

Claygate Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD		
	Receipts 01/04/2023 - 30/06/2023		28,265.71
			87,121.27
	SUBTRACT		
	Payments 01/04/2023 - 30/06/2023		9,405.28
A	Cash in Hand 30/06/2023 (per Cash Book)		77,715.99
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	55.43	
	Lloyds Bank Credit Card 17/06/2023	3.00	
	Cambridge BS 30/06/2023	42,252.37	
	Unity Trust 30/06/2023	35,405.19	
			77,715.99
	Less unrepresented payments		
			77,715.99
	Plus unrepresented receipts		
B	Adjusted Bank Balance		77,715.99
	A = B Checks out OK		

29th June 2023

You are hereby Summoned to a Meeting of Claygate Parish Council which will be held Thursday 6th July at 7.30pm in the Small Hall at Claygate Village Hall.

The meeting is open to the public and press. 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. 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.

Ron Spurs

Locum Clerk & Responsible Financial Officer

AGENDA

1. To accept Apologies for Absence.
2. To receive Declarations of Interest in items on the Agenda.
3. To confirm the minutes of the Extraordinary meeting held on the 29th June 2023.
4. To note the minutes of the EBC/CPC Meeting held on the 23rd June 2023.
5. To confirm the remit of the Parish Council.
6. To confirm the Charter between CPC and EBC and agree whether to publish on the CPC website.
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.
9. Appoint any non-voting advisors to the Planning Committee.
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.
12. To consider the re-signing of the Council to the Civility and Respect Pledge.
13. To receive a training update on Councillors and discuss any action required.
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.
16. To review and agree the remit, process and responsibility for the Courier going forth.
17. To consider the payment of an invoice for £12,784.09 inc VAT from Elmbridge Borough Council for the May Elections.
18. To consider a Climate and Nature grant application from Claygate Scouts for £1000 for Solar Panels.
19. To consider the erection of a bench to Commemorate the Coronation of King Charles III.
20. To consider the need for advertising on a Saturday of free parking at the Station Car park and agree any action required.
21. To Debate the Proposed Torrington Road Car Park Development and Agree Appropriate Actions [including a Public Meeting and a Facebook Post).
22. To receive the report from the Parish Clerk including the actioning of items from previous Council meetings and decide any action arising.
23. 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).
24. To receive an update from the Planning Committee and agree any action arising.
25. To receive an update from the Highways, Transportation and Environment Committee and agree any action arising.
26. To receive an update from the Communications working party and agree any action arising.
27. Matters for information purposes only.

To confirm that the next meeting of the Claygate Parish Council is to be held on Thursday 21st September at 7.30 pm

Website: www.claygateparishcouncil.gov.uk

EBC and CPC June Meeting

Time: Friday 23rd June 9:30am

Location: Elmbridge Borough Council Civic Centre, Esher

Attendees: Ray Lee, Strategic Director, EBC.

Kim Tagliarini, Head of Planning Services, EBC

Sue Grose, Gil Bray, Tim Freeborn, Donna Holt, Geoff Herbert, Michael Collon,
Hadleigh Moon, George Marcall, Janet Swift Councillors, CPC

Sally Harman, Clerk & RFO, CPC

Agenda

- **Review of the EBC/CPC Charter and agree any action required.**

It was noted that a review of the Charter hadn't taken place since 2012 and that it was time for both sides to action one.

AP1 Both sides to review and any amends to be tabled at the next EBC/CPC meeting. EBC to confirm formal adoption process.

- **Discuss the Claygate Community Centre status: -**

- Clarify/ Discuss the seven sites listed for Claygate.
- What is meant by 're provision of community use' of Claygate centre.
- Why is Claygate Centre deemed 'not the highest need' on slide 30.
- Is the Local Plan still able to be amended in any way?

CPC noted their concerns that both the Local Plan and the Community Review of Social Services documents gave the impression that EBC may be considering dropping the Claygate Community Centre. EBC noted that Borough expenditure on Community Centres was unsustainable. A review by Collaborate showed that £4.5m was being spent on 2.5% of the population (made up of over 80s and vulnerable). The review showed that the % of population in need (2 metrics looked at: - Cost of Living and Health) was 9% so a wider focus was required as well as a reduction in the number of Community Centres which were now out of date. Those in need within Claygate equated to 1-2% of the local population. A pilot is being run in Cobham and Walton (the most deprived areas of the Borough) so to identify how best to serve those in need with results expected at the end of 2023. There are no plans as yet to look at Claygate's need base in detail but EBC would engage CPC and local groups when this piece of work commences and this would likely be in 2024. CPC noted that some of the data in the Collaborate report was flawed and requested a deeper dive into gathering data including focus groups of users and staff.

EBC confirmed that Claygate Community Centre was not closing at this point in time.

EBC confirmed that it's Local Plan Strategy was to optimise urban centres and not to develop the Green Belt. They may have put sites such as the Community Centre and Torrington Lodge on the plan as possible development sites but this does not mean they have been approved and will happen. The proposed Local Plan is going to the EBC Cabinet in July with 2 amends:-

- 20% Biodiversity net gain.
- Increased threshold on suitable alternate natural green space.

An examination with the Planning Inspectorate is likely to be autumn/winter 2023.

CPC reiterated that they don't want a blade of grass built on and oppose all development of the Green Belt.

Finally, EBC committed to keeping staff at the Claygate Community centre up to date and noted that they were looking at getting the centre more support. The extension of membership below 50+ would be looked into as part of the 2024 review.

- **Receive an update from EBC on the development of Torrington Lodge (TL) and discuss any concerns.**

EBC confirmed they had been approached by a developer working with M&S to develop the site but no deal had been done. This was the sole proposal they had received. Torrington Lodge car park was in deficit as EBC have to pay business rates per bay to Central Government. No housing numbers had been proposed as yet. The developer had called a public meeting to outline the proposal in July although the date is TBC.

CPC noted the concerns of local residents about the impact on The Parade's independent traders and that so far resident's opinions appeared very divided and that it would look to hold a public meeting to galvanise the views of residents.

CPC questioned if EBC had considered other options for developing the site e.g. live/work units. CPC requested evidence that the M&S would increase footfall to the rest of the Parade given its position away from the shops. EBC noted that on Planning Policy alone the proposal was unlikely to be refused.

AP2 EBC to share deficit figures for TL car park. EBC to share any historical data on the site development, options considered. and any data evidence around footfall impact to the Parade. CPC and EBC to hold meeting solely on TL development once July meeting has taken place.

- **Receive an update from EBC on the development of the land behind Rythe Road and discuss any concerns.**

EBC noted they were still waiting for responses back to their Planning Officers from some Consultees and it was likely the full Planning Application would go to EBC Planning Committee in September. CPC noted their universal objection as it was

development on the Green Belt. They did not believe the developer had special circumstances for developing the Green Belt.

AP3 EBC to review CSV reasoning on application and feedback to CPC.

- **Discuss EBC website availability and other website issues.**

CPC noted that they found the new site harder to navigate, with poor cropping and continual crashes. EBC noted that they were aware of the issue of the site crashing. It was a historic back end data pull issue which the current providers had failed to resolve. EBC had approved investment to try and resolve the issue but this was 12-18 months off. They noted that the government were pushing standardised formatting across government websites going forth so EBC had to comply to their guidelines.

- **Discuss the allocation of 2 places on the floor for CPC Cllrs for all EBC Cllrs meetings going forth.**

This request was declined by EBC as there is no allowance in their current constitution.

AP4 EBC to request that their Head of Legal look into whether CPC could have a place in the future.

- **Increase EBC/CPC meetings from Bi-Annual to Quarterly going forth.**

It was agreed to increase to 4 meetings a year but only if a matter needed to be discussed. Next meeting of EBC/CPC to solely focus on the Torrington Lodge proposed development post the July developer meeting. Following this the next EBC/CPC meeting would be held in September.

AP5 CPC to arrange dates with EBC.

- **AOB**

CPC raised Health and Safety concerns that had been raised to them by residents living at Ruxley Ridge regarding 1 Caerlon Close. EBC confirmed that they were trying to resolve the issue but needed to identify what powers they have to be able to do so. They are well aware of the risks and trying to find a solution. It is on the agenda with the EBC CEO. They had agreed for builders to remove the garages on the site and were trying to keep pressure on the owner.

AP6 EBC to check with their Head of Legal if there is anything CPC can do to assist.



Caring for Claygate Village

CLAYGATE PARISH COUNCIL REMIT

Introduction

This document outlines Claygate Parish Council's view of its key priorities in relation to the community it serves.

What does a Parish Council bring to Claygate?

- ☐ Dedicated local focus, without involvement of national political parties;
- ☐ Funding via the precept for Claygate's exclusive benefit, plus access to other sources of funds, both public and private;
- ☐ A forum for involving more residents in consulting and taking action to improve village quality of life;
- ☐ An officially recognised focus for representing Claygate in discussions at Borough and County level and an effective local partner for the Borough and County Councils.

Core Mission

The **overall aim** of Claygate Parish Council is to:-

Constantly to strive to improve the quality of life for all those who live, and work, in Claygate, whilst preserving its unique character as a warm, caring and sustainable village community.

Core Values

In discharging this mission, the Parish Council will –

- ☐ Act as a democratically accountable focus of Claygate opinion on matters to be decided at County/Borough level, as well as by the Parish Council;
- ☐ Be responsive to the village community and easily contactable;
- ☐ Ensure that village life is –
 - *sustainable*, in terms of human resources, finance and environmental considerations;
 - *safe and secure*.

The Parish Council's Vision for Claygate is of a village with the following characteristics:-

- A community which no one wants to leave;
- A warm sense of community which welcomes newcomers;
- A high degree of participation in voluntary activities, civic, philanthropic, cultural and spiritual;
- A range of social, cultural and sporting activities to suit all ages and tastes;
- Successful conservation of rural features and period architecture;
- A vibrant business community and local shopping centre.

Implementation

The Parish Council will review this document every four years in the first year of the Council cycle. At least once a year, the Council will review what new proactive initiatives it should be undertaking in the light of changes in its operating environment, community needs and available resources.

Proposed new initiatives will be tested, among other criteria, for compliance with the Council's agreed Mission and Values.

July 2012 approved Nov 2012

July 2020 Reviewed. No amends

Sept 2020 Web Accessibility reviewed

May 2021 reviewed. No amends.

PARISH CHARTER

Between Elmbridge Borough Council and Claygate Parish Council

1. This Charter is intended to indicate the ways in which the Borough Council and Parish Council would wish to maintain and develop their partnership relationship. Whilst each authority will use its best endeavours to comply with the principles and practices described in this Charter, each authority reserves the right to manage its affairs in accordance not only with the law but also in whatever it considers to be the best interests of its area and to depart from these principles and practices if that is considered to be the best course of action at any time. The Charter does not apply to services provided to individual persons or any matters that are subject to a statutory complaints procedure.
2. Elmbridge Borough Council and Claygate Parish Council have agreed to publish this Charter to set out how they aim to work together across the two tiers of local government.
3. The County, Borough and Parish Councils are partners in a multi-tiered system of democratically elected local government that exists for the benefit of the people of Surrey. The Councils represent all levels of democratic local government, and are keen to see efforts made to improve their system of local democracy and to encourage greater public participation in local affairs. The Councils are keen to promote transparency and sustainability, and accordingly references in the Charter to sharing information and/or documentation will wherever practical be fulfilled by placing information in the wider public domain and through electronic information sharing.
4. Elmbridge Borough Council acknowledges and recognises that Parish Councils are a part of the grass-roots level of local government. By working with them Elmbridge aims to act in partnership with local communities, whilst balancing the needs of the whole borough. Councils in each tier have statutory responsibilities entrusted to them by Parliament for the whole community within their area.

5. In their role as democratically accountable bodies, Parish Councils offer a means of shaping the decisions that affect their communities. They offer a means of decentralising the provision of certain services and the revitalisation of local communities. In turn they recognise the role of District Councils and the equitable distribution of services they must provide.
6. This Charter reflects the increased importance attached by Central Government to partnership working.
7. Elmbridge Borough Council will involve the Parish Council in the preparation and delivery of the Community Strategy, specifically as to how the Community Strategy affects the parish of Claygate.
8. Liaison meetings between Elmbridge Borough Council and Claygate Parish Council will ordinarily be scheduled twice a year (subject to business) and may additionally be held when issues of mutual importance require discussion.
9. Elmbridge Borough Council will administer Parish Council elections/referenda and will run elections and referenda as efficiently as possible, in consultation with the Parish Council. The Returning Officer will give as much notice as possible of anticipated increases in the costs of running Parish Council elections
10. Elmbridge Borough Council will consider the views the Parish Council has expressed when making a decision that affects the local community. Subject to the statutory provisions for confidentiality under the Local Government (Access to Information) Act 1985 as amended, the need for commercial confidentiality and the requirements of contractual arrangements, the Borough Council will provide, at the request of the Parish Council, information relating to activity by the Borough Council which may affect the Parish Council.
11. Elmbridge Borough Council will not always be able to follow the Parish Council's express wishes, because of their responsibility to the wider community and greater range of considerations to be taken into account. In such cases, the Borough Council will aim to give full consideration to the views of the Parish Council which will be reported to the decision-making body before a decision is made. Where a decision-making body or Chief Officer or his/her representative acting under delegated powers, has made a decision contrary to representations made by the Parish Council, the Parish Council will be given a copy of the committee report (subject to Access to Information provisions).
12. To help achieve the objectives laid down by this Charter, liaison and consultation will be further developed at parish level through regular meetings and consultation at officer level, individually or through working

- parties and groups. Elmbridge Borough Council will provide a liaison officer to act as a point of contact for the Parish Council, and ensure they are signposted appropriately.
13. Claygate Parish Council will send all agenda and minutes to Surrey County Council, Elmbridge Borough Council and relevant ward councillors, who will be given the opportunity to speak at Parish Council meetings on matters of mutual interest, if they request to do so and as agreed with the Chairman of the Parish Council.
 14. When Elmbridge Borough Council consults with the Parish Council it will provide sufficient information to enable an informed view to be expressed, and give adequate time to respond, in accordance with statutory requirements where appropriate.
 15. Elmbridge Borough Council will supply to the Parish Council, free of charge, a limited number of Council publications as are reasonably requested, where these are not available online
 16. Elmbridge Borough Council and the Parish Council will aim to acknowledge emails and letters within three working days and to answer all correspondence within ten working days.
 17. Both authorities have adopted Member codes of conduct.
Representatives of the Parish Council have seats on the Audit and Standards Committee and where required on the Audit and Standards Sub-Committee.
 18. Should the Parish Council wish to take on delegated responsibility for service delivery and having regard to equitable respective levels of council tax and relevant statutory provisions, Elmbridge Borough Council will consider this and the consequential funding arrangements, where they are mutually beneficial. Where it is considered that the proposed course of action does not represent best value, is not in the interests of the whole Borough or is either inappropriate or impracticable, Elmbridge Borough Council will, in consultation with the Parish Council, consider alternative solutions to encourage more local level input into service delivery.
 19. Elmbridge Borough Council will, where practical, offer Claygate Parish Council access to certain support services at a mutually agreed price. Assistance will be offered where appropriate and practicable to do so, in identifying and helping to meet the training needs of the Parish Council. The Borough Council will arrange for the Parish Clerk and Parish Councillors to participate in relevant training courses run by the Borough. The Borough Council will according to the exigencies of the services it provides give advice, assistance and support upon request, assuming

such a request to be reasonable in nature and that it cannot be met by the Surrey County Association of Parish and Town Councils.

CURRENT DELEGATION ARRANGEMENTS TO COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES (MAY 2023)

CPC has three committees:-

1. Planning
2. Highways, Transportation & Environment
3. Staffing

These are set up and run in accordance with legislation, Standing Orders and Financial Regulations and their full Council approved Remits.

- CPC has one employee the Parish Clerk and Responsible Financial Officer who works 15hr a week.
- CPC has one volunteer who assists in preparing and producing the Courier Newsletter and any Parish Council Leafletting requirements alongside the Clerk.
- CPC has one arrangement with SCC to provide additional maintenance to 6 Highway Garden Sites by it's own Contractor.
- CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy).



REMIT OF THE HIGHWAYS, TRANSPORTATION & ENVIRONMENT COMMITTEE

The Highways, Transportation & Environment Committee, comprising both elected Councillors and co-opted members, meets six times a year.

1. Road Safety

To support and promote all aspects of road safety for all users of the roads, including pedestrians, cyclists, horse riders, drivers and their passengers within Claygate and into and out of Claygate.

- To support and initiate proposals to reduce the speed of vehicles where appropriate.
- To ensure there are sufficiently safe and appropriate places for pedestrians to cross Claygate's roads and that pavements and footpaths are appropriate and well maintained.
- To promote cycling, the wellbeing of cyclists and to help keep bicycles secure in Claygate's public places.
- To promote the wellbeing of horse riders and horses, by maintaining horserides and horse crossings as well as educating drivers about driving near horses.
- To monitor the volume of traffic which uses Claygate purely as a "rat run" and commuters coming into Claygate to use the railway and to implement measures to reduce such traffic.
- To enhance driver's experience coming to Claygate to visit friends and relatives, or to use Claygate's businesses and amenities.

2. Roads & Other Thoroughfares – Maintenance

- To monitor the state of repair of all roads and footways within the Parish and adjacent areas; this should cover road surfaces, road markings, gullies, signs (including visibility), street lighting and street naming
- To monitor the quality of existing footpaths, cycle ways and bridleways within the Village and locality, to critically examine any proposals for their closure, and to assess the need for new ones.
- To monitor the verges of roads in Claygate, including the adequacy of cutting grass and the trimming of adjoining banks, foliage and trees to preserve sightlines and footway widths.

3. Roads & Other Thoroughfares - Changes

- To critically examine all proposals for new roads within the vicinity of Claygate.
- To critically examine any plans for the widening or restricting of any road that might cause increased traffic density on roads in or approaching Claygate

4. Parking

- To reduce illegal on-street parking, intrusive parking and encourage use of car parks.
- To resist all attempts to introduce charged controlled street car parking.
- To challenge proposals that would significantly increase the charges for off-street parking.

5. Public Transport

- To work for the improvement, maintenance and increased use of buses and trains for residents and for people visiting Claygate.

6. Outside Bodies

- To monitor the work of the public utility companies within the highways
- To determine whether we are getting value for money for the highway services being carried out by Elmbridge Borough Council, Surrey County Council or any other body. Where other bodies are directly responsible for services the Parish Council can only seek to influence those bodies. If not, to consider the possibility and viability of assuming responsibility for those services which are falling below standard and are in the remit of the powers of a Parish Council.

7. Village Greens and Green Spaces

- To preserve and maintain the Village Green, Meadow Road Island and ensure that all other existing open spaces and Greens within the Village are protected.
- To encourage the sensitive management of open spaces and road verges.
- To promote good management of trees, hedgerows, woodlands, streams, ponds and other natural features.
- To encourage the management and protection of flora and fauna.

8. Highway Garden Sites and flower beds

- To oversee the maintenance of the Surrey County Council Highway Garden Sites by Claygate Parish Council's contractor as detailed in Schedule 2 of the CPC/HGS Contractor Contract.
- To assist and encourage the maintenance of village flowerbeds.
- To ensure the effectiveness and value for money of services being provided Claygate Parish Council's contractor.

9. Vandalism, Graffiti, Litter and Pollution.

- To work for a reduction in the levels of vandalism, graffiti, litter and pollution.
- To encourage the recycling of resources whenever practicable.

10. Environmental issues

- To assist and encourage the maintenance of common land in and around Claygate for the recreational use and enjoyment of the public.
- To keep residents informed and aware of local environmental issues.
- To respond to public consultation on environmental issues which affect Claygate.

Reviewed, amended September 2019 (combined Highways & Transportation and Environment Committee remits)

Reviewed September 2020. No amends made.

Web accessibility Checked Sept 2020

Reviewed May 2021. No amends made.

Reviewed Oct 2022. Amends to Section 8 made.

Reviewed Jan 2023. Amends to Section 4 made.

PLANNING COMMITTEE REMIT

The Claygate Parish Council Planning Committee [CPC PC], comprising Councillors and co-opted members, meets regularly – on behalf of CPC - to consider planning matters affecting the village. The bulk of these are planning applications made to Elmbridge Borough Council [EBC]. The applications to be reviewed at each meeting can be found in the pre-published agendas on our website and details of those applications can be viewed at www.elmbridge.gov.uk/planning.

A. Responsibilities

1. Commenting on relevant planning guidelines and proposed amendments to legislation
2. Obtaining professional support on planning matters when deemed necessary
3. Commenting on planning applications
4. Commenting on applications under the Licensing Act 2003
5. Commenting on applications under the Gambling Act 2005

B. Relationship with the Local Planning Authority [Elmbridge Borough Council]

CPC has no power to grant or refuse an application for planning permission. These powers reside with EBC.

CPC is a statutory consultee for all applications made to EBC for properties in Claygate, and EBC must take into account any representations made by CPC.

The great majority of planning applications are Householder Applications, that is, applications for changes to or development of an existing dwelling. These are almost invariably decided by EBC Planning Officers. Until 2019, if CPC objected to such an application it was referred to the EBC East Area Planning Sub-Committee for decision by EBC Councillors. This no longer applies, and objections to householder applications from CPC or from 15 or more households will no longer result in the application being referred to the East Area Planning Sub-Committee.

In the following cases an objection by CPC, or objections from 15 or more households, will still result in the application being referred to the East Area Planning Sub-Committee:

- Minor applications for 1 to 9 new dwellings;
- Major applications for 10 or more new dwellings (which go to EBC Planning Committee rather than a Sub-Committee);
- Applications for Permission in Principle for new dwellings.

C. Policies

1. **Green Belt & Open Spaces** – CPC will object to any reduction in the designated Green Belt and to any proposed development that detracts from its amenity value. It will ensure that the existing and potential open spaces and greens within the village are protected.
2. **Trees** – CPC attaches importance to the preservation of trees of significant amenity value, both on private land and the highway. It will press for the granting of Tree Preservation Orders in appropriate circumstances. It will consider the advice of its Tree Wardens on any planning application affecting trees.

3. **New Housing** – CPC recognises the pressure for housing development. However, it expects EBC to exercise effective control over the type and density of such development, and to implement design guide standards in order to avoid incongruous housing development.
4. **Conservation Areas [CAs]** – CPC will look critically at all proposed development and change of use in the CA's. The sympathetic use of materials and design will be required.
5. **Small Works** – Applications for small works on domestic properties, outside the CAs, will not normally be opposed. But they should ensure that there is no adverse impact on the street-scene or the issues of concern described in this remit. The impact on the amenity of neighbours will usually be left to EBC, whose attention may be drawn to the relevant rules.
6. **Backland Development** – CPC will look critically at any proposals for backland development. It will seek to ensure that such proposals are integrated with existing development and do not detract from the appearance and character of the surrounding area.
7. **Boundaries to Properties** – CPC, when considering applications, will pay due attention to proposals for hedges, walls, fencing and gates. It will seek to ensure that these are in keeping with the character of the area. CPC is in principle opposed to gated developments.
8. **Traffic and Transport** – CPC, in considering applications, will assess the likely affect on the volume and nature of traffic in the vicinity, the implications for parking and the access to public transport.
9. **Commercial** – Applications will be viewed with regard to their benefit to the community, quality of design and visual impact on the area.

D. Procedures & Protocols

1. **Notices and Representations** – CPC posts the Agenda of each meeting on the Parish noticeboard. This references EBC's Weekly List of Validated Applications which are to be discussed at the meeting. The Weekly List can be found using this link – https://emaps.elmbridge.gov.uk/ebc_planning.aspx?requesttype=parseTemplate&template=SimpleSearchTab.tmplt
2. **Contacts with Developers and Applicants** – except in respect of applications for tree works, Parish Councillors will not normally speak to people regarding Planning Permission. Should such contact arise unavoidably, discussions shall be limited to procedural matters and avoid considering the merit of the application. In such a case, a note will be made of the contact and reported to the next meeting of the CPC PC. If an interested party wishes to talk to a Parish Councillor prior to an application being heard at a CPC PC meeting this must be done by appointment with the Clerk. It should be immediately prior to a CPC PC meeting, with a minimum of 2 Parish Councillors and the Parish Clerk present and a record taken of the discussion included in the Minutes. Records of such meetings with interested parties should be agreed with the Applicant if at all possible.
3. **Councillors' Own Applications** – Councillors' own personal applications will be discussed at CPC PC meetings. The Councillor whose application it is must adhere to Standing Orders and the Code of Conduct and withdraw from the meeting when it is considering a matter in which he/she has a disclosable pecuniary interest unless he/she has been granted a dispensation. Consideration of the matter begins when the agenda item is moved and includes any public representations and discussions relating to the planning application concerned and/or a vote.

4. **Councillors and Public Meetings** – Councillors may attend publicly advertised open meetings about applications and proposed applications but should not enter into any discussion unless arranged as above.
5. **Member of the Public at CPC PC Meetings** – if a member of the public wishes to make representations at a CPC PC meeting, this must be done in accordance with Standing Orders and the Planning Process and Public Speaking Guidance. Members of the public who make arrangements prior to a meeting will be given priority on the meeting agenda.

E. Licensing Act 2003

CPC will consider applications that could affect Claygate relating to the retail sale of alcohol, the supply of alcohol in clubs, the provision of regulated entertainment, late night refreshment and street trading and, if appropriate, make representations to EBC.

F. Gambling Act 2005

CPC will consider all applications that could affect Claygate relating to the operation of premises for the purposes of gambling and, if appropriate, make representations to EBC. In line with EBC policy, CPC will oppose any applications for casinos.

G. Organisation

The quorum of this Committee is 3 Councillors in accordance with Standing Orders. To prevent the attendance of Councillors falling below the quorate number, it may be necessary to call upon the services of a Councillor not on the CPC PC to attend and vote at a meeting. This may be achieved in the following ways:-

1. The attendance of the CPC Chairman who is an ex-officio member.
2. The attendance of a substitute Councillor who will be invited by the Chairman of the CPC PC to attend the meeting in question, and for that meeting and that meeting only, will have voting rights.

Amended:

January 2019

July 2019

August 2020

September 2020

December 2020

July 2021

January 2022

May 2022

July 2022

Terms of Reference

PURPOSE OF THE STAFFING COMMITTEE

To consider all matters relating to the appointment and management of Council staff

FUNCTIONS OF THE STAFFING COMMITTEE

- (i) To oversee the appointment of Council staff any appointment being subject to the approval of Council (this applies mainly to the Clerk, different arrangements can be made for the appointment of other staff if appropriate)
- (ii) To oversee the management of the Clerk/Council staff (management of staff other than the Clerk can be delegated to the clerk)
- (iii) To provide support and management of the Town Clerk, monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave
- (iv) Review employees remuneration and make recommendations to the Council, as appropriate
- (v) Review Conditions of Employment, Contracts of Employment and Job Descriptions, as appropriate, to ensure they meet the needs of the Council and to ensure that they comply with relevant legislation and established good practice
- (vi) To review staffing structures to ensure the structure is sufficient to meet the aims of the Council
- (vii) Develop, implement and review employment practices
- (viii) Manage the Council's compliance with employment legislation
- (ix) Ensure an appropriate Performance Management and Appraisal systems are in place and monitor their effectiveness
- (x) Ensure that Members are appropriately trained to conduct Appraisals
- (xi) Set appropriate SMART objectives for the Clerk based on the aims and priorities of the Council
- (xii) Hold regular informal Meetings with the Clerk to discuss and review employment matters
- (xiii) Ensure appropriate funds and arrangements are in place to support staff development and training
- (xiv) Manage Disciplinary and Grievance Procedures in accordance with the appropriate council policy and processes
- (xv) Where necessary recommend appropriate actions to Council
- (xvi) If required, appoint a hearing/ appeals panel drawn from members of the Staffing Committee or from an external body, as appropriate to the circumstances.

Delegated Spending Authority

In order to undertake the functions, the Staffing Committee is authorised to spend up to £2,500 per annum allocated from General Reserves when such expenditure is agreed by resolution of the committee. Expenditure requirements in excess of the limit must be authorised by Council.

July 2022

Draft Terms of Reference – Communications Working Group

Name: Communication Working Group

Type Working Group.

1. Purpose

1.1 To provide and review the infrastructure and guidelines for the delivery of effective communications both with the elected members of the council, to the parish and with external agencies.

2. Scope

2.1 Matters of internal and external communication from the Council.

- The Working Party may make recommendations to Full Council. The working party does not make decisions itself.

3. Membership

- The Working Group shall consist of a maximum of 10 members.
- The quorum shall be three elected members.
- The election of a Chairman will be the first business transacted to preside over future meetings – to be re-elected each year following the Annual Parish Council meeting.
- An additional 2 persons, who are not members of the Parish Council, may be co-opted to the Working Group to provide expertise and guidance on specific issue for a limited time. Co-opted members will not have voting rights.
- The Chairman & Vice Chairman of the Parish Council will have automatic membership and full voting rights.

4. Meeting Arrangements

- The Working Group shall meet a minimum of 2 times per year.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors for information and adoption at the next Parish Council meeting.
- The Parish Clerk will be responsible for arranging the distribution of the Agenda & Minutes.
- Minutes will be recorded by the Clerk or designated person.
- The minutes will be published on the Parish website.

5. Reporting

5.1 To report to Full Council.

6. Responsibilities & Deliverables

- To ensure a cohesive and consistent corporate identity for the Council through logos, signage and printed media To review content and make recommendations regarding the Courier
- To review at regular intervals a website which meets statutory Accessibility and Transparency requirements and delivers an effective source of information to members of the public
- The provision and updating of notice boards at specific locations to promote Parish Council meetings and initiatives.
- To establish and review at regular intervals how the council communicates with local interest groups
- Any other communications issues as requested by the main Council or committee currently serving upon the council. Clear and concise formal resolutions are always required to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

7. Review

7.1. To review annually in July]each year the policies and Terms of Reference of the Working Group.

Draft Social Media policy

Draft Social Media Policy

1.1 Claygate Parish Council is committed to making the best use of all available technology and innovation to improve the way we interact with our community. This includes using all reasonable and cost-effective means to improve the way we communicate, reach out and interact with the individuals we serve and groups with whom we work in partnership.

1.2 At present the council only use Facebook for Social Media Communication

1.3 All facebook posts will be reviewed by 2 councillors

Facebook posts will be administered by one agreed member of the council

1.2 'Social Media' is the term commonly given to web-based tools which allow users to interact with each other in some way - by sharing information, opinions, knowledge, and interests online. As the name implies, social media involves the building of online communities or networks to encourage participation and engagement.

1.3 To avoid major mistakes which could result in reputational, legal and ethical issues, and misuse/abuse of a well-functioning social media relationship, it is important that we manage potential risks through a common-sense approach and framework as well as proactively monitoring the development of such applications.

2. Aim

2.1 These guidelines aim to provide Councillors and employees with information concerning the use of, or the development of, any social media application, and to help them get the

best out of the tools available whilst maintaining a safe professional environment and protecting themselves, as well as the Council.

3. Definition

3.1 For the purposes of these guidelines, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes e-mail, online social forums, blogs, video - and image - sharing websites and similar facilities.

PLANNING PROCESS AND PUBLIC SPEAKING DOCUMENT

- Claygate Parish Council Planning Committee meets every 4 weeks to consider planning applications in the previous 4 week period.
- The Planning Committee operates to the Planning Remit which can be found here: - [Claygate Parish Council - Planning Committee Remit](#).
- These meetings are open to all members of the public who are welcome to attend whether or not there is a planning application which affects them. It is helpful if anyone wanting to attend but not speak informs the Clerk before the meeting. Anyone wishing to make representations to the Planning Committee regarding an application should send the Clerk a written statement 2 days prior to the meeting along with a request to book a 3 minute speaking slot. Please ensure you have read our Privacy Policy which can be found here: - Claygate Parish Council - Policies. You will need to confirm to the Clerk that you are happy with it and that your personal details can be shared with the Chairman of the Planning Committee.
- All representations on planning applications, whether written or in person, must relate to planning guidelines: for example, height, density, massing of the proposed building etc.
- When making a written representation (whether online, by letter or by email) to Elmbridge Borough Council (EBC) a copy to the Parish Council is useful. Your comments may draw attention to an aspect of an application not obvious from the information available to the Parish Council.
- The great majority of planning applications are Householder Applications, that is, applications for changes to or development of an existing dwelling. These are almost invariably decided by EBC Planning Officers. Until 2019, if CPC objected to such an application it was referred to the EBC East Area Sub-Committee for decision by EBC Councillors. This no longer applies, and objections to householder applications from CPC or from 15 or more households will no longer result in the application being referred to the East Area Planning Sub-Committee.
- In the following cases an objection by CPC, or objections from 15 or more households, will still result in the application being referred to the East Area Planning Sub-Committee:
 - Minor applications for 1 to 9 new dwellings;
 - Major applications for 10 or more new dwellings (which go to EBC Planning Committee rather than a Sub-Committee);
 - Applications for Permission in Principle for new dwellings.
- If applicants or objectors wish to have a householder application referred to EBC East Area Planning Sub-Committee, they can speak to their Ward Borough Councillor who has the power to make such a reference if they think it appropriate.
- If you wish to look up a submitted plan (or check whether one has been submitted) please click on the following link: - [Elmbridge Borough Council - Planning](#) and search 'planning applications'.

Amended July 2021

Amended May 2022

Amended July 2022

ROLES AND RESPONSIBILITIES

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INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);

- communicate council decisions that affect the community;
- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute in particular policy areas will depend on which committees they have been appointed to. However 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

THE CHAIR

In some authorities the chair is called 'the mayor' but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair's responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The chair's term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A chair does not however legally have to resign following a vote of no confidence. This continuity also applies when the chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

Outside of the meeting

The chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

'Proper officer' is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the 'responsible finance officer'.

The local council clerk is the 'engine' of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council's only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors' register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.



Civic Centre, High Street, Esher, Surrey, KT10 9SD Tel 01372 474474

CLAYGATE PARISH CLERK
ATTN : SALLY HARMAN
CLAYGATE VILLAGE HALL
CHURCH ROAD
CLAYGATE
KT10 0JP

Invoice

Date 13/06/2023

Chief Executive Chief Executive - Democratic Serv

24hr Payment Service: 0330 088 4695 (select option 6)

Payment Enquiries: 01372 474474 (select option 5)
Email: contactus@elmbridge.gov.uk

Re Chief Executive - General
Due 20/06/2023

Account No: CLAY0025

COUNTING ASSISTANTS - £596.72, COUNTING SUPERVISORS - £374
PRESIDING OFFICERS - £636, POLL CLARKS - £1080
POSTAL VOTE OPENING STAFF - £487.73, HOLIDAY PAY FOR STAFF EMPLOYED AT ELECTION £383.16
PRINTING OF GRASS SKIRTS - £375, POSTAL VOTE STATIONERY + PRINTING £3095.31, POLL CARD PRINTING - £277.75, PALLOT PAPER PRINTING - £937.66 AND POLL CARD POSTAGE - £1226.50
HIRE OF HALL - £214.50
POSTAL VOTE POSTAGE OUTGOING - £998.92
POSTAL VOTE POSTAGE INCOMING - £599.35

Quantity	Unit Value	Total £	VAT %
1.00	£3,557.61	£3,557.61	0.00
1.00	£5,912.22	£5,912.22	20.00
1.00	£214.50	£214.50	0.00
1.00	£1,598.27	£1,598.27	20.00

Accumulated Totals

Invoice No: 0000004310

PO No:

Sub Total £11,282.60

VAT £1,502.09

Invoice Balance £12,784.69



APPLICATION FOR COMMUNITY CLIMATE AND NATURE GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

(Name, address & description of activities. How long has your organisation been in existence)

1st Claygate Scout Group, Oaken Lane, Claygate, Esher, KT10 0RQ

Established 1909.

Provides scouting experience for 300+ young people aged between 6 and 18, supported by over 60 volunteer leaders and trustees.

INDIVIDUAL CONTACT DETAILS

Main contact for grant application: Gary Ernest, Group Treasurer, treasurer@claygatescouts.org

Additional contact: Hugh Gostling, Group Scout Leader, gsl@claygatescouts.org

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will deliver carbon reduction and/or ecological enhancement in Claygate – Full details to be provided separately if necessary.)

Adding 20 solar panels plus batteries to the Scout Centre roof. This will enable us to maximise the electricity generation and storage and allow us to reduce our energy consumption from the Grid by at least 50%. This is particularly appropriate for the Scout Centre as we have relatively little activity during the day, so the energy will be stored, with the majority of meetings taking place between 5pm and 10pm when the energy will be used. Any excess electricity generated will be sold back to the National Grid.

TOTAL COST OF SCHEME / PROJECT:

£16,000 - £18,000

VALUE OF GRANT APPLIED FOR:

£1,000

3. FOR ALL APPLICATIONS OVER £500 PLEASE EXPLAIN WHY THE PROPOSED ACTIVITY CANNOT BE REASONABLY FUNDED FROM INCOME AND/OR RESERVES.

The Scout Group has reserves from fundraising activities that we use for capital expenditure. However, most of our reserves are earmarked to replace a minibus and a van during this financial year. £43k has recently been spent on the new minibus (June 2023), we expect the van to cost between £20k and £25k later this year.

Despite this we are planning to self-fund over 60% of the cost of the additional solar panels.

4. FOR ALL APPLICATIONS OVER £500, IF THE GRANT IS TO BE THE 'SEED' FUNDING SOURCE, PLEASE SHOW OTHER SOURCES OF FUNDING THAT WILL CONTRIBUTE ONCE AN INITIAL AMOUNT IS RAISED.

This is not seed funding.

5. FOR ALL APPLICATIONS OVER £500, IF CLAYGATE PARISH COUNCIL IS TO BE THE PROVIDER OF LAST RESORT, PLEASE SHOW OTHER FUND-RAISING ACTIVITIES OR SOURCES OF FUNDING

Scouts raises funds for capital expenditure, as explained above. Our main fundraising activities are sale and delivery of Christmas Trees, the Bedding Plant sale, 3 x Jumble Sales, the Claygate Flower Show and Christmas Lights and the Beer Festival.

We have applied to Surrey County Council for a grant via our local counsellor, Mark Sugden. Mark has indicated that he will support a grant application of £5,000.

6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.

See note above re: funding request from Surrey County Council

7. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL

We received £34,000 CIL funding from Claygate Parish Council in 2018 and 2019 to support the £430,000 extension to the Scout Centre. Approximately 45% of the project cost was raised through self-fundraising, the remainder from grants and donations.

FOR ALL APPLICATIONS OVER £500 THE FOLLOWING INFORMATION **MUST** BE INCLUDED WITH THE APPLICATION FORM:

1. CONSTITUTION
2. RECENT ACCOUNTS (unless the organisation is just setting-up)
3. PROJECT PLAN
4. A STATEMENT OF FUNDING SOURCES (including information about approaches for funding which were unsuccessful)

FOR ALL APPLICATIONS ONCE THE FUNDING HAS BEEN USED, COPIES OF INVOICES AND A SHORT REPORT OF HOW THE MONEY HAS BEEN SPENT WILL BE REQUIRED.



Signed

Date 2 3rd June 2023

Please return completed form to clerk@claygateparishcouncil.gov.uk or send to Parish Clerk, Claygate Parish Council, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 7days before the relevant full Council Meeting (dates available on the Parish Council Website).

If you have any queries please contact the Parish Clerk on 01372 467000 or email clerk@claygateparishcouncil.gov.uk

Project Plan – additional solar panels at the Claygate Scout Centre

We have received quotations from 3 sources to add the new solar panels and batteries to the Scout Centre. The most competitive quotation was received in September 2022 for approximately £16,000 including zero-rated VAT. We have suggested a range for the current work of £16,000-18,000 as we anticipate some costs will have increased.

The highest quote was £33,000.

The work will be commissioned once we receive the outcome of the two grant applications. We anticipate the work being carried out over the August holidays or early in the autumn term.

Trustees' Annual Report & Accounts

1st April 2021 - 31st March 2022



Back to Normal!

The Scout Centre
Oaken Lane
Claygate
Surrey
KT10 0RQ

Section A: Reference and Administration Details

Charity Name: 1st Claygate Scout Group
Scout Association Registration No.: 05971
Charity Registration No.: 308135
Charity's principal address: see front cover
For the period covered, members of the Group Executive Committee acting as charity trustees were:

Ex-Officio:

Chairman	Stuart Ballard
Treasurer	Gary Ernest
Secretary	Rosy Treasure
Group Scout Leader	Hugh Gostling
Assistant Group Scout Leader	Debbie Bowles
Assistant Group Scout Leader	Mark Aulds
SASU Leader	Dave Creigh until November 2021

Trustees Nominated:

President	vacant
Vice President	Allan Carruthers
Vice President	Graham Gibbs (Trustee until September 2021)

Dennis Warren & Graham Gibbs remain Vice Presidents of the Group but are no longer Trustees

Trustees Elected:

Estate Management	Roger Hoad & Andrew Gilchrist (until May 2021)
Transport	Colin Coburn
Communications	Emma Smith
Parent Representatives	Becky & Guy Billingham (from May 2021)
Quartermaster	Jonathan Dawes

Bankers:	CAF Bank, West Malling Barclays Bank, Esher
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Independent Examiner:	Ross Taylor
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Visit www.claygatescouts.org for more pictures and to keep up to date by subscribing using the Keeping in Touch link on our Home Page!

Section B: Structure, Governance and Management

Governance

The Group's governing documents are those of The Scout Association. They consist of a Royal Charter which in turn gives authority to the Bye Laws of the Association and the Policy, Organisation and Rules of the Scout Association.

The Group is a trust established under its rules which are common to all Scout Groups, and appoints its Trustees in accordance with the Policy, Organisation and Rules of the Scout Association.

The Group is managed by the Group Executive Committee (the GEC) the members of which are the 'Charity Trustees' of the Scout Group which is an educational charity. As charity trustees, they are responsible for complying with legislation applicable to charities. This includes the registration, keeping of proper accounts and making returns to the Charity Commission as appropriate.

The committee consists of 3 independent representatives, Chair, Treasurer and Secretary together with the Group Scout Leader and Assistant Group Scout Leaders, individual section leaders (by request) and parent representation, and meets every 2 months. The GEC members for the year under review are listed inside the front cover and met together during the period on the following dates: 19th May 2021, 15th July 2021, 15th September 2021, 17th November 2021 and 19th January 2022.

Members of the Executive Committee complete 'Essential Information for Executive Committee' training within the first 5 months of joining the committee and are all DBS-checked.

The GEC exists to support the Group Scout Leader in meeting the responsibilities of the Group including:

- Compliance with the Policy, Organisation and Rules of the Scout Association;
- The maintenance of Group property and equipment;
- The raising of funds and the administration of the Group finances;
- The insurance of persons, property and equipment;
- Assisting in the recruitment of leaders and other adult support;
- Promoting and supporting the development of Scouting in the local area;
- Managing and implementing the Safety Policy locally;
- Appointing any sub-committees that may be required;
- Appointing Group administrators and advisors other than those who are elected;
- Ensuring young people are involved in decision making;
- Managing the opening, closing and amalgamation of Group sections as necessary.

Risk and Internal Control

The COVID-19 virus continued to represent a risk for much of the year in question and has identified a risk which, although reduced in impact will remain with us for the future. Otherwise, the major risks and action to mitigate them, remain the same as previous years and are given below.

1. *Any event causing widespread or severe health issues among young people, leaders and others, which impact the Group:* Sections will be run virtually using tools like Zoom. Risk assessments for the resulting scenarios will be considered and implemented following Government guidance and guidance from the Scout Association as appropriate. Expenditure will be monitored to ensure lower revenue does not adversely impact the Group's financial situation.
2. *Fire, burglary and other damage to the building and equipment:* The Group would request the use of buildings and equipment from neighbouring organisations. The Group has sufficient building and contents insurance in place to mitigate against permanent loss.
3. *Injury to leaders, members, helpers and supporters:* Risk Assessments are undertaken before all activities whether virtual or face to face. These follow guidance from the Scout Association and

Government as appropriate. In addition, the GEC has a standing item on their meeting agenda to consider any mitigating action required to address any reported incidents. The Group, through the annual membership fees, contributes to the Scout Association's national accident insurance policy.

4. *Reduced income from fundraising:* The Group is primarily reliant upon income from subscriptions and fundraising. The Group does hold a reserve to ensure the continuity of activities should there be a major reduction in income (see Financial Strategy on page 13). The Committee could raise the value of subscriptions to increase the income to the Group either temporarily or permanently.
5. *Reduction or loss of leaders:* The Group is totally reliant upon volunteers to run and administer the activities of the Group. If there was a reduction in the number of leaders to an unacceptable level in a particular section, or the Group as a whole then there might have to be closures. To mitigate this the Group actively encourages all new parents to assist in whatever way they can and guarantees places for leaders' children.
6. *Reduction or loss of members:* The Group provides activities for all young people aged from 6 years of age and upwards. If there was a reduction in membership in a particular section or the Group as a whole then there would have to be a contraction, consolidation or closure of a section, or in the worst case scenario, the complete closure of the Group.

The Group has in place systems of internal controls that are designed to provide reasonable assurance against material mismanagement or loss. These include 2 signatories for all bank payments and comprehensive insurance policies to ensure that major insurable risks are covered.

Section C: Objectives and Activities

The Purpose of Scouting - Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society

The Values of Scouting - As Scouts we are guided by these values:

- **Integrity** - We act with integrity; we are honest, trustworthy and loyal.
- **Respect** - We have self-respect and respect for others.
- **Care** - We support others and take care of the world in which we live.
- **Belief** - We explore our faiths, beliefs and attitudes.
- **Co-operation** - We make a positive difference; we co-operate with others and make friends.

The Scout Method - Scouting takes place when young people, in partnership with adults, work together based on the values of Scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

Group Objectives

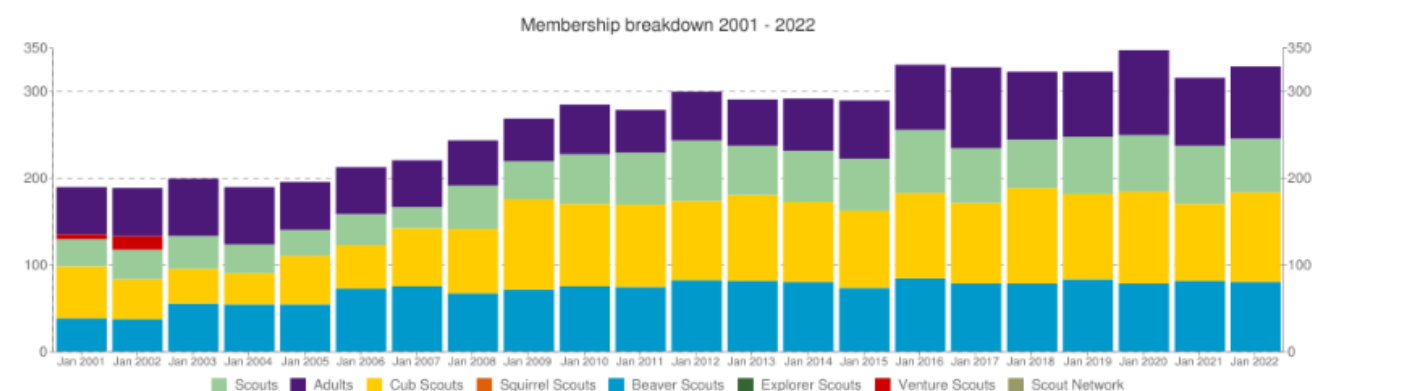
As part of the Scout Association, the aim of the Group is to promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, as responsible citizens and as members of their local, national and international community. The method of achieving

this aim is by providing an enjoyable and attractive scheme of progressive training, based on the Scout Promise and Law and guided by trained adult leadership.

Group Scout Leader's Report

This has been another extraordinary year in Scouting. Whilst we were able to meet face-to-face we couldn't run nights away activities and it always felt like the restrictions might be re-imposed due the constantly unknown effects of the Pandemic. 2022 started positively, and progressively we have moved out of the restrictions so we could begin to plan a full programme as the year progressed.

I said last year that Scouting is a federation of the like-minded and the willing, and it remains these characteristics that give Scouting its strength in 1st Claygate. This strength is embedded across all nine Sections and our activities in the Group i.e. water sports, DofE and the 1st Claygate Scout and Guide Band.



So you will see that whilst our numbers slightly reduced when measured in January 2021 were reduced due to the Pandemic as the graph above shows, but in 2022 we were back to our 2019 level and the membership is still growing.

**Census of Membership in 1st Claygate
For the year ending 31st January 2022**

Census	Breakdown by year																					
	Jan 2001	Jan 2002	Jan 2003	Jan 2004	Jan 2005	Jan 2006	Jan 2007	Jan 2008	Jan 2009	Jan 2010	Jan 2011	Jan 2012	Jan 2013	Jan 2014	Jan 2015	Jan 2016	Jan 2017	Jan 2018	Jan 2019	Jan 2020	Jan 2021	Jan 2022
Squirrel Scouts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Beaver Scouts	38	37	55	54	54	72	75	87	71	75	74	82	81	80	73	84	78	78	83	78	81	80
% change	-	-2.6%	48.6%	-1.8%	0.0%	33.3%	4.2%	-10.7%	6.0%	5.6%	-1.3%	10.8%	-1.2%	-1.2%	-8.8%	15.1%	-7.1%	0.0%	6.4%	-6.0%	3.8%	-1.2%
Cub Scouts	60	46	40	36	56	50	67	74	104	95	95	91	99	92	89	98	93	110	98	106	89	103
% change	-	-23.3%	-13.0%	-10.0%	55.6%	-10.7%	34.0%	10.4%	40.5%	-8.7%	0.0%	-4.2%	8.8%	-7.1%	-3.3%	10.1%	-5.1%	18.3%	-10.9%	8.2%	-16.0%	15.7%
Scouts	31	34	38	33	30	36	24	50	44	57	60	70	57	59	60	73	63	56	66	65	67	62
% change	-	9.7%	11.8%	-13.2%	-9.1%	20.0%	-33.3%	108.3%	-12.0%	29.5%	5.3%	16.7%	-18.6%	3.5%	1.7%	21.7%	-13.7%	-11.1%	17.9%	-1.5%	3.1%	-7.5%
Explorer Scouts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Venture Scouts	6	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	166.7%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Scout Network	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
% change	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total YP	135	133	133	123	140	158	166	191	219	227	229	243	237	231	222	255	234	244	247	249	237	245
% change	-	-1.5%	0.0%	-7.5%	13.8%	12.9%	5.1%	15.1%	14.7%	3.7%	0.9%	6.1%	-2.5%	-2.5%	-3.9%	14.9%	-8.2%	4.3%	1.2%	0.8%	-4.8%	3.4%

The graph above shows how the Group numbers have changed since the move into the Scout Centre in 2006.

This year was again unusual. I still truly believe that Scouting is more important now than ever before, in giving young people a sense of connection and belonging. The young people have missed so much in terms of working in groups and socialising, and Scouting offers this naturally alongside the training programme.

We continue to focus on four key areas:

1. Delivering great programmes for our young people, which provide opportunities to work in teams, and leadership opportunities.
2. Developing existing adult volunteers with training and support, and recruiting new adults into leadership roles.
3. Keeping everyone safe
4. Continuing our involvement with our community

The dedication of our truly inspiring adults across all the sections and activities is to be celebrated and given thanks to many times over. The pandemic has tested our resilience, and collectively we encouraged each other to be innovative. It also increased our awareness of the importance of our mental health for both adults and our young people.

Last year I mentioned two new initiatives as follows:

Firstly, we have led the establishment of the District Dragon D of E Awards Group which provides support across Esher District. The aim of the group is to provide all members aged between 14 & 25, with the opportunity to participate in the Duke of Edinburgh's award scheme and at the same time achieve the equivalent scout awards. This has been successful and the recent newsletter shows this clearly.

Secondly, setting up the Young Leader Explorer Group, which provides training and support to our Explorer Scouts. It delivers the Young Leaders' Scheme which is an undiscovered jewel in the Scout programme. It sets out to enable Esher District to support Explorer Scout Young Leaders in their personal development and prepares them for further education, and the workplace, with confidence in their capabilities and with Skills for Life. This programme has gone from strength to strength and I wonder how we would do without it. Many thanks to Jonathan Perkins who has led on this initiative.

I offer my thanks and gratitude to everyone involved in 1st Claygate Scout Group, which ensures Scouting continues to provide fun, challenge, adventure and companionship to young people and adults alike – in a year when we've needed some of these things more than ever!

I now look forward to next year's report being back to tales of all of the many activities we undertake, and sharing with you what "the new normal" shapes up to be in 1st Claygate Scout Group.

Leaders

We have been successful in welcoming a number of new leaders to the Group and look forward to renewing efforts to recruit more when "new normal" Scouting begins.

We welcome **Namrata Kulkarni**, **Ben Homer**, **Adam Barrigan** and **Catherine Desson** to be leaders with our Beaver Sections. A number of existing leaders have changed section as their children move up and we are grateful for their continued support.

Beavers

The following report is from Beaver Leaders:

The Summer Term for Beavers began in the week beginning on 26th April following the Easter Break. For many it was the first time they had seen the inside of the Scout Centre as the only face to face meetings since March 2019 had been outside under canvas. The Summer term is traditionally the time we cover activities like Tent Pitching, Fire Lighting and Backwoods Cooking which are fundamental scouting skills. We were also lucky to be able to have a session with Hamish, an experienced Elmbridge Ranger, pond-dipping at West End which is always a popular activity. We were glad to be able to hold our first joint section event at Polyapes on the theme of Knights.



During the Autumn the focus was on the Skills Challenge badge, Cyclist & Health & Fitness. An outing to Holy Trinity Church in October procured the Faith Badge for those who attended. Much fun was had hunting for answers to clues inside the church. But the highlight was the Group Event in October welcoming everyone back to face to face scouting. This was held at the Scout Centre and provided activities for all sections from card-making to frisbee golf. All Beaver District Events had been cancelled because of the high risk of the virus amongst children of school age so it was good to be able to gather as a Group.

The Spring programme included working towards the Teamwork Challenge and International badges which is particularly useful as Chinese New Year is always fun to run.

The Chief Scouts Bronze Awards went to the following Beavers who are now all Cubs! We congratulate them all.

Maple: **Thomas Ansell, Ava Bruce, Dexter Cudmore, Lily Gooch, Euan Mohamed & Leo Uminski**

Oak: **Ollie Ashton, Albie Atherton, Alec Cowan, Arlow Forman, Hollie Holms, Jack Paskell, Isabelle Pearce & Isabelle Simpson**

Sycamore: **Alfie Donnelly, Luka Kelly, Henry Latimer & Daisy Mainwaring**

Willow: **Jonty Stimson & Henry New**

Cub Scouts

The following report is from Cub Leaders, Katie Ernest, Catherine Hackett and Alistair Smith

The reopening of Cub activity saw a strong turnout for the May Group Activity Weekend at Polyapes. Cubs came in groups for a half-day programme of fun including fire-starting, frisbee golf and (mini) raft building. Along with tent pitching and backwoods cooking evenings back at the Scout Centre, it felt like a return to traditional Cub activities, and to working on the Outdoors and Adventure Challenge badges, both of which had been hard to deliver in a virtual environment.

With leaders across the three packs working together on programming, we have moved to a three-year planning cycle in order to maximise the likelihood of Cubs achieving their Chief Scout Silver Award. In Autumn, our focus was on the World Challenge and Global Issues badges, aligning our activity around the environment to coincide with the COP26 Summit in Glasgow. We also continued to cover the Skills Challenge with healthy activities and a focus on mental health and the Cubs further honing their navigation skills with an evening walk around Claygate. A special Saturday event for the Sixers and Seconders let our older Cubs cook their lunch over a fire, play games and give vital feedback and input on the Cub programme and activities.

Returning in the New Year, the Winter Olympics in China allowed us to further advance the World Challenge and International badges, with Cubs learning about (and producing) Chinese art and discovering Chinese culture, food and history. Getting the Cubs working on their Emergency Aid skills saw evenings of bandaging and recovery position in the Scout Centre.

In March, Panther Pack's Oliver Webb and Monty Poll came first and second respectively in the District Cross Country and teams from 1st Claygate placed first (Lion Pack), second (Panther Pack) and fourth (Lynx Pack) in the District Cub Quiz.

The following Cubs are to be congratulated on achieving their Chief Scout Silver Awards:

Lions: **Amber Dean, Aoife Maguire, Tristan Sippy, Zoe Colyer, Sarah Lotte, Adam Wood, George Armon-Jones and Lewis Moran**

Lynx: **Zak Barnett, Max Batey, Sullivan Lynes, Max Rayner and Owen Robson.**

Panthers: **Emily Burton, Monty Poll, Donnie Smith and Oliver Webb.**

Scouts

The following report is from Mark Woodward:

A gradual easing of Covid lockdown conditions allowed the Troop to return to a more usual programme. Starting in May, we organised two days of activities at Polyapes campsite in lieu of the typical GAW camp. We followed this with five days in July where Scouts were able to experience a typical summer camp programme with everything except the overnight camping (see photo alongside). This also provided an opportunity for the older Scouts to complete their Expedition Challenge and we were pleased to see a good number complete their Gold Award despite the challenges of the previous two years. We returned to a full programme in the autumn and re-started the Christmas post service, raising money for The Besom homeless charity. Frost camp in February was our first under-canvas residential for two years and was well attended by the older Scouts. The District Day Hike and Night Hike were popular with the Troop putting forward multiple teams in both events.



The following Scouts are to be congratulated on achieving their Chief Scout's Gold Award before moving up to Explorers:

Theo Venzelaar-Pelly, Redford Gull, William O'Brien, William Peasey, Sammy Worthington, Luke Smith, Elizabeth Farthing

Explorer Scouts

The following report was provided by Mark Burrows:

This year has seen the Selachii Explorer Unit regain its energy with numerous activities and successes. Overall numbers of active Explorers have remained stable with a good diversity of gender and ages.

Whilst some of the "big ticket" activities were cancelled including the Canyoning trip to Spain and the Winter Activity weekend, nevertheless we were able to complete a Surrey based Summer Camp including hiking and paddling activities.

We were also able to enable 6 Explorers to successfully complete their DofE Silver award expeditions and celebrate one Queen Scout Award.

Whenever possible we met in person, and enjoyed a variety of activities outside, with continued focus on cooking, fire lighting, navigation, personal skills, first aid and cycling.

We have also had good engagement in the Band, Young Leaders awards and other community activities.

So, despite some continuing challenges the Explorer's had a good active year with great engagement from across the District.

Explorer Scout Young Leaders at 1st Claygate

In the words of Jonathan Perkins:

The Group is very lucky to have a cohort of energetic and committed Young Leaders.

Young Leaders are volunteers within scouting and they are developing the necessary leadership skills so that they can play a full part in the leadership of a Section, whether a Beaver Colony, a Cub Pack or the Scout Troop.

This year has also seen a step change in how the Young Leader programme is delivered in the Esher District, which has been at the forefront in piloting a new Surrey Young Leader programme. The Surrey Young Leader pilot scheme provides leadership training and other essential skills to the Young Leaders in Four Stages: Games, Activities, Programme Planning and Programme Delivery. The Young Leaders combine their weekly experience in Section meetings with relevant online training, all available via the Surrey Scouts website, and practical workshops to build their confidence and knowledge.

Generally, there are 2-3 Young Leaders at any one time in each Section. The total numbers of Young Leaders active over the year (broken down per Section) were:

Section	Number of YLs in total over 12 months
Beavers	16
Cubs	12
Scouts	2
Band	2
TOTAL	32

It is a privilege to help so many young people mature as leaders, gaining skills which they will use throughout their time in scouting and in their careers ahead. I would like also to congratulate **Sam** on gaining his Young Leader Belt in March 2022, which I believe is the first ever in Esher District. Several other Young Leaders are also very close to completing this Top Scouting Award and we look forward to celebrating with them next year.

Thank you to all the Section Leaders for supporting your Young Leaders.

Further information about the Young Leader Scheme can be found here: [Surrey Scouts Young Leaders | Surrey Scouts \(surrey-scouts.org.uk\)](https://www.surrey-scouts.org.uk)

Scout Active Support Unit (SASU)

Prepared by Group Secretary, Rosy Treasure

Dave Creigh has done a great job in leading the Scout Active Support Unit although will be moving on shortly and so we will be looking for someone to take his place. The unit provides essential support to the Group where needed. As face-to-face activities have started to take place there has been a greater demand for practical help especially loading and unloading vans!

SASU members are either ex-leaders, ex-members or just keen supporters with specialist skills that they use to help the Group at various times. These include those who:

- maintain the grounds;
- drive the minibus to and from events, such as kayaking;
- run bases at camps/events;
- marshal at parades;
- provide administrative support to the Troop and Band;
- maintain the website;
- develop new IT systems;
- organise and support fundraising events such as the Plant & Jumble Sales.

Scout and Guide Band

Band Leader Robin Wilkinson provided the following report:

Although 2021/2 meant that we could begin face to face meetings, the rising Covid cases at Christmas led to the cancellation of our usual festive activities. The Band did however take part in the mini Claygate Village & Flower Show playing to a good audience in the car park of the Village Hall. We have continued to attract new members and even some adults who have returned after playing with us in their youth!

In November 2021 we were able to lead the Remembrance Parade with members of all group sections and to lead a parade for Woking Scouts at Brookwood Military Cemetery. We also played in the Parade at Christmas in lieu of our usual door to door Christmas Carolling.



We have been able to give some informal concerts to parents but the highlight of the year was probably our first big concert in March 2022 which was attended by the Lord Lieutenant. Everyone had worked really hard to put on a magnificent concert and the soloists all did really well.

We look forward to a year of many more of the usual pattern of events and in particular our trip to Disneyland planned in October.

I'd like to pass on my thanks to all in the band - band members and their parents, and the fantastic group of adult leaders who support the band in so many ways - both musically, administratively and organisationally. We really couldn't do it without all of you.

Group Executive

Prepared by Group Secretary, Rosy Treasure

The Executive continued to hold virtual meetings using Zoom with a resulting good attendance, for the period of this report. We were sorry to lose Graham Gibbs, our longest-standing member of the Group and a Vice-President, as a Trustee in September 2021. We thank him for sterling service over the years and will look forward to welcoming him at every opportunity to take part in Group events when able. Whilst no longer a trustee he joins our other Vice President Dennis Warren as a special member of the Group. Andy Gilchrist also stepped down after assisting Roger with Estates Management for some years. Thanks go to Andy for his time.

Stuart, our Chairman, continued to lead the committee of trustees as they progressed their way through the easing of restrictions resulting from the pandemic. Our main tasks are as follows:

- monitoring expenditure against budget
- assessing requests for special events
- improving the way we operate in relation to Governance
- carrying out regular reviews of policies
- maintenance of the fabric of the building and grounds
- regular servicing of boilers, alarms, extinguishers etc.;
- regular maintenance of transport;
- publicity and communication with our supporters through posters, adverts and the website
- liaison with and between our parents especially in relation to support for activities and events
- updating risk assessments
- maintaining existing equipment and approving new equipment purchases

In addition, this year we have undertaken the following worthy of note:

- completed a review and update of the Group's Social Media and Photographic Policy
- completed the snagging work remaining under the Merlin project
- reinstated the internal collection of recyclable materials
- hosted a District event bringing Chairs, Treasurers and Secretaries together for mutual benefit
- planned development of new systems to assist leaders

Our trustees provide a wide range of skills to support the section leaders, which are essential in running such a large group.

Looking forward

Having been stalled somewhat by the pandemic we will re-assess the Group's Development Plan and re-visit improvements to the building. The return to running normal activities has placed us in a better position to tackle our challenges for the coming year which are

1. Recruit more leaders and volunteers for other roles in the Group .
2. Introduce further ways of using digital technology to make life easier for everyone.
3. Improve our communications with past members and friends.
4. Ensure that the Training of Adults is at the core of what we do.
5. Create a digital archive of all our historic material

Conclusion

The last few years have proved our resilience and we will continue to grow and develop young people to meet the needs of the coming years.

Hugh Gostling, Group Scout Leader

Public Benefit

The Group meets the Charity Commission's public benefit criteria under both the advancement of education and the advancement of citizenship or community development headings. Subscriptions are charged for membership to cover immediate running costs of the Group and these do not unduly restrict membership. The Group follows the principle that no one should be excluded because of their inability to pay membership subscriptions.

Two key principles which demonstrate that Scouting's aims are for the public benefit are that through the Scouting methods, young people develop towards their full potential and that there is a clear link between the benefits for young people and the purpose of Scouting. The safety of young people is taken very seriously, and the benefits which Scouting activities provide, far outweigh the risks. Any private benefits from Scouting are incidental, other than to those as a beneficiary.

The Group admits members primarily from the areas of Claygate and Esher.

Section D: Achievements and Performance

Group Chairman's Review

The 2021/2022 year was a year free from national lockdowns, so life at 1st Claygate Scouts has returned to some semblance of normality.

The Scout Centre

The extension to the Scout Centre (that we so successfully completed on the eve of the first Covid lockdown) has now been put to full use. The extra capacity has allowed us to offer scouting to more young people than ever before.

Financial review

While not quite a standard year from a financial point of view, we had a stronger fundraising year than last, which has put us in a sound position. With minibuses back in use and similar pre-Covid expenses coming back on line, the costs look more like a "normal" year's.

You can see the full financial picture elsewhere in this report.

Premises upkeep and Vehicles

During the year, cleaning was enhanced, due to the risk of Covid, as the Scout Centre operated at full capacity. Roger Hoad worked hard to ensure the building was in a fit state and able to cope with Scouting activities operating as normal.

The maintenance days that were run during the year were well attended by parents and other volunteers and ensured the building and grounds were kept ship-shape.

Colin Coburn managed our minibus and vans bringing them back to road-ready, depending on circumstances.

As activities picked up, Jonathan Dawes ensured we had equipment in a fit state to ensure they all proceeded smoothly.

Fundraising

We are slowly returning to pre-Covid levels of fundraising which is encouraging.

The financial statements provide more information on revenue and expenditure from our fundraising events. Any surplus generated remains a key part of our budget planning each year.

With more fundraising events comes the need for more volunteers. It needs to be recorded that however small a part you play it is all very helpful to our raising money, contributing to community relations and group wellbeing.

We acknowledge the support from Central Government, Surrey County Council and Claygate Parish Councils and our local Co-op, as well as similar organisations that have provided financial support. Thank you also to those individuals who make donations to us.

Charitable activity & community relations

The Group's profile in Claygate is very high. The Group remains very committed to its role in the local community and it's encouraging that we can support Claygate in the ways we used to pre-Covid.

Publicity and Communications

Emma Smith continues to lead with respect to our communications initiatives. Communications remains vitally important as our numbers grow.

Rhid Tinkler continues to work hard to ensure our IT systems support the Group in the best way possible.

Adult support & recruitment

Much like painting the Forth Road Bridge, the process of ensuring we have enough adult support is an on-going one. Hugh works hard to ensure we can provide Scouting to as many young people as possible. Many thanks to all those that signed up to help in this past year.

Parent representatives

The Parent Representatives system acts as a liaison between parents and leadership and also ensures there is appropriate volunteer support for our various events. Becky and Guy Billingham co-ordinate this and I thank them for this and also thank the various parent representatives for their time.

Safety, safeguarding and risk management

While there has been less focus on Covid risks this past year (but still some!), ongoing risk assessments have taken place which are done to ensure our activities and assets are managed with care, to heighten awareness of health and safety requirements and thereby reduce or eliminate risk to our young people and others involved. The principal risks are outlined elsewhere in this report. "Safeguarding, health and safety" is a standing agenda item at the Executive Committee meetings, as we continue to ensure this important subject is given the attention it deserves.

Thanks

A successful scout group like ours relies on the help and support of literally hundreds of people. Thank you to all who have contributed to the Group in the last year. Our team of leaders give up so much of their time to ensure they continue to deliver fun and skills to our young people. The adults and parents who help at meetings and activities are key to this. To those who support the Group in some capacity whether on the Group Executive, Scout Active Support members, fund raisers, doing administration, practical help or whatever, a big thank you. Particular thanks go to Hugh, Mark, Gary and Rosy on the Group Executive who each devote so much of their time.

Scouting continues to enjoy a high profile in the UK. The Scouting movement provides unique opportunities to young people. Our challenge is to ensure we offer those opportunities to as many of the young people in our community as we can, while maintaining the quality of the programme that we offer

them and dealing with whatever unforeseen events that may lie around the corner. Thank you once again to everyone who has helped the Group during the year. I look forward to another successful scouting year ahead.

Stuart Ballard, Group Chairman

Section E: Financial Review

Financial strategy

1st Claygate Scout Group's ("the Group's") long-term financial strategy is:

- To fund through subscriptions regular expenditure on the scout centre, administration, leader training, the weekly programme of meetings, transport costs and the annual membership fee levied to every member of the association by UK Scout Headquarters, Surrey County Scouts and Esher District Scouts.
- To make activities such as camp, trips, etc. self-funding.
- To fund through specific fundraising activities capital expenditure such as building improvements, equipment for new activities, vehicles, camping and other equipment renewals, band instruments and IT to allow the leaders to maintain delivery of a high-quality scouting programme.

Over the medium- to long-term we aim to maintain cash reserves at a level that enables us to continue to provide a full programme of activities and capital expenditure for three years in the case of a downturn. We estimate this to be £70,000. This is our assessment of the worst-case scenario and is based on the assumption that our net fundraising falls by 50% and membership subscriptions decline by a third. Our experience managing through the Covid-19 emergency has indicated that this level of reserves is fully justified and appropriate.

Basis of preparation of accounts

The accounts are prepared on a receipts and payments basis which is permitted under current legislation for charities with receipts below £250k in their financial year.

Financial review 2021-22: receipts and payments

Although not as disruptive as in 2020-21, continued restrictions imposed by government regulations did have an impact on scouting activities, mainly on the ability to spend nights away during camps etc. However, all sections did manage to maintain a full programme of meetings, even if some of those were online. There was further government grant support during the year.

Subscriptions and Gift Aid

Subscriptions were held at £50 per term throughout the year. This compares with some periods during the prior year (PY) when we halved the subscriptions to reflect a reduction in the frequency of face-to-face meetings and activities. Overall subscription income was £46,105 (PY £24,049).

The majority of parents register for Gift Aid on subscriptions, which provides an additional 25% income and helps keep the overall level of subscriptions down (they would need to be £62 instead of £50 per term if Gift Aid was not claimable). Total Gift Aid receipts in the year were £6,754, compared to £10,520 in PY. Gift Aid is claimed in the following financial year, so the lower level of receipts in 21/22 is due to the lower level of subscriptions received in 20/21.

Fundraising

We were able to run some of our fundraising events, such as the Plant Sale, Fireworks, Christmas Trees, Christmas Grand Draw and the Beer Festival, during the year. All of these were extremely well supported, with record sales of Plants and Christmas Trees and a sold-out Beer Festival helping contribute to gross fundraising receipts of £62,437 (PY: £36,663). This is above the receipts in the last "normal" year (19/20) and was achieved despite jumble sales, the Claygate Flower Show and Christmas

Lights not taking place. The net receipts of £28,330 were 50% above PY, but below the level of 19/20 which included three jumble sales which operate with no costs.

Activities

Having been drastically curtailed in the prior year due to COVID restrictions, activities started again in 21/22 albeit at a reduced level with few overnight stays at away-camps. As a consequence, activities income was above 20/21 but less than 50% of the level in the last "normal" year in 19/20. Included in the 21/22 figures are advance payments for Group Camp in May 2022, Summer Trips for Scouts and Explorers and advance payments for the twice-delayed Band trip to Disneyland Paris, now scheduled for October 2022.

Other Income

We received government COVID grants of £10,667 (PY: £20,241) to help mitigate the impact of the COVID restrictions. In addition, we received a grant of £1,080 from Surrey County Council for a defibrillator (PY we received a grant from Surrey of £1,200 for a space heater to heat external tent accommodation utilised during the pandemic).

We received donations of £5,977 (PY £17,102) which are most welcome and in our accounts are shown as unrestricted donations. It should be noted that the PY figure includes a substantial grant received from one of our scout leader's employers which reflect a strong commitment to their employees supporting community charitable activities.

Costs

The cost of running the Centre, which includes insurance, heat and light, water rates, maintenance of the building/grounds and cleaning, was £25,203 (PY: £25,260). This includes a substantial increase in cleaning since pre-COVID, now undertaken daily instead of weekly. Transport costs increased substantially as the two mini-buses were brought back into use. Training costs were also back to pre-COVID levels.

The final costs for Project Merlin – the extension at the back of the Scout Centre – were incurred: £12,764 (PY: £12,024). No more Merlin costs are anticipated and the Fund has now been closed.

Non-Merlin capital expenditure was £3,261 (PY: £8,126) reflecting investment in two new gazebos, four endurance tents and a defibrillator, for which we received a grant (see above).

Cash

The cash balance on 31st March 2022 was £98,291 compared with £70,544 at 31st March 2021.

Assets and liabilities

As the accounts are maintained and prepared on a cash basis, there is no group balance sheet.

The Group maintains a number of bank accounts and places money not immediately required for recurrent expenditure on short-term deposit generating a small amount of interest.

Restricted funds are £10,000, a legacy received some years ago and earmarked for future purchase of land currently leased by the Group.

Funds breakdown

All regular receipts and payments are processed through the General Fund.

The Project Merlin Fund was opened in 2018 to allow income and expenditure relating to Project Merlin to be separately tracked. Project Merlin expenditure incurred in CY was £12,764 (PY: £12,024) which was the final payment to the contractor plus some minor remedial works undertaken by others. The Merlin Fund has now been closed.

Movements in the two funds during the year are as follows:

	General Fund	Project Merlin Fund	Total
Opening balances 1st April 2021	69,189	1,355	70,544
Movements 1 st April 2021-31 st March 2022	40,511	(12,764)	27,747
Switches between funds	(11,409)	11,409	-
Closing balances 31st March 2022	98,291	-	98,291

Gary Ernest, Group Treasurer

Section F: Other Optional Information

The only plan currently in place is to purchase the land to the rear of the Scout Centre.

Section G: Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees:

Stuart Ballard, Chairman 17th July 2022

If you have any enquiries about this report or would like more information about 1st Claygate Scout Group, please contact either:

Stuart Ballard Group Chairman Tel: 0208 339 0423

Hugh Gostling Group Scout Leader Tel: 01372 464580

Appendix A

	1st Claygate Scout Group			308135	CC16a
	Receipts and payments accounts				
	For the period from	1st April 2021	To	31st March 2022	
Section A Receipts and payments					
	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Membership subscriptions	46,105	-	-	46,105	24,049
Less: Levy for District, County & HQ	(13,691)			(13,691)	(13,137)
Membership subscriptions retained	32,414	-		32,414	10,912
Gift Aid	6,754	-	-	6,754	10,520
Regular Fundraising Gross	62,437	-	-	62,437	36,663
Income from Activities	23,797	-	-	23,797	(11,525)
Donations & Use of Equipment	6,383	-	-	6,383	17,161
Other grants received	11,747	-		11,747	21,441
Other income	905	-	-	905	1,058
Bank interest	262	-	-	262	663
Sub total (Gross income for AR)	144,699	-	-	144,699	86,894
A2 Asset and investment sales					
Sale of Assets	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	144,699	-	-	144,699	86,894
A3 Payments					
Premises	25,203	-	-	25,203	25,260
Regular Fundraising expenditure	34,107	-	-	34,107	17,751
Activities	28,196		-	28,196	5,211
Transport	5,103	-	-	5,103	1,057
Administration	5,409	-	-	5,409	2,572
Donations	1,852		-	1,852	1,819
Equipment Maintenance	1,057	-	-	1,057	1,205
	-	-	-	-	-
Sub total	100,927	-	-	100,927	54,875
A4 Asset and investment purchases					
Equipment, e.g. tents	1,003	-	-	1,003	2,664
Grounds expenditure	1,035	-	-	1,035	2,816
Office Equipment	1,079	-	-	1,079	-
Extension expenditure	12,764	-	-	12,764	12,024
Other capital expenditure	143	-	-	143	2,646
Sub total	16,025	-	-	16,025	20,150
Total payments	116,952	-	-	116,952	75,025
Net of receipts/(payments)	27,747	-	-	27,747	11,869
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	60,544	10,000	-	70,544	58,675
Cash funds this year end	88,291	10,000	-	98,291	70,544

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current accounts	56,953	-	-
	Deposit Accounts	30,838	10,000	-
	Petty Cash	500	-	-
	Total cash funds	88,291	10,000	-
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	Details	to nearest £	to nearest £	to nearest £
B2 Other monetary assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use				
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities				
	Signature	Print Name		Date of approval
Signed on behalf of all the trustees		Stuart Ballard, Group Chairman		16 July 2022
		Gary Ernest, Group Treasurer		16 July 2022



Section A

Independent Examiner's Report

Report to the trustees/
members of

1st Claygate Scout Group

On accounts for the year
ended

31st March 2022

Charity no
(if any)

308135

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31st March 2021.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date: 23rd June 2022

Name:

Ross Taylor

Relevant professional
qualification(s) or body
(if any):

Address:

57 Oaken Lane, Claygate, Esher, KT10 0RQ

THE ROYAL CHARTER OF THE SCOUT ASSOCIATION

This version of the Royal Charter is the original Charter of 4th January 1912 as amended by Supplemental Charters dated 28th March 1949, 18th February 1959, 5th May 1967 and 19th July 1991.

The Charter presented below derives from the original Charter and includes the insertions and substitutions contained in the four Supplemental Charters.

George the Fifth by the Grace of God, of the United Kingdom of Great Britain and Ireland, and of the British Dominions beyond the Seas, King, Defender of the Faith, to all whom these Presents shall come Greeting

WHEREAS it has been represented to us -

- (i.) That the Boy Scouts are an unincorporated organization founded in the year 1908 by Lieutenant General Sir Robert Stephenson Smyth Baden-Powell, K.C.B., K.C.V.O., for the purpose of instructing boys of all classes in the principles of discipline loyalty and good citizenship.
- (ii.) That the said organization has branches throughout Our Dominions and is carried on under Our patronage and is governed by a Council and has its affairs managed and regulated by an Executive Committee appointed by the Council.
- (iii.) That the said organization is possessed of stocks of literature and equipment useful for the purpose of the said organization and also certain investments and sums of money derived from the sale of such literature and equipment and from voluntary subscriptions.
- (iv.) That the said organization is possessed of certain leasehold offices at I 1 6-118 Victoria Street in the City of Westminster but save as aforesaid is possessed of no freehold or leasehold property.
- (v.) That it will greatly promote and facilitate the work of the said organization if the same is incorporated by this Our Charter and that it will be expedient that the said organization when so incorporated shall have such powers and be subject to such conditions as are hereinafter contained.
- (vi.) That a draft of Bye Laws for the management of the affairs of the said organization when so incorporated has been submitted to and approved by a specially convened meeting of the said Council and a copy of such draft has for the purpose of identification been signed by the said Sir Robert Stephenson Smyth Baden-Powell K.C.B., K.C.V.O.
- (vii.) That it has been resolved at a specially convened meeting of the said Council that if and when this Our Charter shall have been granted the assets of every description belonging to or held in trust for the said organization or for the use of the said organization in the furtherance of any object thereof shall be transferred to and vested in the organization so incorporated subject nevertheless to the organization so incorporated thereout defraying and providing for all debts and liabilities (if any) then incurred by or on behalf of the said existing organization to the discharge of which the said assets may at the moment of such transfer and vesting be applicable.

AND WHEREAS Lieutenant General Sir Robert Stephenson Smyth Baden-Powell K.C.B., K.C.V.O. The Right Honourable Richard Everard Baron Alverstone P.C., G.C.M.G. The Right

Honourable John Baron Avebury P.C. Admiral Lord Charles William Delapoe Beresford G.C.B., G.C.V.O., M.P. Charles Churchill Branch Esquire Colonel Henry Studholme Brownrigg Sir Thomas Lauder Brunton, Baronet The Most Reverend Father in God Randall Thomas

by Divine Providence Lord Archbishop of Canterbury, P.C., G.C.V.O., D.D. The Reverend William Dale Colonel Ulick George Campbell de Burgh C.B. Sir Matthew Blayney Smith-Dodsworth Baronet Lieutenant General Sir Edmond Roche Elles, G.C.I.E., K.C.B. Sir Charles Alfred Elliott K.C.S.I., since deceased, Henry Geoffrey Elwes Esquire Percy Winn Everett Esquire The Reverend Marshall Hartley The Right Reverend The Lord Bishop of Kensington D.D. Sir John Kirk Major General Sir Ronald Bertram Lane K.C.V.O., C.B. The Honourable Henry Lawson Webster Lawson M.P. Sir George Watson Macalpine The Right Honourable Reginald Earl of Meath K.P., P.C. The Most Noble Henry Duke of Norfolk K.G., P.C., G.C.V.O. The Reverend William Perkins Francis William Pixley Esquire Lieutenant General Sir Herbert Charles Onslow Plumer K.C.B. Field Marshal The Right Honourable Frederick Sleigh Earl Roberts K.G., K.P., P.C., G.C.B., O.M., G.C.S.I., G.C.I.E., V.C. The Right Honourable Archibald Philip Earl of Rosebury K.G., K.T., P.C. The Right Honourable Anthony Earl of Shaftesbury K.P., K.C.V.O. The Reverend William Henry Greaves Twining and The Most Reverend Father in God Cosmo Gordon by Divine Providence Lord Archbishop of York P.C., D.D. all of whom are members of the said Council on behalf of themselves and all other members of the said Council have humbly besought Us to grant this Our Charter.

NOW THEREFORE KNOW YE that We being always ready to give Our Royal countenance and encouragement to all useful and charitable works do of our special grace certain knowledge and mere motion by these presents for Us Our Heirs and Successors give grant and ordain that Lieutenant General Sir Robert Stephenson Smyth Baden-Powell K.C.B., K.C.V.O. The Right Honourable Richard Everard Baron Alverstone P.C., G.C. M.G. The Right Honourable John Baron Avebury P.C. Admiral Lord Charles William Delapoe Beresford, G.C.B., G.C.V.O., M.P., Charles Churchill Branch Esquire Colonel Henry Studholme Brownrigg Sir Thomas Lauder Brunton, Baronet, M.D., F.R.C.P., F.R.S. The Most Reverend Father in

God Randall Thomas by Divine Providence Lord Archbishop of Canterbury P.C., G.C.V.0., D.D. The Reverend William Dale Colonel Utick George Campbell de Burgh C.B. Sir Matthew Blayney Smith-Dodsworth Baronet Lieutenant General Sir Edmond Roche Elles G.C.I.E., K.C.B. Henry Geoffrey Elwes Esquire Percy Winn Everett Esquire The Reverend Marshall Hartley The Right Reverend The Lord Bishop of Kensington D.D. Sir John Kirk Major General Sir Ronald Bertram Lane K.C.V.0., C.B. The Honourable Harry Lawson Webster Lawson M.P. Sir George Watson Macalpine The Right Honourable Reginald Earl of Meath K.P., P.C. The Most Noble Henry Duke of Norfolk K.G., P.C., G.C.V.0. The Reverend William Perkins Francis William Pixley Esquire Lieutenant General Sir Herbert Charles Onslow Plumer K.C.B. Field Marshal the Right Honourable Frederick Sleigh Earl Roberts K.G., K.P., P.C., G.C.B., O.M., G.C.S.I., G.C.I.E., V.C. The Right Honourable Archibald Philip Earl of Rosebury K.G., K.T., P.C. The Right Honourable Anthony Earl of Shaftesbury K.P., K.C.V.0. The Reverend William Henry Greaves Twining and The Most Reverend Father in God Cosmo Gordon by Divine Providence Lord Archbishop of York P.C., D.D. and another persons who are now or shall in accordance with the Rules of the Association hereby incorporated become members of the Council thereof shall be one body corporate and politic by the name of "The Scout Association" for the purpose of promoting the development of young people in achieving their full physical, intellectual, social and spiritual potentials, as individuals, as responsible citizens and as members of their local, national and international communities and by that name shall and may sue and be sued plead and be impleaded in all Courts whether of law or equity either in Our United Kingdom of Great Britain and Ireland or in Our Colonies or Dependencies and shall have perpetual succession and a common seal which may be changed or varied by it at its pleasure.

AND WE DO HEREBY FURTHER GRANT AND ORDAIN that the said Association hereby incorporated shall have and may exercise all or any of the powers hereinafter mentioned and shall be entitled to the benefit of and be subject to the provisions hereinafter contained and such provisions shall have effect accordingly.

1.- In this Charter unless the context otherwise requires -

"The Association" shall mean The Scout Association.

"The Bye Laws" shall mean the Bye Laws of the Association for the time being in force under or by virtue of this Charter.

"The Patron" "The President" "The Council" and "The Chairman of the Council" shall mean respectively the Patron of the Association the President of the Association the Council of the Association and the Chairman of the Council for the time being in accordance with this Charter or the Bye Laws.

"The Committee" shall mean the Committee for the time being appointed under or in accordance with the Bye Laws or such number of the members of such Committee as under the Bye Laws shall for the time being be entitled to act for such Committee.

Words importing the singular number only shall include the plural number and vice versa and words importing persons shall include Corporations.

Words in this Our Charter and in the Bye Laws importing the male gender only shall include the female gender and vice versa.

2. The Association shall have power -

(i.) Deleted by the Supplemental Charter dated 5th May 1967.

(ii.) To purchase take on lease or hire or otherwise acquire and hold any lands buildings easements or hereditaments of any tenure patents patent rights trade marks and any other real or personal property and to construct provide maintain repair and alter any buildings works stores plant and things which may from time to time be deemed requisite whether within Our Dominions or elsewhere for any of the purposes of the Association.

iii.) To form local branches and committees in all parts of Our Dominions and to organise classes and lectures and publish and sell or distribute papers books pamphlets and information for the purpose of stimulating interesting and promoting the objects of the Association and to take all other measures which may seem necessary for providing and maintaining an efficient organization for the purposes of the Association.

(iv.) To form bodies of Scouts and to enrol as members or officers thereof persons of all ages and classes and to supply (with or without charge) and deal in equipment of all kinds for their use and to procure them to be instructed in the duties of citizenship generally and in handicrafts and technical knowledge and to provide classes lectures and entertainments for their benefit and to establish and provide prizes badges certificates and other rewards of merit to be competed for or awarded to them provided that Scouts shall be left entirely free to obtain their equipment and every part thereof (whether of an official pattern or not) other than badges and decorations from any person firm or corporation willing to supply the same* shall not be required to obtain such equipment or any part thereof from the Association.

* Obvious clerical omission of the word "and" after the word "same" in original charter.

(v.) To assist past or present Scouts in establishing themselves in life whether by means of apprenticeship or emigration or in any other manner and to form contribute to and administer special funds for that purpose.

(vi.) To receive and accept donations endowments and gifts of money lands hereditaments stocks funds shares securities and any other assets whatsoever and either subject or not subject to any special trusts or conditions and in particular to accept and take by way of gift and absorb upon any terms the undertaking and assets of any society or body whether incorporated or not carrying on work similar to any work for the time being carried on by the Association and to undertake all or any of the liabilities of any such other society or body.

(vii.) To borrow or raise money with or without security for any of the purposes of the Association.

(viii.) To make and carry out any arrangement for joint working or co-operation with any other society or body whether incorporated or not carrying on work similar to any work for the time being carried on by the Association.

(ix.) To undertake execute and perform any trusts or conditions affecting any real or personal property of any description acquired by the Association.

(x.) To enter into any arrangements with any military or educational authorities or any other department of Our Imperial Government or of the Government of any part of Our Dominions.

(xi.) To apply for and exercise any powers obtained under any supplementary Charter or Act of Parliament Imperial or Colonial and whether Federal or Provincial which may be deemed expedient for any of the purposes of the Association.

(xii.) To accumulate sell improve manage develop exchange lease mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of the Association. Provided that no disposition of any real or leasehold property situate in the United Kingdom shall be made without such consent or approval as may be by law required therefor.

(xiii.)

(a) To invest and deal with the moneys of the Association not immediately required for the said objects and purposes nor subject to specific trusts in the purchase of or at interest upon the security of such stocks, funds, shares, securities or other investments of whatsoever nature as the Association shall in its absolute discretion think fit to the intent that the Association shall have the same full and unrestricted powers of investing and transposing investments in all respects as if the Association were absolutely entitled to such moneys beneficially.

(b) To employ as a private investment manager any person or firm entitled to carry on investment business under the provisions of the Financial Services Act 1986 or any amending legislation and to delegate to any such manager ("the Manager") the exercise of all or any of the Association's powers of investment in such terms and at such reasonable remuneration as the Association may think fit but subject always to the following conditions:

(1) The delegated powers shall be exercisable only within clear policy guidelines drawn up in advance by the Association and within the powers of investment conferred by sub-paragraph (a) of this Article;

(2) Every transaction carried out by the Manager under delegated powers shall be reported to the Association within fourteen days;

(3) The Association shall be entitled at any time and without notice to review revoke or alter the delegation or the terms thereof,

(4) The Association shall be bound to review the for delegation at least once every twelve months;

(5) The Association shall be liable for the acts and defaults of the Manager in the exercise of the delegated powers in the same manner as if they were the acts and defaults of the Association.

(xiv.) To grant continue and pay such salaries pensions gratuities or other sums in recognition of services (whether rendered before or after the granting of this Charter) as may from time to time be sanctioned by the Committee.

(xv.) To do all such other acts and things as are or may be deemed incidental or conducive to the attainment of any of the purposes of the Association or the exercise of any of its said powers.

3. There shall be a Patron of the Association.

WE do hereby reserve to Ourselves to be the First Patron. Subsequent Patrons from time to time shall be such persons as may accept that office upon the request of the Council with the approval of the President.

The President shall be such person as may from time to time be nominated in that behalf by the Patron.

The Chairman of the Council shall be the said Sir Robert Stephenson Smyth Baden-Powell K.C.B., K.C.V.O. and after he shall have died or retired or ceased to be a member of the Council shall be such person as may from time to time be nominated in that behalf by the Council. The first Council shall consist of those persons who were members of the Council of the said now existing organization immediately before the granting of this Our Charter.

As from the first day of July in the year of our Lord One thousand nine hundred and fifty-nine the Council of the Association shall consist of five hundred members at the most and three hundred at the least who shall be appointed or elected as prescribed by the Bye Laws.

A Committee may be appointed in such manner and with such powers and duties as may be prescribed by or in accordance with the Bye Laws,

4. An Ordinary General Meeting of the Council shall be held once in every year after the year in which the Association is incorporated at such time and place as shall be prescribed by or in accordance with the Bye Laws and the Committee shall lay before such Ordinary General Meeting such accounts and make such reports as may from time to time be prescribed by the Bye Laws.
5. An Extraordinary Meeting of the Council may be called at any time by the President or by the Chairman of the Council.
6. The accounts to be submitted to any Ordinary General Meeting of the Council shall be audited by auditors who shall be members of the Institute of Chartered Accountants or of such other Association as for the time being shall in the opinion of the Committee represent that Institute.
7. The affairs of the Association shall be managed and regulated in accordance with Bye Laws in the terms of the said draft Bye Laws so approved by the Council of the said existing organization as aforesaid or with such other Bye Laws as may for the time being be in force under or by virtue of the succeeding provisions of this clause. Any of the Bye Laws may from time to time be altered added to or repealed by the Council and any new Bye Laws may from time to time be made in the like manner. Provided that no new Bye Law and no alteration of or addition to any of the Bye Laws shall have any force or effect if it be repugnant to any of the provisions of this Charter or to the Laws of Our Realm nor until it shall have been approved by the Lords of Our Privy Council of which approval a Certificate under the hand of the Clerk of the Council shall be conclusive evidence.
8. And We do hereby further declare that when the Association shall cease to be an Association for the purpose aforesaid and the affairs thereof shall have been completely wound up and its debts and obligations fully discharged this our Charter shall be absolutely void.
- 8A. The Council may by resolution passed by three-quarters of the Members present and voting add to, alter or revoke any of the provisions of this Our Charter or of any Supplemental Charter granted to the Association, provided that no such addition, alteration or revocation shall be of effect unless and until it shall have been approved by Us, Our Heirs or Successors in Council.
9. And We do for Ourselves Our Heirs and successors grant and declare that this Charter or the enrolment thereof shall be in all things valid and effectual in the law according to the true intent and meaning of the same and shall be recognised as valid and effectual by all Our Courts and Judges in our Dominions and by all other officers persons and bodies politic and corporate whom it doth concern and that the same shall be construed in the most favourable and beneficial sense and for the best advantage of the Association as well in all Our several Courts of Record in Our Dominions as elsewhere notwithstanding any non-recital or mis-recital uncertainty or imperfection in this Charter.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the Fourth day of January in the Second Year of Our Reign.

BY WARRANT under the hands of the Lords Commissioners in the name and on behalf of His Majesty.

MUIR MACKENZIE.

Preamble to the Supplemental Charter granted 28th March 1949.

George the Sixth by the Grace of God, of Great Britain, Ireland, and the British Dominions beyond the Seas, King, Defender of the Faith, to all to whom these Presents shall come Greeting

WHEREAS -

1. His late Majesty King George the Fifth on the Fourth day of January in the Second Year of His Reign of His special grace certain knowledge and mere motion by Royal Charter incorporated The Boy Scouts Association and did grant and ordain that the Association shall have and may exercise all or any of the powers in the said Royal Charter mentioned.
2. By the said Royal Charter the Association are authorised to apply for and to exercise any powers obtained under any supplemental Charter.
3. It has been represented to Us -

(i) That the Association's income from invested funds is likely seriously to fall by reason of the greatly reduced yield on and the more restricted field of trustee investments compared with the yield on the field of such investments when the said Royal Charter was granted.

(ii) That the Association have given anxious consideration to the Association's financial position and have taken steps to secure the utmost economy in the administration of the Association's affairs.

(iii.) That the Association are satisfied that the Association's expenditure cannot further be reduced without serious prejudice to the work of the Association.

(iv.) That the Association after full consideration and thorough investigation are of opinion that the Association would be able consistently with the safe and prudent administration of the Association's affairs to lessen any further reduction in the Association's income from invested funds if the Association had wider powers of investment.

(v.) That the Council and Committee of the Association have duly authorised as provided in the said Royal Charter and the Bye Laws of the Association an application for a supplemental Charter.

(vi.) That the grant of a supplemental Charter to the Association will greatly promote and facilitate the work of the Association.

4. On the 15th day of September 1948 the Association humbly petitioned for the grant to the Association of a supplemental Charter.

NOW THEREFORE KNOW YE that We being always ready to give Our Royal countenance and encouragement to all useful and charitable works do of Our special grace certain knowledge and mere motion by these presents for Us Our Heirs and Successors hereby confirm the Royal Charter granted by His late Majesty King George the Fifth to The Boy Scouts Association on the Fourth day of January in the Second Year of His Reign and We do hereby grant and ordain that in addition to all the powers granted to the Association by the said Royal Charter the Association shall have and may exercise the following powers:-

NOTE. - The additional paragraph xiii (a) containing additional powers of investment was substituted by new powers of investment granted in the Supplemental Charter dated 19th July 1991.

And the foregoing paragraph containing the said powers shall be read and construed together with and as if the same formed part of the said Royal Charter and were incorporated therein as paragraph (xiii a) of the Second Article thereof and the said powers shall be in addition to and not in derogation of the powers conferred on the Association by the said Royal Charter and may be exercised notwithstanding anything in the said Royal Charter contained.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the 28th day of March in the Thirteenth Year of Our Reign.

BY WARRANT under the King's Sign Manual.

NAPIER.

Preamble to the Supplemental Charter granted 18th February 1959.

Elizabeth the Second by the Grace of God, of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith,

To all to whom these Presents shall come, Greeting!

WHEREAS His Majesty King George the Fifth by Royal Charter dated the fourth day of January in the second year of His Reign (hereinafter called "the Original Charter"), constituted a body corporate and politic by the name of "The Boy Scouts Association" (hereinafter called "the Association") with the powers therein mentioned:

AND WHEREAS Our late Royal Father His Majesty King George the Sixth by a Supplemental Charter dated the twenty-eighth day of March in the thirteenth year of His Reign (hereinafter called "the Supplemental Charter") granted certain additional powers to the Association:

AND WHEREAS the Association has represented into Us that for the further successful development of the activities and the achievement of the aims of the Association it is desirable that

(a) the Council of the Association should be constituted in such a manner as to make its membership fully representative of all those persons who are actively engaged in the work of the Association in all parts of Our Commonwealth (excepting Australia, Canada, Ceylon, India, the Federation of Malaya, New Zealand, Pakistan and South Africa, in all of which countries independent Boy Scouts Associations have been established); and

(b) the permitted annual value of lands, tenements and hereditaments held by the Association in Our United Kingdom of Great Britain and Northern Ireland should be increased.

NOW, THEREFORE, KNOW YE that We being always ready to give Our Royal countenance and encouragement to all useful and charitable works have of Our especial grace, certain knowledge and mere motion granted and ordained and do by these Presents for Us, Our Heirs and Successors grant and ordain as follows:-

NOTE. - The two paragraphs that followed here have been inserted in or substituted for the original paragraphs to which they refer in the appropriate places in the main text of the original Charter.

3. Save as aforesaid We do hereby confirm the provisions of the Original Charter and of the Supplemental Charter.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the eighteenth day of February in the seventh Year of Our Reign.

BY WARRANT under the Queen's Sign Manual.

Preamble to the Supplemental Charter granted 5th May 1967.

Elizabeth the Second by the Grace of God, of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith, To all to whom these Presents shall come, Greeting!

WHEREAS His Majesty King George the Fifth by Royal Charter dated the fourth day of January in the second year of His Reign (hereinafter called "the Original Charter"), constituted a body corporate and politic by the name of "The Boy Scouts Association" (hereinafter called "the Association") with the powers therein mentioned:

AND WHEREAS His Majesty King George the Sixth by a Supplemental Charter dated the twenty-eighth day of March in the thirteenth year of His Reign (hereinafter called "the first Supplemental Charter") granted certain additional powers to the Association:

AND WHEREAS We by a Supplemental Charter dated the eighteenth day of February in the eighth year of Our Reign (hereinafter called "the second Supplemental Charter") granted certain further additional powers to the Association:

AND WHEREAS the Association has represented unto Us that for the further successful development of the activities and the achievement of the aims of the Association it is desirable that

- (a) the name of the Association should be changed to "The Scout Association"; and
- (b) certain other variations should be made in the provisions of the aforesaid Charters:

NOW THEREFORE KNOW YE that We of Our especial grace, certain knowledge and mere motion have granted and ordained and do by these Presents for Us, Our Heirs and Successors grant and ordain as follows:-

NOTE - The substitutions and deletions made by the five paragraphs which followed here have been made in the main text of the original Charter.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the fifth day of May in the sixteenth Year of Our Reign.

BY WARRANT under the Queen's Sign Manual.

Preamble to the Supplemental Charter granted 19th July 1991.

Elizabeth the Second, by the Grace of God, of Great Britain and Northern Ireland and of Our other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith,

To all to whom these Presents shall come, Greetings!

WHEREAS His Majesty King George the Fifth by Royal Charter dated the 4th day of January 1912 (hereinafter called "the Original Charter"), constituted a body corporate and politic by the name of "The Boy Scouts Association" (hereinafter called "the Association") with the powers therein mentioned:

AND WHEREAS His Majesty King George the Sixth by a Supplemental Charter dated the 28th day of March 1949 granted certain additional powers to the Association:

AND WHEREAS We by Supplemental Charters dated the 18th day of February 1959 and the 5th day of May 1967 granted certain further powers to the Association, and authorised the name of the Association to be changed to "The Scout Association":

AND WHEREAS by an humble Petition the Association has represented unto Us that for the further successful development of the activities and the achievement of the aims of the Association it is desirable that to extend the scope and purpose of the Association to young people of both sexes, to make certain other amendments to the Original Charter in

relation to the Association's powers of investment, and to provide a procedure for future amendment of the Association's Charters:

NOW THEREFORE KNOW YE that We having taken the said Petition into Our Royal Consideration, and being minded to accede thereto, have of Our especial grace, certain knowledge and mere motion granted and ordained and do by these Presents for Us, Our Heirs and Successors, grant and ordain as follows:-

1. The Original Charter shall be, altered in the manner set out in Articles 2 to 5 hereof but nothing in such alterations shall affect the legality or validity of any act, deed or thing lawfully done or executed under the provisions of the existing Charters of the Association.

Note. - The five paragraphs that followed here had been inserted in or substituted for the original paragraphs to which they refer in the original Charter.

IN WITNESS whereof We have caused these Our Letters to be made Patent.

WITNESS Ourselves at Westminster the nineteenth day of July in the fortieth Year of Our Reign.

BY WARRANT under the Queen's Sign Manual.

CLERKS REPORT

ACTION POINTS FROM 9th MARCH 2023 CPC MEETING & 20th APRIL EXTRAORDINARY MEETING

AP76 Clerk to add alternative bank accounts to Annual May meeting agenda. Clerk has since proposed this happens first CPC meeting after May to allow new Cllrs chance to get feet under table. **ON HOLD.**

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

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. Clerk proposed to move to 6th July CPC meeting to allow new Cllrs time to get their feet under the table. **ON HOLD**

AP87 Contact CRGT Pavilion artist and a local artist and request quotes. Local artist declined invitation to quote. Pavilion artist agreed to mimic current artwork free of charge. CPC would just need to cover cost of printing on outdoor final and getting it installed **IN PROGRESS**

AP88 Clerk to action year end close down and arrange internal and external audits. Year end Close and Internal Audit completed. **DONE**

AP90 Clerk to arrange Silver level Defib service. Defib service booked in for 19th May. **DONE**

AP96 Clerk to organise stall for Flower Show. This was delegate to Cllr Swift. **IN PROGRESS**

AP1 Clerk to upload Declarations of Acceptance of Office forms on to website. This should have stated Notification of Pecuniary and Other interest forms. **DONE**

AP2 Clerk to send a copy to the Monitoring Officer at EBC of Chairs Declaration of Office and update the CPC website. **DONE**

AP3 Clerk to update website on Vice Chair appointment. **DONE**

AP4 Clerk to upload final minutes of Extraordinary meeting held on the 20th April to the website. **DONE**

AP5 Clerk to add Remit of Council to 6th July 2023 agenda. **DONE**

AP6 Clerk to update meeting list for Committees. Clerk to update email groups and website. **DONE**

AP7 Clerk to add review delegation arrangements to committees, employees and other local authorities 6th July CPC meeting agenda.

AP8 Clerk to add Terms of Reference (Remits) of the Planning, Highways, Transportation and Environment and Staffing Committees 6th July CPC meeting agenda.

MEETING PREPERATION & MINUTE WRITE UP

- 18th May Annual Parish Council Meeting Minutes
- 23rd May Planning Meeting Preparation and Minutes
- 8th June Extraordinary Meeting Preparation and Minutes.
- 15th June Planning Meeting Preparation.
- 23rd June EBC/CPC Meeting Preparation and Minutes.
- 29th June HT&E Meeting Preparation and Minutes
- 6th July Parish Council Meeting Preparation.

FINANCE

- Bank reconciliations
- Invoices paid & logged onto accounting software.
- Payroll actioned on SAGE & Nest.
- External Audit Actioned and Public notice of Accounts.

COMMUNICATIONS INCLUDING WEBSITE & SOCIAL

- Continuing to post regular updates on Facebook. The page is continuing to grow. 383 followers v 200 target.

Content

[Create a post](#)

Last 90 days ▾

Date ▾

	Planning Committee Thurs, 15 Jun	Post reach --	Engagement --	Boost a Post
	-- Thurs, 15 Jun	Post reach 158	Engagement 11	Boost a Post
	Extraordinary Meeting Thurs, 8 Jun	Post reach --	Engagement --	Boost a Post
	Planning Committee Tues, 23 May	Post reach --	Engagement --	Boost a Post
	We are delighted to announce that Katie Holmes has been awarded the Brian Rhodes Community Cup for her tirelessly efforts in providing a safe place for Claygate's children at the Claygate Community Hub. Mon, 22 May	Post reach 2,369	Engagement 293	Boost a Post
	Claygate Annual Village Meeting Tues, 16 May	Post reach --	Engagement --	Boost a Post
	-- Mon, 15 May	Post reach 122	Engagement 20	Boost a Post

OTHER

- Housekeeping and shredding.
- Handover

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										4,011.03	12,850.97
Pension	670.00	54.18	54.18	54.18										162.54	507.46
Staffing General	2,000.00														2,000.00
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											295.75	3,087.25
Highway Garden Site Pr	250.00														250.00

Monthly breakdown of Receipts and Payments

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

Hanging Baskets and Tr	3,342.00															3,342.00
Elections																
Election Expenses	10,673.00															10,673.00
General Expenditure																
Working from Home Allc	321.00															321.00
Training	735.00			45.00									45.00			690.00
Office Supplies	200.00															200.00
Meeting Room Hire and	850.00	111.01	26.00	171.06									308.07			541.93
Telephone	140.00	10.49	10.49	10.49									31.47			108.53
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									2,618.79			667.21
Equipment	300.00															300.00
Miscellaneous Admin C	1,055.00		755.00	101.00									856.00			199.00
Bank Charges	170.00	3.00	3.00	18.00									24.00			146.00
GDPR Compliance	335.00	28.20	28.20	30.90									87.30			247.70
		3,904.94	3,059.97	2,124.04												
															Total:	9,088.95
															Variance:	52,249.05

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	-25,187.00
Precept Grant	2,800.00		1,500.00											1,500.00	-1,300.00
Interest Received	314.00														-314.00
CIL															
VAT		1,578.71												1,578.71	1,578.71
Staffing															
Salaries & NI															

Monthly breakdown of Receipts and Payments

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

Pension

Staffing General

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 Pl

Hanging Baskets and Tr

Elections

Election Expenses

General Expenditure

Working from Home Allc

Training

Office Supplies

Meeting Room Hire and

Telephone

Audit

Insurance

Monthly breakdown of Receipts and Payments

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

Subscriptions
Equipment
Miscellaneous Admin C
Bank Charges
GDPR Compliance

1,578.71 26,687.00

Total: 28,265.71
Variance: -25,222.29

PARISH CLERK & RFO JOB DESCRIPTION

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

- 8.** To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 9.** To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 10.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 11.** To act as the representative of the Council as required.
- 12.** To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- 13.** To prepare, in consultation with the Chairman, communications via the Parish Council website, newsletters and social media about the activities of, or decisions of, the Council.
- 14.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.

- 15.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- 16.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- 17.** To manage the IT infrastructure of the Council including the website, social media and email of the Council and call on appropriate expertise as and when required.