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2nd October 2023

MEETING: Claygate Parish Council Meeting
VENUE: Small Hall, Claygate Village Hall, Church Road, Claygate, Surrey KT10 0JP
DATE: Thursday 21st September 2023
TIME: 7.30pm

LIST OF APPENDICES

Appendix A - CPC Strategy Meeting

Appendix B - Reconciliation 31st Aug for Sep 21

Appendix C - Reconciliation 31st July for Sep 21

Appendix D - monthly breakdown of receipts and payments for Sep 21

Appendix E - Cashbook for 21 Sep

Appendix F - GetBudgetingReport 5th SEPTEMBER 23

Appendix G - CVA application for a Christmas Lights

Appendix H - CVA application for a Christmas tree

Appendix I - CPC letter to Cllr McDonald 12.09.23

CPC Strategy Meeting

Date: Saturday 16th September 2023

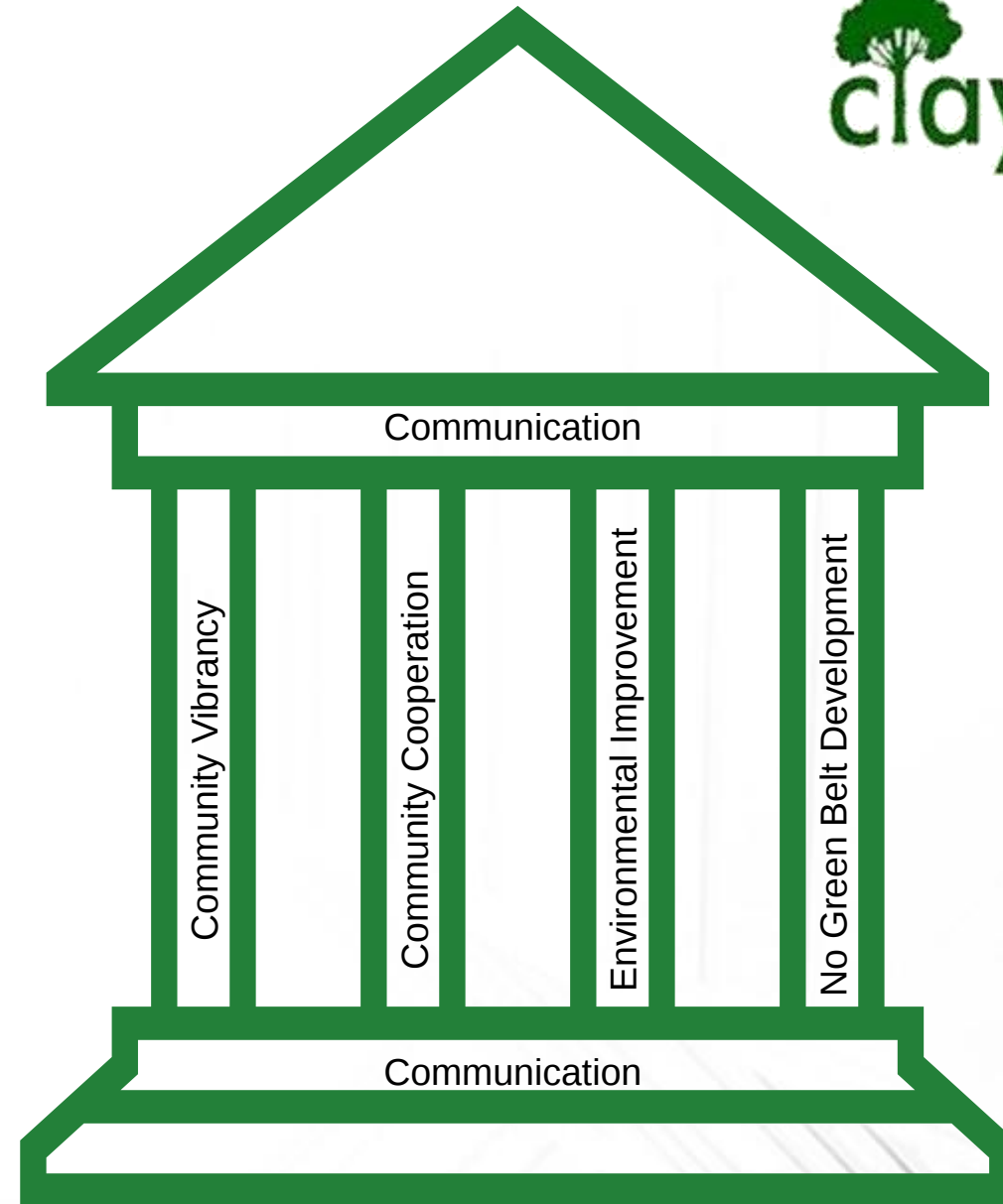
Time: 9am – 3pm

Ideas for today & tomorrow

Strategic Themes

We identified 5 strategic themes – 4 of which were pillars:

- Improving Community Vibrancy
- Improving Community Cooperation
- Improving the Environment for Residents and Visitors
- No Green Belt Development
- The 5th – Improving Communication - was an overarching and underpinning theme
- The CPC recognized the importance of the Torrington Lodge issue as a topic which falls within the Theme of Community Vibrancy & Environmental Improvement - it is not a Strategic Theme albeit a Very Key topic for the community and recognized as such by the CPC who are actively engaged in its management



Strategic Initiatives Grouped By Theme



Community Vibrancy

Look into Farmers Market
Remembrance Biographies
Other Monthly Events
e.g. Craft Fair
Flower Show Stall



Improving the Environment

Zebra Crossing on Church Road
Traffic Calming on Woodstock Lane/Clayton Road
Detritus Days
Litter Picks
Caerleon Derelict Building
Process to report Issues



Improving Community Cooperation

Seek views of all community Groups
Young Member of the Council



No Green Belt Development

The CPC will not approve ANY application on green belt no matter what it is for



Communication

Regular Courier
Themed Surgeries
Advertising Revenue from Courier

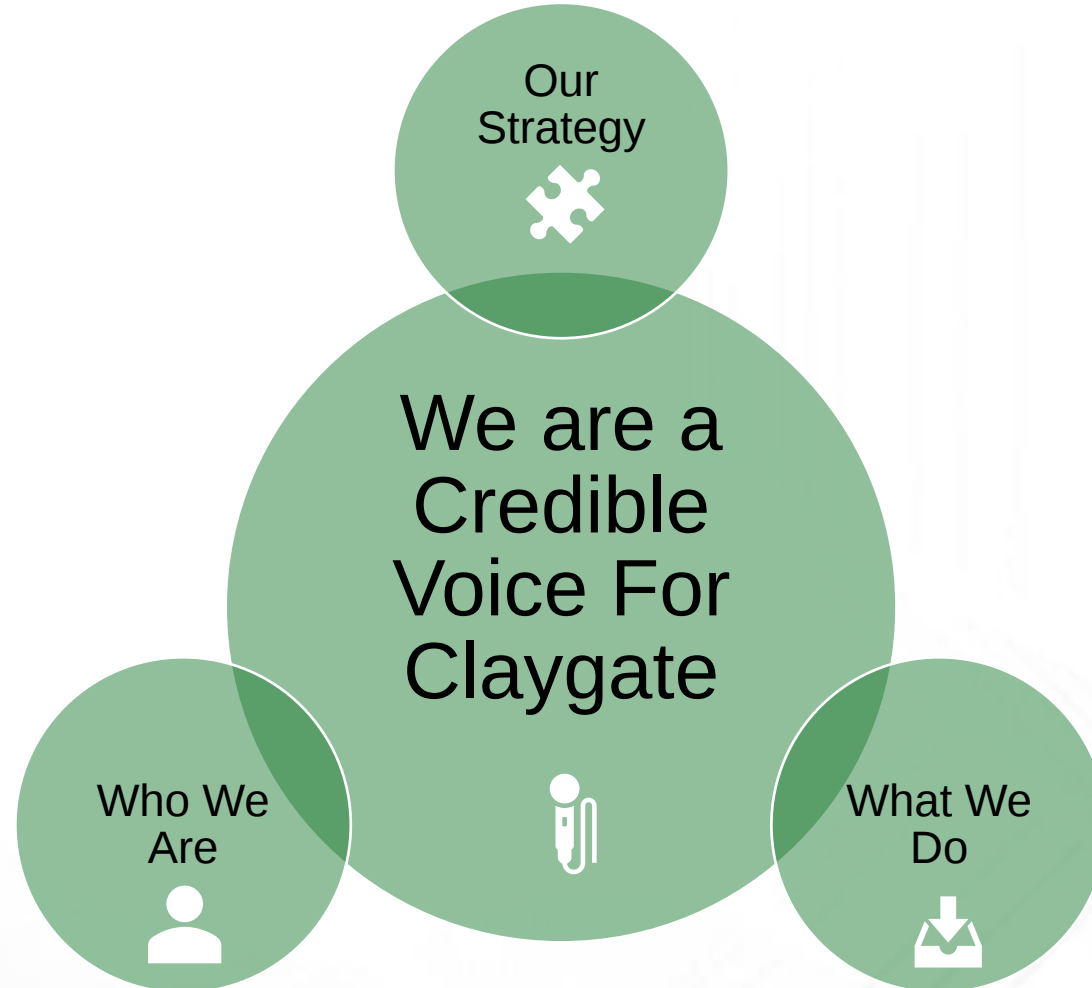
Initiative Actions

#	Theme	Activity	Owner	Date	Status
1	Vibrancy	Look into Farmers Market Feasibility	Donna Holt	31st Jan 24	Feasibility to be presented Feb 2024
2	Vibrancy	Organise Remembrance Biographies for 2024	Hadleigh Moon	29 th Feb 24	Open – article to be included in the Feb Newsletter as a first step to getting biographies
3	Vibrancy	Agree Flower Show Stall	Geoff Herbert	1 st Nov 23	Open
4	Vibrancy	Other Events and Fairs	Donna Holt	On Hold	On Hold until Farmers Market Feasibility Fully Explored with the Parade Community
5	Environment	Zebra Crossing	Hadleigh Moon	Environment Committee	Ongoing Agenda item until addressed
6	Environment	Look into upgraded Traffic Calming Woodstock Lane/Clayton Road	Hadleigh Moon	Environment Committee	Ongoing Agenda item until addresses
7	Environment	Arrange Detritus Days	Hadleigh Moon/Gil Bray	31 st May 24	Open
8	Environment	Litter Pick Flyer	Sue Grose	21 st Sept 23	Open
9	Environment	Arrange Litter Pick	Ron Spurs	4 th Nov 23	Open
11	Environment	Caerleon Derelict Building	George Marcall	Ongoing	Open
10	Environment	Process to and Information for Public Report Issues	Michael Collon	30 th Sept 23	Open
11	Cooperation	Seek views of all community groups – first action is to draw up a list of groups	Sue Grose	18 th Sept 23	Open
12	Cooperation	- Allocate the list to individuals	Sue Grose	5 th Oct 23	On hold until first action completed
13	Cooperation	- Visit the groups	TBC	TBC	On hold until previous actions completed
14	Cooperation	- Document their needs	TBC	TBC	On hold until previous actions completed
15	Cooperation	Advertise for and find a young person to advise the council and appoint them with council agreement	Donna Holt	31 st Jan 24	Person and their CV to be presented first meeting of 2024
16	Communication	Regular New Courier	Sue Grose	29 th Feb 24	Open
17	Communication	Arrange Themed Surgeries	Sue Grose	5 th Oct 23	Open
18	Communication	Drum up Advertising Revenue from the New Courier	George Marcall	29 th Feb 24	Open

Other Actions

#	Activity	Owner	Date	Status
1	Write up strategy and actions falling out of it	Donna Holt	18 Sept 2023	Closed
2	Compile data on average meeting times to inform us regarding what time is needed	Hadleigh Moon	19 Sept 2023	Complete and to be advised
3	Update the date the CPC Remit was reviewed on the website to July 2023	Geoff Herbert	18 Sept 2023	Closed
4	Review the covid policy	Ron Spurs (Clerk)	31 Dec 2023	Open – will be reviewed towards the end of the winter as there is a new strain
5	Draw up proposed list of meetings for 2024	Donna Holt	18 Sept 2023	Closed – See Appendix B of this Document
6	Check Large Hall availability for 2024	Janet Swift	30 Sept 2023	Open
7	Chat with Bob Wells	Sue Grose	1 st Oct 2024	Open
8	Publish Press Policy to Councillors	Ron Spurs (Clerk)		Open
9	Assist Clerk with Governance Process for CPC	Michael Collon	Ongoing	Open
10	Measure website traffic month on month	Ron Spurs (Clerk)	Ongoing	Open
11	We will include the Strategy on the next print run for flyers	Sue Grose	On Hold	Open – will be actioned when flyer runs out
12	Measure attendance at council meetings month on month	Ron Spurs (Clerk)	Ongoing	Open

Our Key Messages



Our Communications Objectives

We will publish a draft Parish Magazine by November 2023 for approval by the council

We will publish a revised Parish Magazine by February 2024

We will increase public participation in and attendance at council meetings

We will measure website traffic year on year and aim to increase it in 2024

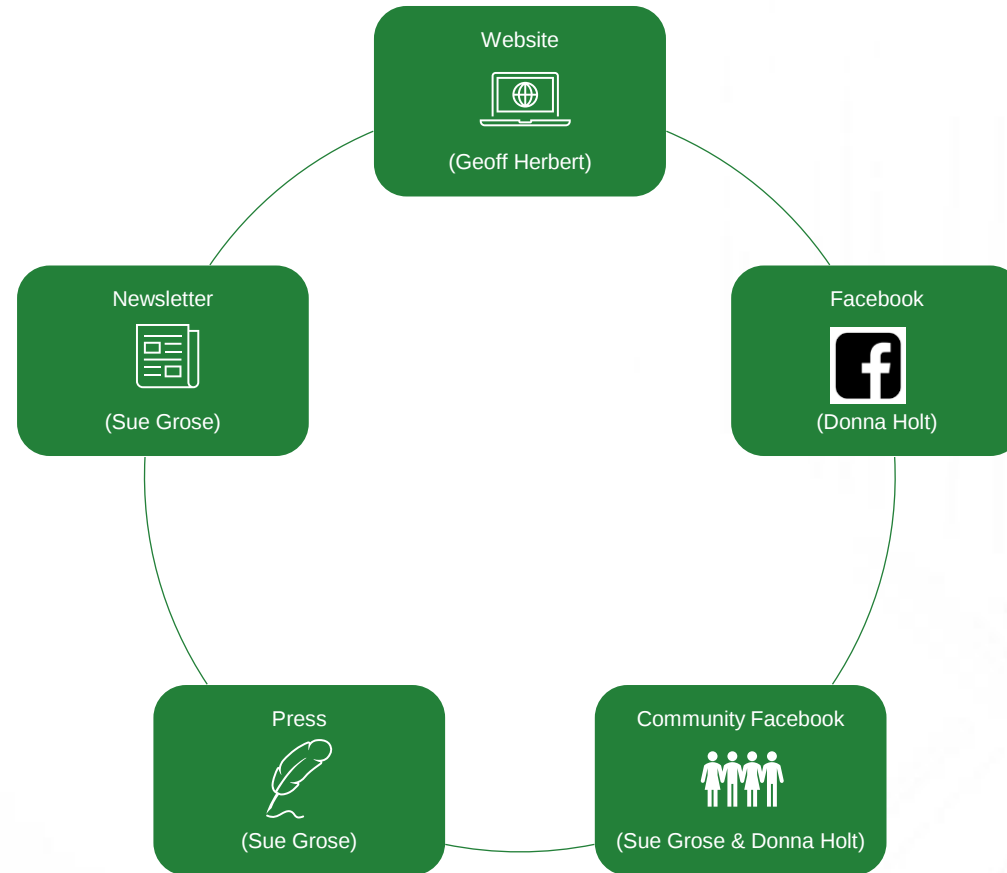
We will double CPC Facebook usage from 350 in May 2023 to 700 by Sept 2024

We will move CPC Facebook usage to 1500 by March 2027

Our Audiences

Audience	Claygate Residents	Elmbridge Borough Council	Surrey County Council	Community Groups	Developers	Local Businesses	Press
Councillor Perception of Current Level of Engagement (0-5)	3	5	3	2	0	2	0
Do we care?	Yes	Yes	Yes	Yes	No	Yes	Yes

Our Agreed Communication Channels & Owners



Other Agreements

- We are here to listen, assist and serve the community and then exercise an informed collective and non-political view
- Planning and the Main Council meeting will take place on the same days in 2024. Planning at 19.00-19:45 and the main meeting at 20.00-22.00
- All activities must be carried out with respect for Clerk time as it is a finite resource
- One of the Themed Surgeries will be about how to organise grants for your community association and all surgeries will be attended by a minimum of 2 councillors
- Detritus Days will cover weed control, overhanging bushes, wilding areas and pavement moss
- It was agreed to park:
 - Any ideas around purchase of buildings
 - The issue of the flooding on Church Road from the recreation ground for the time being

Recommendation

- We are proposing a motion for 21st Sept 2023 take forward the strategic themes and the full plan of owned activities in this document within the recommended timeframes
- We are proposing a motion that we adopt the Key Communications Messages, Objectives and Channels in this document
- We are proposing a motion that the Other Agreements mentioned in this document are adopted by the full council
- We are proposing a motion that we adopt the meeting schedule for 2024 laid out in Appendix A
- The motions exclude Appendix B which contains placeholders for other activities not yet agreed

Appendix A – 2024 Meeting Schedule

#	Committee	Meeting Date	Meeting Time
1	Planning	4 th January 2024	19.00-19:45
2	Parish Council	4 th January 2024	20.00-22.00
3	Planning	1 st February 2024	19.00-19:45
4	Parish Council	1 st February 2024	20.00-22.00
5	Environment	8 th February 2024	19.00-21.00
6	Planning	29 th February 2024	19.00-19:45
7	Parish Council	29 th February 2024	20.00-22.00
8	Planning	28 th March 2024	19.00-19:45
9	Parish Council	28 th March 2024	20.00-22.00
10	Environment	18 th April 2024	19.00-21.00
11	Planning	25 th April 2024	19.00-19:45
12	Parish Council	25 th April 2024	20.00-22.00
13	Annual Parish Council	16 th May 2024	19.00-21:30
14	Planning	23 rd May 2024	19.00-19:45
15	Environment	6 th June 2024	19.00-21.00
16	Planning	20 th June 2024	19.00-19:45

#	Committee	Meeting Date	Meeting Time
17	Parish Council	20 th June 2024	20.00-22.00
18	Planning	18 th July 2024	19.00-19:45
19	Parish Council	18 th July 2024	20.00-22.00
20	Environment	1 st August 2024	19.00-21.00
21	Planning	15 th August 2024	19.00-19:45
22	Parish Council	15 th August 2024	20.00-22.00
23	Planning	12 th Sept 2024	19.00-19:45
24	Parish Council	12 th Sept 2024	20.00-22.00
25	Environment	3 rd October 2024	19.00-21.00
26	Planning	10 th October 2024	19.00-19:45
27	Parish Council	10 th October 2024	20.00-22.00
28	Planning	7 th November 2024	19.00-19:45
29	Parish Council	7 th November 2024	20.00-22.00
30	Planning	5 th December 2024	19.00-19:45
31	Parish Council	5 th December 2024	20.00-22.00
32	Environment	12 th December 2024	19.00-21.00

In addition, there will be a Parish Meeting – suggested date is TBC

Appendix B –List of other potential events (some raised in the meeting & others brainstormed outside)



- Shakespeare in the Park
- Arts & Crafts Fair
- Toy Fair
- Book Fair
- Antiques Fair
- Easter Egg Hunt
- Carnival
- Parish Sponsored Charity Football Match
- Scarecrow Competition
- Halloween Parade
- Christmas Market

Claygate Parish Council

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		58,855.56
	ADD Receipts 01/04/2023 - 31/08/2023		102,373.93
			161,229.49
	SUBTRACT Payments 01/04/2023 - 31/08/2023		11,690.75
	Cash in Hand 31/08/2023 (per Cash Book)		149,538.74
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2023	55.43	
	Unity Trust 31/07/2023	35,405.19	
	Cambridge BS 31/07/2023	42,252.37	
	Lloyds Bank Credit Card 31/07/2023	3.00	
			77,715.99
	Less unrepresented payments		2,285.47
	Plus unrepresented receipts		75,430.52
	Adjusted Bank Balance		74,108.22

			149,538.74
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

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	Cambridge BS 31/07/2023	42,252.37	
	Lloyds Bank Credit Card 31/07/2023	3.00	
			77,715.99
	Less unrepresented payments		2,285.47
			75,430.52
	Plus unrepresented receipts		74,108.22
	Adjusted Bank Balance		149,538.74
	A = B Checks out OK		

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
Communications															
Newsletter Printing, Des	3,900.00														3,900.00
Website	650.00														650.00
Other Publicity	248.00														248.00
Elections															
Election Expenses	10,673.00														10,673.00
Environment															
Highway Garden Sites	3,383.00	25.75	270.00		270.00									565.75	2,817.25
Highway Garden Site Pi	250.00														250.00
Hanging Baskets and Ti	3,342.00														3,342.00
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	38.30									346.37	503.63
Telephone	140.00	10.49	10.49	10.49		10.48								41.95	98.05
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				10.48									10.48	289.52
Miscellaneous Admin Ci	1,055.00		755.00	101.00	49.50									905.50	149.50
Bank Charges	170.00	3.00	3.00	18.00	53.10	33.40								110.50	59.50
GDPR Compliance	335.00	28.20	28.20	30.90										87.30	247.70
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

Monthly breakdown of Receipts and Payments

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

Highways														
Highway Trees	500.00													500.00
Bus Shelter & Bench Ma	250.00													250.00
Bridleways	1,000.00													1,000.00
Income														
Precept														
Precept Grant														
Interest Received														
CIL														
VAT														
Planning														
Planning	3,000.00													3,000.00
Staffing														
Salaries & NI	16,862.00	1,337.01	1,337.01	1,337.01	83.00							4,094.03		12,767.97
Pension	670.00	54.18	54.18	54.18								162.54		507.46
Staffing General	2,000.00					1,101.19						1,101.19		898.81
		3,904.94	3,059.97	2,124.04	1,605.57	43.88								
													Total:	10,738.40
													Variance:	50,599.60

RECEIPTS

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Communications															
Newsletter Printing, Des															
Website															
Other Publicity															
Elections															
Election Expenses															
Environment															
Highway Garden Sites															

Monthly breakdown of Receipts and Payments

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

Highway Garden Site Pi

Hanging Baskets and Ti

General Expenditure

Working from Home Allc

Training

Office Supplies

Meeting Room Hire and

Telephone

Audit

Insurance

Subscriptions

Equipment

Miscellaneous Admin Ci

Bank Charges

GDPR Compliance

Grants and CIL

Youth

Christmas Lights Event

Climate Improvement

Other Grants

Public Projects

Highways

Highway Trees

Bus Shelter & Bench Ma

Bridleways

Income

Precept	50,374.00	25,187.00	25,187.00	-25,187.00
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Precept Grant	2,800.00	1,500.00	1,500.00	-1,300.00
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Interest Received	314.00			-314.00
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CIL		74,108.22	74,108.22	74,108.22
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VAT	1,578.71		1,578.71	1,578.71
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Planning

Monthly breakdown of Receipts and Payments

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

Planning

Staffing

Salaries & NI

Pension

Staffing General

1,578.71 26,687.00 74,108.22

Total: 102,373.93

Variance: 48,885.93

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
					STARTING BALANCE					58,855.56	
3	06/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-34.38	-6.88	-41.26	58,814.30	30/04/2023
1	06/04/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-2,186.30		-2,186.30	56,628.00	30/04/2023
2	07/04/2023	Unity Trust	Highway Garden S		Water Bill	Castle Water	-25.75		-25.75	56,602.25	30/04/2023
7	13/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-67.25		-67.25	56,535.00	30/04/2023
10	13/04/2023	Lloyds Bank Credi	Insurance		Defibrillator Service	Medisol BV	-149.00	-29.80	-178.80	56,356.20	17/04/2023
8	14/04/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-9.38	-1.88	-11.26	56,344.94	30/04/2023
13	14/04/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	56,332.36	30/04/2023
9	14/04/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-28.20	-5.64	-33.84	56,298.52	17/04/2023
11	24/04/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	56,295.52	30/04/2023
1	25/04/2023	Unity Trust	VAT		HMRC VAT Refund Oct 22-Mar 23	HMRC	1,578.71		1,578.71	57,874.23	30/04/2023
4	28/04/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	56,841.51	30/04/2023
6	28/04/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	56,537.22	30/04/2023
12	28/04/2023	Unity Trust	Highway Garden S	CHQ 300682	HGS Maintenance	Pauls Gardening Serv				56,537.22	30/04/2023
5	28/04/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	56,483.04	30/04/2023
2	03/05/2023	Unity Trust	Precept		1st Half Pre-Cept	Elmbridge Borough Cc	25,187.00		25,187.00	81,670.04	31/05/2023
3	03/05/2023	Unity Trust	Precept Grant		1st Half Pre-Cept Grant	Elmbridge Borough Cc	1,500.00		1,500.00	83,170.04	31/05/2023
18	09/05/2023	Unity Trust	Miscellaneous Adm		Year End Account Closedown	Rialtas	-755.00	-151.00	-906.00	82,264.04	31/05/2023
20	12/05/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-26.00		-26.00	82,238.04	31/05/2023
19	12/05/2023	Unity Trust	Subscriptions		SALC and NALC Subscription 2023/24	Surrey ALC Limited	-0.09		-0.09	82,237.95	31/05/2023
17	12/05/2023	Unity Trust	Highway Garden S		HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	81,967.95	31/05/2023
21	14/05/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-28.20	-5.64	-33.84	81,934.11	17/05/2023
22	15/05/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	81,921.53	31/05/2023
24	15/05/2023	Unity Trust	Subscriptions		Account Software Support and Maintenance 4th /	Rialtas	-76.00	-15.20	-91.20	81,830.33	31/05/2023
25	15/05/2023	Unity Trust	Other Grants		Grant CRGT Kings Coronation	Claygate Recreation C	-500.00		-500.00	81,330.33	31/05/2023
23	17/05/2023	Unity Trust	Bank Charges		Credit Card Bank Fee	Lloyds Bank PLC	-3.00		-3.00	81,327.33	31/05/2023
14	30/05/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	81,023.04	31/05/2023
16	30/05/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	79,990.32	31/05/2023
15	30/05/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	79,936.14	31/05/2023
34	03/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank	-18.00		-18.00	79,918.14	30/06/2023
29	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Recreation C	-37.81	-7.56	-45.37	79,872.77	30/06/2023
31	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Youth and Cc	-40.00		-40.00	79,832.77	30/06/2023
33	05/06/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-93.25		-93.25	79,739.52	30/06/2023
32	05/06/2023	Unity Trust	Miscellaneous Adm		Claygate Flower Show Stall and Cllr Tickets	Claygate Flower Show	-101.00		-101.00	79,638.52	30/06/2023

Claygate Parish Council

Transactions for All Banks

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
30	05/06/2023	Unity Trust	Training		Councillor Training	Mulberry and Co	-45.00	-9.00	-54.00	79,584.52	30/06/2023
37	14/06/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.49	-2.09	-12.58	79,571.94	30/06/2023
35	14/06/2023	Lloyds Bank Credi	Subscriptions		Microsoft Office 365	Microsoft Ireland Oper	-356.40	-71.28	-427.68	79,144.26	19/06/2023
36	14/06/2023	Lloyds Bank Credi	GDPR Compliance		Microsoft Office 365	Microsoft Ireland Oper	-30.90	-6.18	-37.08	79,107.18	19/06/2023
40	28/06/2023	Unity Trust	Equipment	33916657M98	Clerk Mobile	Vodafone				79,107.18	
26	28/06/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-1,032.72		-1,032.72	78,074.46	30/06/2023
28	28/06/2023	Unity Trust	Salaries & NI		P32	HMRC	-304.29		-304.29	77,770.17	30/06/2023
27	28/06/2023	Unity Trust	Pension		Clerk Pension	NEST Pensions	-54.18		-54.18	77,715.99	30/06/2023
41	30/06/2023	Unity Trust	Bank Charges		Banking Charge	Unity Trust Bank				77,715.99	
39	03/07/2023	Unity Trust	Miscellaneous Adm	INVOICE 2040	CONFIDENTIAL WASTE	PAPER MOUNTAIN				77,715.99	
42	03/07/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC	-15.00	-3.00	-18.00	77,697.99	
44	03/07/2023	Unity Trust	Miscellaneous Adm		CONFIDENTIAL WASTE	PAPER MOUNTAIN		-40.00	-40.00	77,657.99	
38	03/07/2023	Unity Trust	Highway Garden S	HGS	HGS Maintenance	Pauls Gardening Serv	-270.00		-270.00	77,387.99	
43	04/07/2023	Lloyds Bank Credi	Bank Charges	microsf	Banking Charge	Lloyds Bank PLC	-38.10	-1.90	-40.00	77,347.99	
48	06/07/2023	Unity Trust	Salaries & NI		Clerk Salary	Clerk	-83.00		-83.00	77,264.99	
4	12/07/2023	Unity Trust	CIL	CIL PAYMENT	cil payment	Elmbridge Borough Co	74,108.22		74,108.22	151,373.21	
46	12/07/2023	Unity Trust	Training	mulberry and c	Councillor Training	Mulberry and Co		-360.00	-360.00	151,013.21	
47	12/07/2023	Unity Trust	Training		Councillor Training	Mulberry & Co				151,013.21	
45	28/07/2023	Unity Trust	Equipment		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	151,000.63	
49	31/07/2023	Unity Trust	Meeting Room Hire		Meeting Room Booking	Claygate Village Hall A	-38.30		-38.30	150,962.33	
50	31/07/2023	Unity Trust	Miscellaneous Adm		Grant CRGT Kings Coronation	Claygate Recreation C	-49.50		-49.50	150,912.83	
51	31/07/2023	Unity Trust	Staffing General		Clerk Salary	LGRC	-1,101.19	-220.24	-1,321.43	149,591.40	
53	24/08/2023	Unity Trust	Bank Charges		Banking Charge	Lloyds Bank PLC	-33.40	-6.68	-40.08	149,551.32	
52	28/08/2023	Unity Trust	Telephone		Clerk Mobile	Vodafone	-10.48	-2.10	-12.58	149,538.74	
CLOSING BALANCE										149,538.74	
							91,635.53	-952.35	90,683.18		

Detailed Budget Summary

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

		Last Year				Current Year 2023 - 2024						Next Year	
Communications		Receipts		Payments		Receipts		Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
34	Newsletter Printing, Design and Distribution								3,900.00				
35	Website								650.00				
36	Other Publicity								248.00				
SUB TOTAL									4,798.00				

		Last Year				Current Year 2023 - 2024						Next Year	
Elections		Receipts		Payments		Receipts		Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
20	Election Expenses								10,673.00				
SUB TOTAL									10,673.00				

		Last Year				Current Year 2023 - 2024						Next Year	
Environment		Receipts		Payments		Receipts		Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
29	Highway Garden Sites								3,383.00	565.75			
30	Highway Garden Site Projects								250.00				
31	Hanging Baskets and Troughs								3,342.00				
SUB TOTAL									6,975.00	565.75			

Claygate Parish Council

4 September 2023 (2023 - 2024)

Detailed Budget Summary

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

General Expenditure		Last Year				Current Year 2023 - 2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
7	Working from Home Allowanc								321.00				
8	Training								735.00	45.00			
9	Office Supplies								200.00				
10	Meeting Room Hire and Store								850.00	346.37			
11	Telephone								140.00	41.95			
12	Audit								420.00				
13	Insurance								798.00	149.00			
14	Subscriptions								3,286.00	2,618.79			
15	Equipment								300.00	10.48			
16	Miscellaneous Admin Costs								1,055.00	905.50			
17	Bank Charges								170.00	110.50			
19	GDPR Compliance								335.00	87.30			
SUB TOTAL									8,610.00	4,314.89			

Grants and CIL		Last Year				Current Year 2023 - 2024						Next Year	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
21	Youth								1,000.00				
22	Christmas Lights Event								500.00				
23	Climate Improvement								1,000.00				
24	Other Grants								1,000.00	500.00			
25	Public Projects								2,500.00				

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

Highways

Income

Planning

Detailed Budget Summary

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

SUB TOTAL													
								3,000.00					
		Last Year				Current Year 2023 - 2024					Next Year		
		Receipts		Payments		Receipts		Payments			Receipts	Payments	
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	Salaries & NI								16,862.00	4,094.03			
18	Pension								670.00	162.54			
33	Staffing General								2,000.00	1,101.19			
SUB TOTAL										19,532.00	5,357.76		
Summary													
TOTAL						53,488.00	102,373.93		61,338.00	10,738.40			

APPLICATION FOR GRANT FROM CLAYGATE PARISH COUNCIL

1. YOUR ORGANISATION

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

Claygate Village Association (CVA)

37 Rythe Road, KT10 9DG

Formed in 1946, dedicated to protecting the character and amenities of Claygate.

We organise Village events: Christmas Lights, Open Gardens, Community Day

And care for the planters in the shopping streets and some flower beds

Our activities encourage community participation.

INDIVIDUAL CONTACT DETAILS

Gareth Jones 07757 528715, garethjhr@gmail.com

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will benefit Claygate – Full details to be provided separately if necessary.)

Annual Christmas lights switch-on event in The Parade

It brings the community together to celebrate our village at Christmas

TOTAL COST OF SCHEME / PROJECT:

£3,300, including £2,040 for the stage

VALUE OF GRANT APPLIED FOR:

£500 towards the stage

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

The CVA has no income and relies on grants and donations

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.

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

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6. FOR ALL APPLICATIONS OVER £500 THE GRANT SHOULD BE MATCH-FUNDED OR SOME OTHER RESOURCE PROVIDED I.E. LABOUR, PLEASE GIVE INFORMATION.
7. PLEASE GIVE DETAILS ON HOW YOUR ORGANISATION IS MITGATING CLIMATE CHANGE. All the lights are now low-voltage LEDs
8. PLEASE GIVE DATES AND AMOUNTS OF ANY PREVIOUS GRANTS FROM CLAYGATE PARISH COUNCIL March 2023 - £500, plants for Foley Triangle bed January 2023 - £385, Christmas tree November 2022 -£500, Christmas lights stage March 2022 - £166, hall hire for Community day October 2019 - £400, new tubs for The Parade December 2018 - £500, towards conversion of Christmas lights to LEDs

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.....G A JONES..... **Date....7. 9. 2023**

Please return to Parish Clerk, Claygate Village Hall, Church Road, Claygate, Surrey, KT10 0JP a minimum of 14 days 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

APPLICATION FOR GRANT FROM CLAYGATE PARISH COUNCIL

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INDIVIDUAL CONTACT DETAILS

Gareth Jones 07757 528715, garethjhr@gmail.com

2. REASON FOR GRANT

(Brief description of the project or scheme and how it will benefit Claygate – Full details to be provided separately if necessary.)

A large natural Christmas Tree on the Green, including delivery, erection and removal
It lifts the spirits of residents at Christmas

TOTAL COST OF SCHEME / PROJECT:

Up to £400

VALUE OF GRANT APPLIED FOR:

£385 – last year's cost

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

The CVA has no income and relies on grants and donations

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All the lights are now low-voltage LEDs

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

March 2023 - £500, plants for Foley Triangle bed

January 2023 - £385, Christmas tree

November 2022 -£500, Christmas lights stage

March 2022 - £166, hall hire for Community day

October 2019 - £400, new tubs for The Parade

December 2018 - £500, towards conversion of Christmas lights to LEDs

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

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Councillor Bruce McDonald
Elmbridge Borough Council
(by email)

12 September 2023

Dear Councillor McDonald,

On 30 August you met representatives of the group Claygate Can Do Better (CCDB) to discuss their concerns about the EBC proposal to sign an agreement with developers to build a large Marks and Spencer retail outlet on the site of Torrington Lodge Car Park. After that meeting this appeared on the CCDB website:

“The leader of EBC (who is a Claygate ward councillor) believed the Parish Council 21st July meeting should never have happened, in his view it was inexcusable!”

We have waited nearly two weeks for you to either deny that you said these words, or to explain them, or to apologise for them. We have seen nothing to this effect. We therefore assume that these words represent your views.

As you know, when in late June EBC first made public its negotiations with Kilo Properties Ltd, which were then at an advanced stage, there had been no meaningful consultation with Claygate residents to ascertain their views on such a project. It was not suggested that such a consultation was planned, nor did it take place. The Parish Council thought it essential to allow Claygate residents to state their views, and this was why we arranged the meeting on Friday 21st July. Before that meeting, although it was known that there was some vocal opposition to the proposal, it was not clear how widespread this might be. By the end of the meeting, it was clear that the almost unanimous view of those attending was that the proposal was objectionable because it was thought to be unnecessary, harmful to existing Claygate businesses, likely to have a detrimental effect on traffic and parking, and visually wholly incompatible with the village character.

In what way was this meeting “inexcusable”? Why should it “never have happened”? We can see that it might be embarrassing to EBC to discover these views at this late stage of its negotiations; that of course is the result of the total lack of consultation. We think it would have indeed been inexcusable for the Parish Council *not* to have sought the views of Claygate residents as soon as it was aware of the proposal.

We look forward to receiving your comments.

This letter is copied to Adam Chalmers.

(Signed)

Donna Holt, Vice-Chair, Claygate Parish Council
Gil Bray, Councillor
Michael Collon, Councillor
Tim Freeborn, Councillor
Geoff Herbert, Councillor
Hadleigh Moon, Councillor