57,543	2,590			95.6%	
Expenditure	68,190	57,543	(10,647)	0	(10,647)	118.5%	
Net Income over Expenditure	<u>(13,237)</u>	<u>0</u>	<u>13,237</u>				
plus Transfer from EMR	19,950						
Movement to/(from) Gen Reserve	<u>6,713</u>						

Timetable Claygate Parish Council AGAR 2023/24: -

19/4 SAGE must be processed by this date

18/4 Rialtas Year End Close down day.

20/4 Internal Audit by EBC commences.

5/5 Internal Audit completed

11/5 Clerk to send out Financial Reports and signed off Internal Audit to Cllrs ahead of Annual Parish Council meeting

18/5 Annual Parish Council Meeting to include sign off AGAR and then Accounts by New Council.

14/6-23/7 Public Notice of Accounts to include first 10 working days in July. Note Notice has to state 1 working day before 30 day period.

30/6 AGAR forms to PFK Little John External Auditor

Appendix G

CLAYGATE PARISH COUNCIL SICKNESS ABSENCE POLICY

What to do if you are unwell	2
Return-to-work meeting	2
Medical appointments	3
Council's Sick Pay	3
Medical advice	4
Persistent short-term absence	4
Long-term absence	5
Absence as a result of disability	6
Data protection	6

What to do if you are unwell

If you are away from work because of sickness you must:

- Telephone or email the Chair of the Staffing Committee and Chair of the Council on the first day of absence providing details and how long you expect to be off. If you are unable to call personally, someone else may call for you. It is your responsibility to ensure the Council is notified.
- If you are away for more than seven days (including weekends and other non-working days), you must send in a 'fit to work' statement from your doctor and continue to do so as each new certificate is issued to you. This certificate gives details as to whether you are too ill to work or whether you are well enough to work with suitable support from the Council. This gives you and the Council the opportunity to discuss suitable arrangements which will support your return to work. The form also gives more space for the doctor to provide information about your condition and helpful tick boxes to suggest common ways to help you return to work.

Return-to-work meetings

On the first day back at work after a period of sickness absence of over seven days, the Chair of the Council or Chair of the Staffing Committee may want to meet informally. If this is not possible on your first day back, the meeting may take place later. The return-to-work meeting should take place in a private place, and all discussions should be private and confidential. The meeting would normally include

- a welcome back to work;
- outline the purpose of the return-to-work meeting; which is to manage and monitor absence and attendance to identify any problem areas and offer support where appropriate;
- a discussion about the reasons for absence, in a supportive way and to understand whether the council can take any steps to help the employee's attendance;
- explain that the absence will be recorded;
- establish if medical advice has been sought (if appropriate);
- ensure a fit note from the doctor has been provided;
- a discussion on absence over the last 52 weeks, the impact on pay and any next steps; and
- a handover of work where appropriate.

Medical appointments

The council recognises that employees will, from time to time, need to attend medical appointments. Please try to arrange medical appointments in your own time or, if this is not possible, at times that will cause the minimum amount of absence from work or inconvenience to the council. The council will allow reasonable time off work [with pay / without pay] for such appointments.

Council's Sick Pay

It is the Council's policy to comply with the Green Book terms and conditions. Employees are entitled to receive sick pay for the following periods: -

During 1st year of service

1 month's full pay and (after completing 4 months service)

2 months half pay

During 2nd year of service

2 months full pay and

2 months half pay

During 3rd year of service

4 months full pay and

4 months half pay

During 4th and 5th year of service

5 months full pay and

5 months half pay

After 5 years' service

6 months full pay and

6 months half pay

The period during which sick pay shall be paid, and the rate of sick pay, in respect of any period of absence shall be calculated by deducting from the employee's entitlement on the first day the aggregate of periods of paid absence during the twelve months immediately preceding the first day of absence.

Periods of full pay will include Statutory Sick Pay (SSP). In periods of half pay, employees receive half pay in addition to SSP provided the total does not exceed normal pay.

If an employee abuses the sickness scheme or is absent on account of sickness due or attributable to deliberate conduct prejudicial to recovery or the employee's own misconduct or neglect or active participation in professional sport or injury while working in the employee's own time on their own account for private gain or for another employer sick pay may be suspended.

Medical advice

The Council may want to obtain advice on your fitness for work from occupational health advisers or medical practitioners. Examples of when the Council might refer to occupational health or a medical practitioner include the following:

- to seek a medical report on your illness or injury;
- to establish when you might be able to return to work;
- to understand when you are likely to be fully fit to resume your normal duties;
- to understand what alternative duties you might be fit to undertake if you are unfit to resume your normal duties;
- to understand when you are likely to be fit to undertake any alternative duties;
- to ask for guidance on your condition, for example if there is a possibility that you are disabled or ambiguous as to the exact nature of the condition;
- to ask what reasonable adjustments could be made to working conditions or premises to facilitate a return to work;
- to understand the likely recurrence of the illness or injury once you have returned to work; and
- to discuss any adjustments that could be made to accommodate your disability, if you are disabled.

The Council will pay the cost of the report and you will have the right to see it. The Council will also be provided with a copy of the report and once we have seen it, we will want to meet you to discuss the findings and consider options available to you.

If you choose not to consent to an Occupational Health referral, any decisions in relation to your employment may be made without the benefit of access to medical reports.

Persistent short-term absence

Persistent short-term absence is where an employee is frequently absent from work for relatively short periods due to sickness. We understand most employees will have some short-term sickness absence from time to time. However, if you are frequently and persistently absent from work, this can damage efficiency and productivity, and place an additional burden of work on your colleagues and councillors.

Therefore, it is essential that frequent absence is dealt with promptly and consistently and in some circumstances, the Council may begin a capability or disciplinary procedure as part of the absence management process. If we do so, we will meet with you to set attendance targets. Following a review meeting we may issue a formal warning if those targets are not met. You will be given written notice in advance of any formal meeting and you can be accompanied by a work colleague or trade union representative. You may appeal against a formal warning. If your absence remains unacceptable after a second formal warning, the council may bring your employment to an end following consultation with you.

If frequent absence is due to an underlying long-term health condition then we will also request, with consent, a medical report either from an Occupational Health Physician or your G.P. or consultant to establish further information about your health and how the council can support your attendance.

When considering the reasons for absence, and deciding on whether a formal meeting is appropriate, the council will not consider any pregnancy related absence. The council will also make adjustments where absences are related to a disability by allowing a higher level of absence before considering whether disciplinary action is appropriate.

The council will consider any alternative employment options before making any decision about ending employment. You will have the right to be accompanied by a work colleague or trade union representative at formal meetings and a right of appeal against a formal warning or dismissal sanction. The monitoring of absence operates on a rolling 52-week period.

Where it appears that there is no acceptable reason for an absence or if you have not followed the correct absence notification procedure, the matter should be treated as a conduct issue and dealt with under the disciplinary procedure.

Long-term absence

As a guide, long term absence is any absence which lasts or is expected to last over 4 weeks. In all cases of long-term absence, it is essential for the Council to maintain contact with you. In cases where the return date is less certain this will take the form of consultation and will include:

- Discussions at the start of the absence and periodically throughout
- Obtaining better information on your health and likely prognosis, ideally through an Occupational Health Physician
- Where appropriate alerting you to the fact that your absence is becoming a problem, and
- Allowing you the opportunity to state your opinion of your condition and giving consideration to that opinion

Where ill-health means that you are unlikely to return to work for a long period of time, the council may need to consider bringing your employment to an end. In these circumstances, the council will:

- Review your absence record to assess whether or not it is sufficient to justify dismissal
- Consult with you
- Obtain up-to-date medical advice
- Advise you in writing as soon as it is established that termination of employment has become a possibility
- [Discuss whether you may be able to access benefits from the Local Government Pension Scheme (where appropriate)]
- Meet with you to discuss the options and consider your views on continuing employment before any decisions are made, allowing you to be accompanied by a work colleague or trade union representative
- Review if there are any alternative jobs that you could do prior to taking any decision on whether or not to dismiss
- Allow a right of appeal against any decision to dismiss you on grounds of long-term ill health
- Following this meeting, inform you of the final decision

Absence as a result of disability

Where you experience sickness absence as a result of a disability it will be treated in line with the provisions contained within the Equality Act 2010 (formerly as part of the Disability Discrimination Act 1995). This will include considering whether any reasonable adjustments can be made.

Data protection

The Council will treat personal data collected during the absence management process in accordance with its data protection policy on processing special categories of personal data. Information about how your data is used and the basis for processing your data will be provided in our employee privacy notice. When relying on legitimate interests as the legal ground for processing your data, you can object to the processing.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: March 2023

Approving committee: Full Council Meeting

Date of committee meeting: 9th March 2023

Policy version reference: 1

Policy effective from: 9th March 2023

Date for next review: May 2024

