<u>Updated Actions List</u>

#	DESCRIPTION	CLLR	STATUS
1	to discuss with Vanessa and contact Ian Burrows at EBC	Cllr Holt	Pending Date from VR
2	to contact Adam Chalmers regarding the Elmbridge draft local plan.	Cllr Holt	Complete
3	to contact Steve Wells regarding the above	Cllr Holt	Complete
4	to contact the Young Advisor and send an Agenda.	Cllr Holt	Complete
5	A draft Agenda to be produced by for the Annual Village Meeting	Cllr Holt	Complete
6	to send details of PC Hallam to Cllr Holt	Assistant to the Chair	Complete
7	to contact Ian Burrows regarding the Parade Sign to request possible assistant with the erection of this and a quote.	Cllr Bray	
8	to add the Civility and Respect Pledge to the CPC Website	Cllr Holt	Complete
9	to supply Cllr Freeborn with the January Bank statements.	Cllr holt	Complete
10	to update the Risk Assessment for the Claygate clean up days.	Cllr Holt	Complete
11	to contact EBC regarding collecting the rubbish from Clean up days.	Cllr Holt	Pending next date
12	to contact Katherine Rumsey regarding our plot at the Flower Show	Cllr Herbert	
13	to supply relevant material for the stand at Claygate Flower Show	Parish Clerk	
14	to contact Community action regarding the Pension for the Clerk	Cllr Holt	Complete
15	to apply for a grant to EBC for the Remembrance Martialling	Cllr Holt	Complete

Agreement for the maintenance of
Highway Garden Sites
in Claygate, Surrey

THIS AGREEMENT is made from the **1st April 2024**

BETWEEN

1. CLAYGATE PARISH COUNCIL of Village Hall, Church Road, Claygate KT10 0JP (the Council)

2. PAUL'S GARDEN SERVICES LTD of 15, Bridle Road, Claygate, Surrey, KT10 0ET (the Contractor)

WHEREBY IT IS AGREED as follows:-

1. The Contactor agrees to supply to the Council, in consideration of the payment of the charges as defined in Schedule 1 (**the Charges**) and upon the terms of this Agreement, the services as defined in Schedule 2 (**the Specification**) to this Agreement

2. The Services shall continue for a period of 3 years from the date of this Agreement.

3. The Contractor shall ensure that the Services are performed by its staff in accordance with the reasonable standards and requirements of the Council and shall arrange all necessary resources to enable the Contractor to perform the Services to such requirements and standards

4. If the Council shall not be satisfied with the performance of the Contractor in respect of the Services they shall promptly advise the Contractor of their dissatisfaction and the Contractor shall take all necessary steps to promptly remedy such performance, including, where necessary, re-performing the Services at their cost

5. Payment of the Charges shall be made within 30 days of receipt by the Council of a valid invoice from the Contractor.

6. The Contractor is responsible for carrying out the Services in a manner which complies with Health and Safety & Covid-19 legislation and shall ensure that its operations do not endanger the health and safety of its employees, its contractors its agents or any member of the public

7. The Contractor warrants :

    a. That it has the full capacity and authority and all necessary equipment licences, permits and consents to enter into and provide the Services

b. That the Services shall be provided in compliance with the laws of the United Kingdom, enactments, orders, regulations, and other similar instruments (including but not limited to all applicable health and safety legislation)
c. The Services shall be supplied and rendered by appropriately experienced, qualified and trained personnel with all due skill, care and diligence

8. The Council and the Contractor undertake with each other to keep confidential all information (in whatever form) concerning the business and affairs of either party that such party obtains or receives as a result of the performance of this Agreement

9. The Contractor shall hold Public Liability insurance in such sum as the Council from time to time reasonably require and on demand shall provide to the Council evidence of such insurance and the payment of all premiums. The Contractor shall, if required, authorise its insurance company to provide such information about the insurance as the Council may from time to time reasonably require

10. The Parish Council will indemnify and keep indemnified the County Council from and against all actions, costs, claims and demands, however arising, in respect of damage to Premises, or death, or bodily injury to any person or persons, caused either directly or indirectly as a result of any act, default or negligence of the Parish Council, its employees or agents and to keep in force during the period of the Agreement an Insurance Policy to be approved by the Borough Council to cover such Third Party Liabilities in the sum of not less than £5,000,000 in respect of any one incident and to note the Borough Council's interest and to produce the policy affecting such insurance and the current premium receipt to the Borough Council forthwith on demand.

11. The Council may terminate this Agreement on 7 days written notice at any time after a breach of the terms of this Agreement by the Contractor which has not been remedied within 14 days written notice of such breach being given to the Contractor

12. Neither party excludes or limits liability to the other party for fraud nor for death or personal injury or any breach of any obligations imposed by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982 but without prejudice to such provisions neither party shall be liable to the other for loss of profits,(whether direct or indirect) business, revenue goodwill or indirect or consequential loss or damage.

13. If the County Council withdraw the right for the Parish Council to maintain any of the sites detailed in Schedule 2, the Parish Council will be required to terminate this contract with immediate effect.

Authorisations

SIGNED as a Deed by
CLAYGATE PARISH COUNCIL

Cllr…………………………………………………………………………………………

Dated…………………………….

Cllr………………………………………………………………………………………..

Dated…………………………….

acting by two Councillors in the presence of the Clerk

SIGNED as a Deed by

…………………………………………………………………………………………….

Dated…………………………….

in the presence of

……………………………………………………………………….……Parish Clerk

Dated…………………………….

Schedule 1

The Council hereby undertake to pay Paul Quinnen in consideration of the performance of the Service the following sums upon receipt of a monthly, valid invoice from the Contractor.:-

- A ONE OFF PAYMENT OF £300 TO BRING THE GARDEN SITES UP TO THEIR PREVIOUS STANDARD OF QUALITY FOLLOWING THE RECENT LAPSE OF THE CONTRACT
- 1ST APRIL 2024 TO THE 31ST MARCH 2027 THREE THOUSAND, TWO HUNDRED AND FIFTY POUNDS ONLY (£3600.00) PER ANNUM

  Payment of the Charges shall be made within 30 days of receipt of the invoice by the Council.

claygate

11th April: 7:30pm

Claygate Primary School

ANNUAL PARISH MEETING

CPC Round Up

Brief updates from our committee chairmen on achievements in the last year and plans for the coming year.

Prospective Councillors

Prospective Parish Councillors are invited to introduce themselves to residents and talk about their CPC bids.

CVA Update

Steve Wells will present an update on progress with “Claygate The Way Forward.”

Local Police & CPSO

PC Hallam will talk about his role in the local area & working towards a more safe and secure local environment.

Brian Rhodes Community Cup

Presentation to the winner of the Brian Rhodes Community Cup.

FOLLOWED BY QUESTIONS FROM THE FLOOR

CLAYGATE PARISH COUNCIL

Telephone 07741 848 719 | Email Address: clerk@claygateparishcouncil.gov.uk | Web Address www.claygateparishcouncil.gov.uk

Claygate Parish Council

Prepared by: ______________________ Date: __________

Name and Role (Clerk/RFO etc)

Approved by: ______________________ Date: __________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2024			
	Cash in Hand 01/04/2023			58,855.56
	ADD Receipts 01/04/2023 - 31/01/2024			129,060.93
				187,916.49
	SUBTRACT Payments 01/04/2023 - 31/01/2024			52,552.43
A	**Cash in Hand 31/01/2024** (per Cash Book)			**135,364.06**
	Cash in hand per Bank Statements			
	Petty Cash	31/12/2023	55.43	
	Unity Trust	31/12/2023	93,056.26	
	Cambridge BS	31/12/2023	42,252.37	
	Lloyds Bank Credit Card	31/12/2023	0.00	
				135,364.06
	Less unpresented payments			
				135,364.06
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**135,364.06**
	A = B Checks out OK			

Claygate Parish Council - Budget planning for 2024/25

BUDGET SUMMARY	Contracts	**Actuals 2022/23**	Budgeted 23/24	Y/E forecast 23/24	31%	0%	5%
INCOME							
Precept Received		49,073	50,374	50,374	66,193	50,529	53,055
Precept Grant		2,760	2,800	3,000	3,000	3,000	3,000
Interest Received		325	314	-	320	320	320
CIL				74,108	-	-	-
VAT				-	-	-	-
TOTAL INCOME		52,158	53,488	127,482	69,513	53,849	56,375
STAFFING							
Salaries & NI		16,147.00	16,862.00	14,354.13	16,302.00	16,302.00	16,302.00
Pension		650.00	670.00	524.72	489.06	489.06	489.06
Staffing General			2,000.00	300.00	-	-	-
Locum Expenditure				12,119.98	-	-	-
STAFFING EXPENDITURE		16,797.00	19,532.00	27,298.83	16,791.06	16,791.06	16,791.06
HIGHWAYS							
Highway Trees		289.00	500.00	-	500.00	500.00	500.00
Bus shelter		250.00	250.00	-	250.00	250.00	250.00
Bridleways		1,000.00	1,000.00	-	1,000.00	1,000.00	500.00
HIGHWAYS EXPENDITURE		1,539.00	1,750.00	-	1,750.00	1,750.00	1,250.00
PLANNING							
Planning documents		2,265.00	3,000.00	-	3,000.00	3,000.00	2,500.00
	Village design Doc						
PLANNING EXPENDITURE		2,265.00	3,000.00	-	3,000.00	3,000.00	2,500.00
COMMUNICATIONS							

Newsletter Printing & Design	4,624.00	3,900.00	1,950.00	8,175.00	5,450.00	8,175.00
Website	705.00	650.00	150.00	650.00	650.00	650.00
Other Publicity	121.00	248.00	124.00	250.00	250.00	250.00
COMMUNICATIONS EXPENDITURE	5,450.00	4,798.00	2,224.00	9,075.00	6,350.00	9,075.00
GRANTS AND CIL EXPENDITURE						
Youth	15,500.00	1,000.00	-	1,000.00	1,000.00	1,000.00
Christmas Lights	500.00	500.00	500.00	500.00	500.00	500.00
Community Climate/Nature Grant	1,300.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Other Grants	6,223.00	1,000.00	895.00	1,000.00	1,000.00	600.00
Christmas Tree			400	400.00	400.00	400.00
Coronation CRGT			500	-	-	-
Litter Pick mornings			150.00	300.00	300.00	300.00
Remembrance Day			604.00	635.00	635.00	635.00
Wreath			50	50.00	50.00	50.00
Marshalls			554	585.00	585.00	585.00
Detritus			150.00	300.00	300.00	300.00
Public Projects	2,939.00	2,500.00	-	1,265.00	1,265.00	1,000.00
GRANTS - EXPENDITURE	26,462.00	6,000.00	3,299.00	6,000.00	6,000.00	5,335.00
ENVIRONMENT						
General Environment						
HGS Maintenance	4,633.00	3,383.00	2,846.93	5,560.00	3,560.00	5,560.00
Paul Gardening			2,790.00	3,500.00	3,500.00	3,500.00
Lengthsman				2,000.00		2,000.00
Castle Water			56.93	60.00	60.00	60.00
HGS Projects	180.00	250.00	250.00	250.00	250.00	250.00
Hanging Baskets	3,077.00	3,342.00	3,342.05	3,342.05	3,342.05	3,342.05
ENVIRONMENT EXPENTIURE	7,890.00	6,975.00	6,438.98	9,152.05	7,152.05	9,152.05
ELECTION EXPENSES						
Election expenses	9,703.00	10,673.00	11,282.60	14,282.00	3,000.00	3,000.00

Annual elections for 1/2 positions					11,282.00	-	-
Accruing budget for 4 year elections					3,000.00	3,000.00	3,000.00
ELECTION EXPENDITURE		9,703.00	10,673.00	11,282.60	14,282.00	3,000.00	3,000.00
GENERAL EXPENDITURE							
Training		300.00	735.00	733.33	500.00	500.00	500.00
Office Supplies		148.00	200.00	191.49	200.00	200.00	200.00
Hall Hire		818.00	850.00	1,436.92	1,200.00	1,200.00	1,200.00
	Village Hall				495.35	495.35	495.35
	Claygate Hub				160	160	160
	Recreational Treetops				81.57	81.57	81.57
	Claygate School			-	40	40	40
Equipment Insurance		604.00	150.00	298.00	300.00	300.00	300.00
	Defibrillator						
Subscriptions	~~~~~~~~	3,186.00	2,586.00	2,686.30	2,436.00	2,436.00	2,436.00
	SLCC				250.00	250.00	250.00
	SALC & NALC				2,186.00	2,186.00	2,186.00
Equipment				50.79	-	-	-
Misc Admin Expenses		889.00	755.00	800.00	800.00	800.00	700.00
Meeting Expenses			-	150.00	150.00	150.00	-
TOTAL GENERAL EXPENDITURE		6,257.00	5,276.00	6,346.83	5,586.00	5,586.00	5,336.00
OPERATING COSTS							
Working from ho	Clerk (Contractual 11/9/23)		321.00	182.00	312.00	312.00	312.00
Telephone	Vodafone	236.00	140.00	140.88	132.00	132.00	132.00
Audit	~~~~~~~~	400.00	420.00	515.00	600.00	600.00	600.00
Office Equipment		289.00	300.00	500.00	-	-	-
Bank Charges		133.00	170.00	144.00	144.00	144.00	144.00
	Unity Bank			72	72.00	72.00	72.00
	Lloyds Credit card			36	36.00	36.00	36.00
	Cambridge			36	36.00	36.00	36.00
GDPR Complianc	~~~~~~~~	373.00	335.00	758.80	760.00	760.00	760.00
	Microsoft Monthly fee				385.56	385.56	385.56

	Microsoft One off Payment				356.4	356.4	356.4
	Data Protection fee				40	40	40
Office Software	~~~~~~~~		1,000.00	1,248.00	970.00	970.00	970.00
	Data centre (Domain Name)				0	0	0
	Sage				250	250	250
	Rialtas				0	0	0
	Scribe				720	720	720
Public Liability Ins	Zurich Insurance		648.00	524.18	650.00	650.00	650.00
TOTAL OPERATING COSTS		1,431.00	3,334.00	4,012.86	3,568.00	3,568.00	3,568.00
GENERAL RESERVES				31,516.00	31,516.00	31,516.00	31,516.00
TOTAL EXPENDITURE		77,794.00	61,338.00	60,903.10	69,204.11	53,197.11	56,007.11

				Adjustment for 3,576			
Net Precept+Grant		**51,833**	**53,134**		69,193	53,529	56,055
Band D equiv properties		3,496	3,565	3,576	3,576	3,576	3,576
Band D rate		14.83	14.90		19.35	14.97	15.68
EBC Grant		2,760	2,760		3,000.00	3,000.00	3,000.00
Net precept		**49,073**	**50,374**	**50,529**	66,193	50,529	53,055
Net Band D rate		**14.15**	**14.13**	**14.13**	18.51	14.15	14.84
Increase as advised			**0% Increase**		31% Increase	0% increase	5% Increase
Actual % Unrounded						-	1.048516
Budgeted Expenditure			61,338.00				
Precept Income + Grants+Interest			53,488.00				
Difference			- 7,850.00				
			This was an election EMR				

2024 Precept Options

Net Precept+Grant		59,087	59,592	60,098	61,108	62,624	63,635
Band D equiv properties		3,576	3,576	3,576	3,576	3,576	3,576
Band D rate		16.52	16.66	16.81	17.09	17.51	17.79

EBC Grant		3,000	3,000	3,000	3,000	3,000	3,000
Net precept		56,087	56,592	57,098	58,108	59,624	60,635
Net Band D rate		15.68	15.83	15.97	16.25	16.67	16.96
% Increase		11	12	13	15	18	20
No rounding		15.6843	15.8256	15.9669	16.2495	16.6734	16.9560

Post 11/1/24 meeting

	Election	No Election	With rounding advice from Finance at EBC	
10%	12%	12%		
55,582	56,592	56,592	56,672	
3,000	3,000	3,000	3,000	I have had this Grant confirmed by Elmbridge
320	320	320	320	I have put this in as the same as last year but realistically it will be higher as intere:
-	-	-		
-	-	-		
58,902	59,912	59,912	59,992	
16,302.00	16,302.00	16,302.00	16,302.00	Includeds pay rise
489.06	652.08	652.08	652.08	reduced as SH 4% and KB 3% adjusted back to 4%
-	-	-	-	Removed as earmarked for specific council issue in 2023
-	-	-	-	
16,791.06	16,954.08	16,954.08	16,954.08	Proposals of £20k
500.00	250.00	250.00	250.00	
250.00	100.00	100.00	100.00	
500.00	500.00	1,000.00	1,000.00	
1,250.00	850.00	1,350.00	1,350.00	
2,000.00	1,500.00	3,000.00	3,000.00	
	200.00	200.00	200.00	Agreed in Council 11/1/24
2,000.00	1,500.00	3,000.00	3,000.00	

5,450.00	5,450.00	8,175.00	8,175.00	Figure Based on 22/3 Actuals 3 Couriers (£2725 per courier)	2725
300.00	300.00	650.00	650.00	Website overhaul by end of 3/25	
250.00	100.00	100.00	100.00		
6,000.00	5,850.00	8,925.00	8,925.00	Budgeted for 3	
1,000.00	500.00	1,000.00	1,000.00		
500.00	500.00	500.00	500.00		
1,000.00	850.00	1,000.00	1,000.00		
600.00	600.00	1,000.00	1,000.00		
400.00	400.00	400.00	400.00		
-	-	-	-		
300.00	300.00	300.00	300.00	Assuming 2 per year	
635.00	635.00	635.00	635.00	Assuming 5% increase for Marshalling costs	
50.00	50.00	50.00	50.00		
585.00	585.00	585.00	585.00		
300.00	300.00	300.00	300.00		
1,000.00	500.00	1,265.00	1,265.00	Fund minus events separated out for this budget.	
5,335.00	4,185.00	6,000.00	6,000.00		
3,560.00	3,560.00	4,760.00	4,760.00	Lengthsman included. 5% increase assumed	
3,500.00	3,500.00	3,500.00	3,500.00	I have emailed Paul to understand the potential increase confirmed ball park	
		1,200.00	1,200.00	Need estimate of hours anticipated	
60.00	60.00	60.00	60.00		
250.00	250.00	250.00	250.00		
3,342.05	3,342.05	3,342.05	3,342.05	This was for the purchase of the baskets and troughs as well as their maintenance	
7,152.05	7,152.05	8,352.05	8,352.05		
11,282.00	14,282.00	6,000.00	6,000.00		

11,282.00	11,282.00	-	-	Removed election cost
-	3,000.00	6,000.00	6,000.00	Extra Earmarked reserves for future elections
11,282.00	14,282.00	6,000.00	6,000.00	
500.00	500.00	500.00	500.00	Less as not so many new councillors
200.00	200.00	200.00	200.00	
1,200.00	1,200.00	1,200.00	1,200.00	More council meetings but Planning and Council held together so some savings.
495.35	495.35	495.35	495.35	
160	160	160	160	
81.57	81.57	81.57	81.57	
40	40	40	40	
300.00	300.00	300.00	300.00	Defibrillator which needs to be maintained 2x a year
2,436.00	2,436.00	2,436.00	2,436.00	
250.00	250.00	250.00	250.00	
2,186.00	2,186.00	2,186.00	2,186.00	
-	-	-	-	No equipment planned?
600.00	600.00	800.00	800.00	
-	-	-	-	
5,236.00	5,236.00	5,436.00	5,436.00	
312.00	312.00	312.00	312.00	£26 x 12
132.00	132.00	132.00	132.00	£11 x 12
600.00	600.00	600.00	600.00	
-	-	-	-	Not planned
144.00	144.00	144.00	144.00	
72.00	72.00	72.00	72.00	
36.00	36.00	36.00	36.00	
36.00	36.00	36.00	36.00	
760.00	760.00	760.00	760.00	
385.56	385.56	385.56	385.56	£30.6 monthly 5% included

356.4	356.4	356.4	356.4	Annual fee
40	40	40	40	Annual fee
970.00	970.00	970.00	970.00	
0	0	0	0	Paid on 12/23 for 2 years
250	250	250	250	No Sage payment move across to Surrey Community Action set up and 1 quarter f
0	0	0	0	No longer working with this software
720	720	720	720	~£60 per month
650.00	650.00	650.00	650.00	Insurance is rising so in line with budget for this year.
3,568.00	3,568.00	3,568.00	3,568.00	Less than 23/24 actuals due to no Rialtas
31,516.00	31,516.00	31,516.00	31,516.00	Should not drop below £25,000
58,614.11	59,577.13	59,585.13	59,585.13	

58,582	59,512	59,512	59,672	
3,576	3,576	3,576	3,576	Confirmed
16.38	16.64	16.64	16.69	
3,000.00	3,000	3,000	3,000	Confirmed
55,582	56,512	56,512	74,136	
15.54	15.80	15.80	15.848000000	
10% Increase	12% increase	12% increase	12% increase	
1.098445	1.116836	1.116836	1.120000	

66,161
3,576
18.50

3,000
63,161
17.66
25
17.6625

st rates are higher and we have the large CIL payment to go into the Cambridge account

. I have asked for a cost for only Maintenance.

ee

Claygate Parish Council

Prepared by: ______________________________ Date: ______________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ______________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 29/02/2024			
	Cash in Hand 01/04/2023			58,855.56
	ADD Receipts 01/04/2023 - 29/02/2024			129,060.93
				187,916.49
	SUBTRACT Payments 01/04/2023 - 29/02/2024			58,030.03
A	**Cash in Hand 29/02/2024** (per Cash Book)			**129,886.46**
	Cash in hand per Bank Statements			
	Petty Cash	29/02/2024	55.43	
	Unity Trust	29/02/2024	87,578.66	
	Cambridge BS	29/02/2024	42,252.37	
	Lloyds Bank Credit Card	29/02/2024	0.00	
				129,886.46
	Less unpresented payments			
				129,886.46
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**129,886.46**
	A = B Checks out OK			

Claygate Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Income

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
1	Precept		50,374.00	50,374.00			
2	Precept Grant		2,800.00	3,000.00			200.00
3	Interest Received		314.00				-314.00
4	CIL			74,108.22			74,108.22
5	VAT						
			53,488.00	**£127,482.22**			**73,994.22**

Staffing

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
6	Salaries & NI				16,862.00	12,394.40	4,467.60
18	Pension				670.00	494.81	175.19
33	Staffing General				2,000.00	160.00	1,840.00
37	Locum Expenditure					12,119.98	-12,119.98
					19,532.00	**£25,169.19**	**-5,637.19**

Highways

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
26	Highway Trees				500.00		500.00
27	Bus Shelter & Bench Maint				250.00		250.00
28	Bridleways				1,000.00		1,000.00
					1,750.00		**1,750.00**

Planning

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
32	Planning				3,000.00		3,000.00
					3,000.00		**3,000.00**

Communications

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
34	Newsletter Printing, Design				3,900.00		3,900.00
35	Website				650.00		650.00
36	Other Publicity				248.00		248.00
					4,798.00		**4,798.00**

Grants and CIL

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
21	Youth				1,000.00		1,000.00
22	Christmas Lights Event				500.00	500.00	
23	Climate Improvement				1,000.00		1,000.00
24	Other Grants				1,000.00	500.00	500.00
25	Public Projects				2,500.00		2,500.00
40	Litter Pick Mornings						
41	Remembrance Day					554.00	-554.00
42	Detritus Day						
47	Christmas Tree					395.00	-395.00
48	Grant Solar Panels					1,000.00	-1,000.00
					6,000.00	**£2,949.00**	**3,051.00**

Environment

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
29	Highway Garden Sites				3,383.00	1,946.93	1,436.07
30	Highway Garden Site Proje				250.00		250.00

Claygate Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
31	Hanging Baskets and Troug				3,342.00	3,342.05	-0.05
					6,975.00	**£5,288.98**	**1,686.02**

Public Projects

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
46	Other Public Projects						

Elections

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
20	Election Expenses				10,673.00	11,282.60	-609.60
					10,673.00	**£11,282.60**	**-609.60**

General Expenditure

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
8	Training				735.00	473.33	261.67
9	Office Supplies				200.00	20.79	179.21
10	Meeting Room Hire and Sto				850.00	977.77	-127.77
13	Equipment Insurance				150.00	149.00	1.00
14	Subscriptions				2,586.00	2,186.39	399.61
16	Miscellaneous Admin Costs				755.00	398.50	356.50
43	Meeting Expenses					171.28	-171.28
45	Equipment					427.72	-427.72
					5,276.00	**£4,804.78**	**471.22**

Operating Costs

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
7	Working from Home Allowa				321.00		321.00
11	Telephone				140.00	115.31	24.69
12	Audit				420.00	315.00	105.00
15	Office Equipment				300.00		300.00
17	Bank Charges				170.00	93.00	77.00
19	GDPR Compliance (Micros				335.00	739.44	-404.44
38	Office Software				1,000.00	1,219.00	-219.00
39	Public Liability Insurance				648.00	524.18	123.82
49	Website					20.83	-20.83
					3,334.00	**£3,026.76**	**307.24**

NET TOTAL	**53,488.00**	**£127,482.22**	**61,338.00**	**£52,521.31**	**82,810.91**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Claygate Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income	53,488.00	127,482.22	73,994.22 (138%)			0.00 (N/A)	73,994.22
Staffing			0.00 (N/A)	19,532.00	25,169.19	-5,637.19 (-28%)	-5,637.19
Highways			0.00 (N/A)	1,750.00		1,750.00 (100%)	1,750.00
Planning			0.00 (N/A)	3,000.00		3,000.00 (100%)	3,000.00
Communications			0.00 (N/A)	4,798.00		4,798.00 (100%)	4,798.00
Grants and CIL			0.00 (N/A)	6,000.00	2,949.00	3,051.00 (50%)	3,051.00
Environment			0.00 (N/A)	6,975.00	5,288.98	1,686.02 (24%)	1,686.02
Public Projects			0.00 (N/A)			0.00 (N/A)	0.00
Elections			0.00 (N/A)	10,673.00	11,282.60	-609.60 (-5%)	-609.60
General Expenditure			0.00 (N/A)	5,276.00	4,804.78	471.22 (8%)	471.22
Operating Costs			0.00 (N/A)	3,334.00	3,026.76	307.24 (9%)	307.24
NET TOTAL	**53,488.00**	**127,482.22**	**73,994.22 (138%)**	**61,338.00**	**52,521.31**	**8,816.69 (14%)**	**82,810.91**

	Receipts	Payments
Total for ALL Cost Centres	127,482.22	52,521.31
V.A.T.	1,578.71	5,508.72
GROSS TOTAL	**129,060.93**	**58,030.03**

Claygate Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3	Meeting Room Hire and Stor	06/04/2023		Unity Trust		Meeting Room Booking	Claygate Recreation Ground	S	34.38	6.88	41.26
1	Subscriptions	06/04/2023	12/01/2023 Bud	Unity Trust		SALC and NALC Subscription 2	Surrey ALC Limited	E	2,186.30		2,186.30
2	Highway Garden Sites	07/04/2023		Unity Trust	21/11/23 Surprised no	Water Bill	Castle Water	X	25.75		25.75
7	Meeting Room Hire and Stor	13/04/2023		Unity Trust		Meeting Room Booking	Claygate Village Hall Associat	X	67.25		67.25
10	Equipment Insurance	13/04/2023		Lloyds Bank Credit Ca		Defibrillator Service	Medisol BV	S	149.00	29.80	178.80
8	Meeting Room Hire and Stor	14/04/2023		Unity Trust		Meeting Room Booking	Claygate Recreation Ground	S	9.38	1.88	11.26
13	Telephone	14/04/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
9	GDPR Compliance (Microsoft	14/04/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	25.70	5.14	30.84
9	Bank Charges	14/04/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
11	Bank Charges	24/04/2023		Unity Trust		Credit Card Bank Fee	Lloyds Bank PLC	E	3.00		3.00
4	Salaries & NI	28/04/2023		Unity Trust		Clerk Salary	Clerk	X	1,032.72		1,032.72
6	Salaries & NI	28/04/2023		Unity Trust		P32	HMRC	X	304.29		304.29
5	Pension	28/04/2023		Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
12	Highway Garden Sites	28/04/2023		Unity Trust	CHQ 300682 21/11 Ch	HGS Maintenance	Pauls Gardening Services	X			
18	Office Software	09/05/2023		Unity Trust		Year End Account Closedown	Rialtas	S	755.00	151.00	906.00
20	Meeting Room Hire and Stor	12/05/2023		Unity Trust		Meeting Room Booking	Claygate Village Hall Associat	X	26.00		26.00
19	Subscriptions	12/05/2023		Unity Trust		SALC and NALC Subscription 2	Surrey ALC Limited	E	0.09		0.09
17	Highway Garden Sites	12/05/2023		Unity Trust	April	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
21	GDPR Compliance (Microsoft	14/05/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	25.70	5.14	30.84
21	Bank Charges	14/05/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
22	Telephone	15/05/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
24	Office Software	15/05/2023		Unity Trust		Account Software Support and	Rialtas	S	76.00	15.20	91.20
25	Other Grants	15/05/2023	20/04/2023 Extr	Unity Trust		Grant CRGT Kings Coronation	Claygate Recreation Ground	E	500.00		500.00
23	Bank Charges	17/05/2023		Unity Trust		Credit Card Bank Fee	Lloyds Bank PLC	E	3.00		3.00
14	Salaries & NI	30/05/2023		Unity Trust		P32	HMRC	X	304.29		304.29
16	Salaries & NI	30/05/2023		Unity Trust		Clerk Salary	Clerk	X	1,032.72		1,032.72
15	Pension	30/05/2023		Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
34	Bank Charges	03/06/2023		Unity Trust		Banking Charge	Unity Trust Bank	E	18.00		18.00
30	Training	05/06/2023		Unity Trust		Councillor Training	Mulberry and Co	S	45.00	9.00	54.00
29	Meeting Room Hire and Stor	05/06/2023		Unity Trust		Meeting Room Booking	Claygate Recreation Ground	S	37.81	7.56	45.37
31	Meeting Room Hire and Stor	05/06/2023		Unity Trust		Meeting Room Booking	Claygate Youth and Commun	X	40.00		40.00
33	Meeting Room Hire and Stor	05/06/2023		Unity Trust		Meeting Room Booking	Claygate Village Hall Associat	X	93.25		93.25

Claygate Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Miscellaneous Admin Costs	05/06/2023		Unity Trust		Claygate Flower Show Stall and	Claygate Flower Show	E	101.00		101.00
37	Telephone	14/06/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.49	2.09	12.58
35	GDPR Compliance (Microsoft	14/06/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	356.40	71.28	427.68
35	Bank Charges	14/06/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	E			
36	Bank Charges	14/06/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	E			
36	GDPR Compliance (Microsoft	14/06/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
26	Salaries & NI	28/06/2023		Unity Trust		Clerk Salary	Clerk	X	1,032.72		1,032.72
28	Salaries & NI	28/06/2023		Unity Trust		P32	HMRC	X	304.29		304.29
40	Telephone	28/06/2023		Unity Trust	33916657M981349	Clerk Mobile	Vodafone	S			
27	Pension	28/06/2023		Unity Trust		Clerk Pension	NEST Pensions	E	54.18		54.18
41	Bank Charges	30/06/2023		Unity Trust		Banking Charge	Unity Trust Bank	E			
43	Bank Charges	30/06/2023		Lloyds Bank Credit Ca		Banking Charge	Lloyds Bank PLC	E	3.00		3.00
39	Miscellaneous Admin Costs	03/07/2023		Unity Trust	INVOICE 20407	CONFIDENTIAL WASTE	PAPER MOUNTAIN	S			
42	Bank Charges	03/07/2023		Unity Trust		Banking Charge	Lloyds Bank PLC	S			
44	Miscellaneous Admin Costs	03/07/2023		Unity Trust	21/11/23 Surprised no	CONFIDENTIAL WASTE	PAPER MOUNTAIN	X	48.00		48.00
38	Highway Garden Sites	03/07/2023		Unity Trust	May	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
48	Salaries & NI	06/07/2023		Unity Trust	21/11/23 No P32 no P	Clerk Salary	Clerk	X	83.00		83.00
46	Training	12/07/2023		Unity Trust	mulberry and co	Councillor Training	Mulberry and Co	S	300.00	60.00	360.00
47	Training	12/07/2023		Unity Trust		Councillor Training	Mulberry & Co	S			
53	Bank Charges	24/07/2023		Unity Trust		Banking Charge	Lloyds Bank PLC	E			
45	Telephone	28/07/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
49	Meeting Room Hire and Stor	31/07/2023		Unity Trust		Meeting Room Booking	Claygate Village Hall Associat	X	38.30		38.30
50	Miscellaneous Admin Costs	31/07/2023		Unity Trust		Grant CRGT Kings Coronation	Claygate Recreation Ground	Z	49.50		49.50
51	Locum Expenditure	31/07/2023		Unity Trust	Locum Clerk NI paid b	Clerk Salary	LGRC	S	1,101.19	220.24	1,321.43
81	GDPR Compliance (Microsoft	31/07/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
81	Bank Charges	31/07/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
54	Salaries & NI	08/08/2023		Unity Trust	Salary Sally Harman -	Clerk Salary	Clerk	X	455.60		455.60
55	GDPR Compliance (Microsoft	24/08/2023		Lloyds Bank Credit Ca	microsoft	Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
55	Bank Charges	24/08/2023		Lloyds Bank Credit Ca	microsoft	Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
52	Telephone	28/08/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
57	Bank Charges	25/09/2023		Lloyds Bank Credit Ca	Microsoft	Microsoft Office 365	Microsoft Ireland Operations	E	3.00		3.00
57	GDPR Compliance (Microsoft	25/09/2023		Lloyds Bank Credit Ca	Microsoft	Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
56	Telephone	28/09/2023		Unity Trust	Vodafone	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
75	Bank Charges	30/09/2023		Unity Trust		Banking Charge	Unity Trust Bank	E	18.00		18.00
58	Meeting Room Hire and Stor	03/10/2023		Unity Trust	Hall Hire	Meeting Room Booking	Claygate Village Hall Associat	X	57.75		57.75

Claygate Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59	Meeting Room Hire and Stora	03/10/2023		Unity Trust	Hall Hire	Meeting Room Booking	Claygate Village Hall Associat	X	128.25		128.25
60	Locum Expenditure	05/10/2023		Unity Trust	Ron Spurs Payment Ni	Clerk Salary	LGRC	S	4,927.30	985.46	5,912.76
61	Miscellaneous Admin Costs	09/10/2023		Unity Trust	Printing	Printing	My Blu Print Ltd	Z	200.00		200.00
71	Meeting Expenses	11/10/2023		Unity Trust		Councillor Expenses	Councillor Expenses	S	110.36	22.07	132.43
72	Meeting Expenses	11/10/2023		Unity Trust		Councillor Expenses	Councillor Expenses	S	60.92	12.18	73.10
64	Staffing General	16/10/2023		Unity Trust	Locum Clerk Advert	Recruitment	NALC	S	100.00	20.00	120.00
68	Highway Garden Sites	17/10/2023		Unity Trust	21/11/23 Surprised no	Water Bill	Castle Water	X	31.18		31.18
66	Hanging Baskets and Trough	18/10/2023		Unity Trust	Troughs and hanging I	Garden sites	Elmbridge Borough Council	S	3,342.05	668.41	4,010.46
67	Election Expenses	18/10/2023		Unity Trust		Councillor elections	Elmbridge Borough Council	X	3,557.61		3,557.61
67	Election Expenses	18/10/2023		Unity Trust		Councillor elections	Elmbridge Borough Council	S	5,912.22	1,182.44	7,094.66
67	Election Expenses	18/10/2023		Unity Trust		Councillor elections	Elmbridge Borough Council	X	214.50		214.50
67	Election Expenses	18/10/2023		Unity Trust		Councillor elections	Elmbridge Borough Council	S	1,598.27	319.65	1,917.92
63	Highway Garden Sites	19/10/2023		Unity Trust	Paul's Gardening July a	Garden sites	Pauls Gardening Services	X	540.00		540.00
73	Training	20/10/2023		Unity Trust		Clerk Training	SLCC	S	128.33	25.67	154.00
62	Meeting Room Hire and Stora	24/10/2023		Unity Trust	Strategy Day room hir	Meeting Room Booking	Claygate Youth and Commun	X	120.00		120.00
70	Meeting Room Hire and Stora	24/10/2023		Unity Trust		Meeting Room Booking	Claygate Youth and Commun	X			
69	GDPR Compliance (Microsoft	24/10/2023		Lloyds Bank Credit Ca		Credit Card Bank Fee	Microsoft Ireland Operations	S	30.90	6.18	37.08
69	Bank Charges	24/10/2023		Lloyds Bank Credit Ca		Credit Card Bank Fee	Microsoft Ireland Operations	E	3.00		3.00
74	Telephone	30/10/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
65	Office Supplies	01/11/2023		Unity Trust	Engraving Timpsons	Councillor Expenses	Councillor Expenses	S	20.79	4.16	24.95
76	GDPR Compliance (Microsoft	22/11/2023		Unity Trust	Z2856152	Data Protection Renewal fee	Information Commissioners (	E	35.00		35.00
77	Telephone	30/11/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
78	GDPR Compliance (Microsoft	30/11/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	S	30.90	6.18	37.08
78	Bank Charges	30/11/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	X	3.00		3.00
79	Christmas Lights Event	30/11/2023		Unity Trust	300698	Grant Christmas Lights	Claygate Village Association	X	500.00		500.00
80	Highway Garden Sites	30/11/2023		Unity Trust	Nov 2023	HGS Maintenance	Pauls Gardening Services	X	270.00		270.00
82	Meeting Room Hire and Stora	05/12/2023		Unity Trust	300702	Meeting Room Booking	Claygate Youth and Commun	X	80.00		80.00
83	Meeting Room Hire and Stora	07/12/2023		Unity Trust	300705	Meeting Room Booking	Claygate Village Hall Associat	X	84.80		84.80
84	Meeting Room Hire and Stora	07/12/2023		Unity Trust	300704	Meeting Room Booking	Claygate Village Hall Associat	X	57.50		57.50
86	Salaries & NI	12/12/2023		Unity Trust	300725	Clerk Salary	Kate Biggs Clerk	X	2,507.40		2,507.40
85	Christmas Tree	12/12/2023		Unity Trust	300710	CVA Grant - Xmas Tree	Andys Gardening Services Ltd	S	395.00	79.00	474.00
87	Public Liability Insurance	13/12/2023		Unity Trust	300715	Public Liability Insurance	Zurich	Z	524.18		524.18
88	Equipment	13/12/2023		Unity Trust	300721	Office Equipment	Kate Biggs Clerk	S	206.52	41.30	247.82
89	Equipment	13/12/2023		Unity Trust	300722	Replacement Parish Phone	Kate Biggs Clerk	S	221.20	44.24	265.44
90	Audit	18/12/2023		Unity Trust	300713	External Audit	PKF Littlejohn LLP	S	315.00	63.00	378.00

Claygate Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
91	Meeting Room Hire and Stor	18/12/2023		Unity Trust	300719	Meeting Room Booking	Claygate Village Hall Associat	X	74.35		74.35
92	Highway Garden Sites	21/12/2023		Unity Trust	300706	Garden sites	Pauls Gardening Services	X	270.00		270.00
93	Highway Garden Sites	21/12/2023		Unity Trust	300707	Garden sites	Pauls Gardening Services	X	270.00		270.00
97	Telephone	27/12/2023		Unity Trust		Clerk Mobile	Vodafone	S	10.48	2.10	12.58
94	GDPR Compliance (Microsoft	27/12/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	Z	37.08		37.08
94	Bank Charges	27/12/2023		Lloyds Bank Credit Ca		Microsoft Office 365	Microsoft Ireland Operations	Z	3.00		3.00
95	Office Software	27/12/2023		Unity Trust	300724	Accounts Software - Oct 23 - N	SCRIBE	S	263.00	52.60	315.60
96	Locum Expenditure	27/12/2023		Unity Trust	300718	Clerk Salary	LGRC	S	2,668.95	533.79	3,202.74
98	Locum Expenditure	29/12/2023		Unity Trust	300717	Clerk Salary	LGRC	S	3,422.54	684.51	4,107.05
99	Grant Solar Panels	29/12/2023		Unity Trust	300723	Grant - Scouts	Grant Scouts	Z	1,000.00		1,000.00
100	Office Software	29/12/2023		Unity Trust	300711 - VAT not paid	ClaygateparishCouncil.gov.uk	DataCentre	X	125.00		125.00
101	Bank Charges	31/12/2023		Unity Trust		Banking Charge	Unity Trust Bank	Z	18.00		18.00
102	Salaries & NI	02/01/2024		Unity Trust	300726	HMRC	HMRC	E	370.45		370.45
103	GDPR Compliance (Microsoft	24/01/2024		Lloyds Bank Credit Ca	5563140370759435	Microsoft Office 365	Microsoft Ireland Operations	Z	37.08		37.08
103	Bank Charges	24/01/2024		Lloyds Bank Credit Ca	5563140370759435	Microsoft Office 365	Microsoft Ireland Operations	Z	3.00		3.00
104	Telephone	29/01/2024		Unity Trust	33916657M650956	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
105	Remembrance Day	31/01/2024		Unity Trust		Remembrance Traffic Manager	Road Traffic Total Solutions	S	554.00	110.80	664.80
107	Pension	23/02/2024		Unity Trust	IT 000004850573	Clerk Pension	NEST Pensions	E	332.27		332.27
108	GDPR Compliance (Microsoft	26/02/2024		Lloyds Bank Credit Ca	5563140370759435	Microsoft Office 365	Microsoft Ireland Operations	Z	37.08		37.08
108	Bank Charges	26/02/2024		Lloyds Bank Credit Ca	5563140370759435	Microsoft Office 365	Microsoft Ireland Operations	Z	3.00		3.00
109	Salaries & NI	28/02/2024		Unity Trust	CPC Payroll	Clerk Salary	Surrey Community Action	E	4,966.92		4,966.92
110	Telephone	28/02/2024		Unity Trust	33916657M744605	Clerk Mobile	Vodafone	S	10.48	2.10	12.58
106	Website	28/02/2024		Unity Trust	CHQ 300735	Website	E Mango/Kimcell	S	20.83	4.17	25.00
112	Meeting Room Hire and Stor	29/02/2024		Unity Trust	300727	Meeting Room Booking	Claygate Village Hall Associat	X	28.75		28.75
111	Staffing General	29/02/2024		Unity Trust	300730	Staffing General	Surrey Community Action	S	60.00	12.00	72.00
							Total		**52,521.31**	**5,508.72**	**58,030.03**

Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
1	Precept	50,374.00	50,374.00						(0%)
2	Precept Grant	2,800.00	3,000.00	200.00				200.00	(7%)
3	Interest Received	314.00		-314.00				-314.00	(-100%)
4	CIL		74,108.22	74,108.22				74,108.22	(N/A)
5	VAT								(N/A)
	SUB TOTAL	**53,488.00**	**127,482.22**	**73,994.22**				**73,994.22**	**(138%)**

Staffing

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
6	Salaries & NI				16,862.00	12,394.40	4,467.60	4,467.60	(26%)
18	Pension				670.00	494.81	175.19	175.19	(26%)
33	Staffing General				2,000.00	160.00	1,840.00	1,840.00	(92%)
37	Locum Expenditure					12,119.98	-12,119.98	-12,119.98	(N/A)
	SUB TOTAL				**19,532.00**	**25,169.19**	**-5,637.19**	**-5,637.19**	**(-28%)**

Highways

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
26	Highway Trees				500.00		500.00	500.00	(100%)
27	Bus Shelter & Bench Maintenan				250.00		250.00	250.00	(100%)
28	Bridleways				1,000.00		1,000.00	1,000.00	(100%)
	SUB TOTAL				**1,750.00**		**1,750.00**	**1,750.00**	**(100%)**

Planning

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
32	Planning				3,000.00		3,000.00	3,000.00	(100%)
	SUB TOTAL				**3,000.00**		**3,000.00**	**3,000.00**	**(100%)**

Communications

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
34	Newsletter Printing, Design and				3,900.00		3,900.00	3,900.00	(100%)
35	Website				650.00		650.00	650.00	(100%)
36	Other Publicity				248.00		248.00	248.00	(100%)
	SUB TOTAL				**4,798.00**		**4,798.00**	**4,798.00**	**(100%)**

Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Grants and CIL

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
21	Youth				1,000.00		1,000.00	1,000.00	(100%)
22	Christmas Lights Event				500.00	500.00			(0%)
23	Climate Improvement				1,000.00		1,000.00	1,000.00	(100%)
24	Other Grants				1,000.00	500.00	500.00	500.00	(50%)
25	Public Projects				2,500.00		2,500.00	2,500.00	(100%)
40	Litter Pick Mornings								(N/A)
41	Remembrance Day					554.00	-554.00	-554.00	(N/A)
42	Detritus Day								(N/A)
47	Christmas Tree					395.00	-395.00	-395.00	(N/A)
48	Grant Solar Panels					1,000.00	-1,000.00	-1,000.00	(N/A)
	SUB TOTAL				**6,000.00**	**2,949.00**	**3,051.00**	**3,051.00**	**(50%)**

Environment

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
29	Highway Garden Sites				3,383.00	1,946.93	1,436.07	1,436.07	(42%)
30	Highway Garden Site Projects				250.00		250.00	250.00	(100%)
31	Hanging Baskets and Troughs				3,342.00	3,342.05	-0.05	-0.05	(0%)
	SUB TOTAL				**6,975.00**	**5,288.98**	**1,686.02**	**1,686.02**	**(24%)**

Public Projects

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
46	Other Public Projects								(N/A)
	SUB TOTAL								**(N/A)**

Elections

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
20	Election Expenses				10,673.00	11,282.60	-609.60	-609.60	(-5%)
	SUB TOTAL				**10,673.00**	**11,282.60**	**-609.60**	**-609.60**	**(-5%)**

General Expenditure

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend	
8	Training				735.00	473.33	261.67	261.67	(35%)
9	Office Supplies				200.00	20.79	179.21	179.21	(89%)
10	Meeting Room Hire and Storage				850.00	977.77	-127.77	-127.77	(-15%)
13	Equipment Insurance				150.00	149.00	1.00	1.00	(0%)

Claygate Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
14	Subscriptions				2,586.00	2,186.39	399.61	399.61 (15%)
16	Miscellaneous Admin Costs				755.00	398.50	356.50	356.50 (47%)
43	Meeting Expenses					171.28	-171.28	-171.28 (N/A)
45	Equipment					427.72	-427.72	-427.72 (N/A)
	SUB TOTAL				**5,276.00**	**4,804.78**	**471.22**	**471.22 (8%)**

Operating Costs

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
7	Working from Home Allowance				321.00		321.00	321.00 (100%)
11	Telephone				140.00	115.31	24.69	24.69 (17%)
12	Audit				420.00	315.00	105.00	105.00 (25%)
15	Office Equipment				300.00		300.00	300.00 (100%)
17	Bank Charges				170.00	93.00	77.00	77.00 (45%)
19	GDPR Compliance (Microsoft 3!				335.00	739.44	-404.44	-404.44 (-120%)
38	Office Software				1,000.00	1,219.00	-219.00	-219.00 (-21%)
39	Public Liability Insurance				648.00	524.18	123.82	123.82 (19%)
49	Website					20.83	-20.83	-20.83 (N/A)
	SUB TOTAL				**3,334.00**	**3,026.76**	**307.24**	**307.24 (9%)**

Summarv

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**53,488.00**	**127,482.22**	**73,994.22**	**61,338.00**	**52,521.31**	**8,816.69**	**82,810.91 (72%)**
V.A.T.		1,578.71			5,508.72		
GROSS TOTAL		**129,060.93**			**58,030.03**		

Your Account Statement

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Kate Biggs
Claygate Village Hall
Church Road
Esher
KT10 0JP

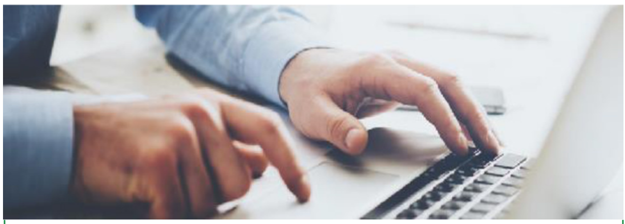
Date: 29/02/2024

Account Name: Claygate Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20334934

Your arranged overdraft limit is £0.00



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/01/2024		Balance brought forward	£0.00	£0.00	£93,056.26
21/02/2024	Cheque Debit	Cheque 300735	£25.00	£0.00	£93,031.26
23/02/2024	Direct Debit	Direct Debit (NEST)	£332.27	£0.00	£92,698.99
26/02/2024	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£40.08	£0.00	£92,658.91

Your Current T1 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
28/02/2024	Direct Debit	Direct Debit (SURREY CA)	£4,966.92	£0.00	£87,691.99
28/02/2024	Direct Debit	Direct Debit (VODAFONE LIMITED)	£12.58	£0.00	£87,679.41
29/02/2024	Cheque Debit	Cheque 300727	£28.75	£0.00	£87,650.66
29/02/2024	Cheque Debit	Cheque 300730	£72.00	£0.00	£87,578.66

Sending or Receiving Currency

You may be asked for your SWIFTBIC (Bank Identification Code) and IBAN (International Bank Account Number). These can be found at the top of this statement and are required to ensure that international banks can find the correct account to credit or debit funds.

When receiving currency into your Unity account, you must inform us of the transaction. The SWIFTBIC number relates to a central Unity account. We use this account to receive international currency before allocating the payment to your account. Please call us on **0345 140 1000** for more information.

Fraud Concerns

If you have any concerns regarding fraud on your account, then please call the freephone number **0808 196 8420**.

What happens when something goes wrong?

If you have a problem with your Unity account or our service, please get in touch with us on **0345 140 1000**. We aim to resolve any issues as soon as possible.

Accessibility

Unity offers a number of supporting services such as statements in braille or large print. Please contact us for more information.

Additional information

A copy of our interest rates can be found on our website **– unity.co.uk/interest-rates**

A copy of our fees and charges can be found on our website **– https://www.unity.co.uk/terms-and-conditions/**

This information is also available by calling **0345 140 1000**.

To help us improve our service and maintain security, we may monitor and/or record your telephone calls with us.

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caring for Claygate Village

Kate Biggs
Clerk & Responsible Financial Officer
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.gov.uk

23rd January 2024

Andrew Cooper,
Head of Finance,
Elmbridge Borough Council,
Civic Centre,
High Street,
Esher,
Surrey KT10 9SD

RE CLAYGATE PARISH COUNCIL: PRECEPT 2024/25

Dear Andrew,

Further to Colin McKay's letter on the 22nd December 2023, the agreed tax base for Claygate Parish Council for 2024/5 is 3,576. I can confirm that at the Parish Council meeting on the 11th January 2024 it was agreed that the Council levy a precept of £56,592 a 12% increase for the financial year 2024/25 raising the Band D rate from £14.13 to £15.83 (15.8256 rounded).

Yours sincerely,

Kate Biggs

Kate Biggs
Parish Clerk and RFO
Claygate Parish Council

cc: Cllr. Donna Holt, Chairman, Claygate Parish Council

caring for Claygate Village

Donna Holt
Chair
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel: 07741848719
Email: clerk@claygateparishcouncil.gov.uk
Website: www.claygateparishcouncil.gov.uk

29th January 2024

Andrew Cooper,
Head of Finance,
Elmbridge Borough Council,
Civic Centre,
High Street,
Esher,
Surrey KT10 9SD

RE CLAYGATE PARISH COUNCIL: PRECEPT 2024/25

Dear Andrew,

Further to Colin McKay's letter on the 22nd December 2023 and discussions with Colin today (29th January 2024) I have clarified his questions regarding the last precept submission on 23rd January which was incorrect.

The agreed tax base for Claygate Parish Council for 2024/5 is 3,576. I can confirm that at the Parish Council meeting on the 11th January 2024 it was agreed that the Council levy a precept of £56,672 a 12% increase for the financial year 2024/25 raising the Band D rate from £14.15 to £15.85 (15.848 rounded).

Yours sincerely,

Donna Holt

Donna Holt
Chair
Claygate Parish Council

cc: Cllr. Hadleigh Moon, Vice Chairman, Claygate Parish Council

BOOKING AND HOLDING PUBLIC MEETINGS

GUIDANCE NOTES

IN ORDER TO BOOK AND HOLD PUBLIC MEETINGS THE FOLLOWING RECOMMENDATIONS ARE MADE.

INITIAL CONSIDERATIONS:
The primary concern is to ensure as many members of the public are able to attend the Public Meeting and that the safety and welfare of all attendees is safeguarded. The numbers attending such a meeting is difficult to quantify – numbers have run as high as probably 250 – 300. It is important to consider numbers when booking a venue.

POSSIBLE VENUES TO CONSIDER:
Claygate Village Hall: 210 persons seated, 275 standing. All-standing is probably not popular therefore a combination may be preferable, say 4 rows seated (= 60) plus 175 standing. A total of 235. Seats should be RESERVED and marshals direct those in need to the seated areas.
Availability: The village hall is not the easiest venue to book as it is busy and has many regular bookings. However, for an important Public Meeting it may be possible to arrange a suitable time and date. The village hall committee consider it is the best venue for this type of meeting.

Holy Trinity Church: 400 persons, all seated. The subject and content of the meeting would need to be approved by the Vicar.
Availability: Good.

TIME OF MEETING:
Weekday evening meetings are preferred from 7.30pm.
To consider weekend Meeting – Saturday or Sunday afternoon.

PARISH COUNCIL PERSONNEL REQUIRED:
Set Up Team: Chairs/Room set up/Top table/Water/
Tech Team: Check all equipment – test laptop/screen link. Run through presentation (Cllr Lesser to offer advice).
Door Team: Make it clear how many members of the public will be allowed into the hall. Hi viz jackets/no admittance until room set up/record of numbers attending.
POINT OUT FIRE EXITS AT THE START OF THE MEETING

2/12/19

Risk Assessment Highway Garden Sites (HGS)

SCC maintain all HGS in Claygate. CPC are authorised to provide additional maintenance to 6 sites (The Green, The Causeway/Fee Farm Road, Coverts Rd/Foley Rd Triangle, St Leonards Rd Bus Stop, The Firs Verge, Church Rd Beds)

Company name: Claygate Parish Council **Assessment carried out by: Donna Holt**

Date of next review: 1st March 2025 **Date assessment was carried out: 1st March 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls e.g. uneven surface	Members of the Public may suffer injuries such as fractures or bruising if they trip on unattended materials / tools.	- Gardening contractor is not to leave materials unattended and to inspect the site is clear of all materials and tool before leaving - Gardening contractor has up to £5m public liability	Remind Gardening contractor of his duties.	Clerk	April	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		insurance in place. - If injury occurs we ask those effected to call 101 or 999.				

HSE

Health and Safety Executive

Risk Assessment Highway Garden Site Inspections

Company name: Claygate Parish Council **Assessment carried out by: Donna Holt**

Date of next review: 1st March 2025 **Date assessment was carried out: 1st March 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips, trips and falls e.g. uneven surface	Councillors/Co-opted Members may suffer injuries such as fractures or bruising if they slip or trip over objects.	We ask Councillors/Co-opted Members to wear suitable clothing and shoes If injury occurs we ask those effected to call 101 or 999.	Reminder of requirement to Councillors/Co-opted Members	Clerk	March	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Vehicle movement	Councillors/Co-opted Members by being knocked over by traffic whilst inspecting site.	Parish Council provide high-visibility tabards for Councillors/Co-opted members to wear. If injury occurs we ask those effected to call 101 or 999.	Reminder to Cllrs/Co-opted members of tabard availability.	Clerk	March	
Road Traffic Accidents	Councillors/Co-opted Members injured when travelling from one site to another by car, bicycle or foot.	Car-The person driving should be a competent driver with the correct driving license, using a suitable vehicle and be fully insured. Bicycle- the person cycling should be a competent rider using a	Reminder to Cllrs/Co-opted members of travel guidelines	Clerk	March	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		correctly maintained cycle. Foot- the person walking should be aware of normal traffic hazards If injury occurs we ask those effected to call 101 or 999.				

Distribution of Courier/Village information by Volunteers

	What are the hazards?	Who might be harmed and how?	What are we already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
1	Slips, trips and falls	Volunteers may suffer injuries such as fractures or bruising if they slip or trip over objects.	We ask volunteers to wear suitable clothing and shoes. Safety advice by distributing this Risk Assessment to Volunteers	none	Chairman	March 2024	Yes
2	Risk of harm from aggressive dogs	Volunteers may suffer injuries by being attacked by dog/running from dog	We ask only capable and able bodied volunteers and brief them on how to deal with aggressive dogs. Safety advice given in letter from organizer.	none	Chairman	March 2024	Yes
3	Vehicle movement	Volunteers by being knocked over by traffic whilst crossing road	Parish Council can provide high-visibility tabards for volunteers. Safety advice given in letter from organizer.	None	Chairman	March 2024	Yes
4	Letter boxes	Volunteers risk getting fingers caught in stiff letter boxes	Volunteers are requested to take care when posting. They have the same delivery round each time, so become aware of difficult letter boxes. Safety advice given in letter from organizer.	none	Chairman	March 2024	Yes

Risk Assessment date: March 2024

CLAYGATE PARISH COUNCIL

RISK MANAGEMENT

BACKGROUND

Risk management is making sure informed decisions are made based upon facts and the risks identified, which typically might be those of finance and safety. The majority of risk can be eliminated if the Parish Council ensures that it operates according to all relevant rules, legislation, procedures and codes of conduct appertaining to its functioning. Strict adherence to financial disciplines and controls is of paramount importance at all times.

A risk assessment is nothing more than a careful examination of all aspects concerning a particular event/action so that an informed decision can be made knowing that unnecessary risk has been eliminated and any remaining risk together with its possible impact has been identified.

For the ease of implementation and control of a risk management process there are a number of individual activities/responsibilities that can be grouped together under the following headings: -

Physical assets - buildings, furniture, equipment, machinery etc.

Financial - budgeting, financial accounting, fraud control, petty cash, supporting documentation etc.

General Liability - injury to individuals and third parties.

Employer liability - the rights of any employee are upheld.

Legal liability - duties of the Parish Council are executed in accordance with legal requirements

Councillor propriety - adherence to code of conduct, declaration of interests etc.

Image/attitudes - maintaining positive image and attitudes towards the Parish Council.

The risk assessment and management procedures for Claygate Parish Council are outlined overleaf with risk factors of high (H), medium (M), low (L) being allocated accordingly.

RISK ASSESSMENT AND MANAGEMENT

The levels of risk have been rated, low, medium or high, having been arrived at by assessing both the **probability** of an event happening and the **impact** of such an event.

AREA	RISK	LEVEL	CONTROL (agreed action)
Assets	Protection of Physical assets	M	Assets insured. Value reviewed annually.
	Security of assets	M	Up to date assets register maintained. Annual physical check.
	Maintenance of assets	M	Regular 6 months physical review & repair as necessary.
Financial	Banking	M	Banking carried out with recognised mainstream organisation.
	Loss of cash through theft/dishonesty	M	Fidelity Insurance in place. Petty cash restricted to only £100
	Fraud prevention, misappropriation of funds	M	Fidelity insurance in place.
	Financial controls and records together with comprehensive supporting documentation	M	i. Monthly bank reconciliation prepared by Clerk and checked by Chairman. ii. Internal & external audit. iii. Two signatories required on cheques iv. Two-monthly analysis of receipts & payments for Parish Council meeting v. Budget updated every two months for Parish Council meeting vi. Use of customised computer system.
	Sound budgeting to underlie annual precept.	M	Each Committee submits annual budget recommendations, reviewed by Finance Working party, with final budget reviewed and agreed by full Parish Council.
	Sensible reserve/contingency policy	M	Our policy is to have reserve to cover contingencies and a further reserve to build up a fund that will help finance major projects in the future.
	Comply with Customs and Excise Regulations	L	VAT return automatically prepared by accountancy software. C & E

			consulted directly on VAT to be paid in respect of advertising revenue.
	Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137.	L	All Councillors made aware of potential s 137 payments. Follow-up checks carried out when funds allocated.
	Where appropriate full and detailed investment /project appraisal be carried out prior to the commitment of funds.	H	Project appraisal must be completed
	Identification of future financial commitments be they one off or ongoing.	M	All financial commitments included in budget, which is agreed by full Council. Full Council must also agree any one-off non-budgeted payments.
General Liability	Risk to third party, property or individuals.	M	Insurance in place.
	Legal liability as consequence of asset ownership.	M	Insurance in place. Physical assets checked on regular basis
Employer liability	Comply with Employment Law	M	Membership of NALC and SLCC
	Comply with Inland Revenue requirements	M	Regular advice received from Inland Revenue. Internal & external audit.
	Safety of staff and visitors	L	Annual inspection of office.
	Appropriate remuneration and benefits	L	Pay levels as those agreed by NALC. Reviewed annually
	Professionalism and competence of staff	L	Staff training undertaken. Clerk identifies training areas/needs.
Legal Liability	Ensuring activities are within legal powers	H	Clerk consults reference books on legal matters. Advice sought from SCAPTC, EBC legal dept. or other sources where necessary
	Proper and timely reporting via the Minutes	M	Council meets every two months and receives & approves minutes of meetings held in interim. Minutes promptly sent out to Parish Council members/co-opted members, Ward & Borough Councillors and EBC.
	Proper document control	M	Documents kept in office in system of filing. Back-up of electronic data is now by on-line back-up.

	Adherence to procedures and statutory requirements	M	Clerk adheres to Standing Orders, Financial Regulations as updated by NALC and reference books on legal matters. Advice sought from SCAPTC or other sources where necessary
Councillor propriety	Register of interests and gifts and hospitality in place	H	All Councillors aware of Model Code & Hospitality Register. Register of Interests reviewed annually
	Compliance with code of conduct	H	Councillors aware of the need to declare interests
Image/ Attitudes	Professional representation whilst conducting council business	H	Councillors aware of public image
	Central filing of key correspondence/documents.	H	Fireproof cabinet used to store some documents. Back-up of electronic data is now by on-line back-up.
	Legality of spoken and written communications.	H	Libel & slander insurance in place Opinion of Head of Legal Services sought if necessary
	Authorisation and clearance of communications (written and verbal)	H	Libel & slander insurance in place. Councillors aware all letters should be channelled through the Clerk or Chairman before being sent, unless an acknowledgment of receipt of a communication, an action specifically tasked at a Committee or Council meeting, or of an on-going nature.

THIS RISK ASSESSMENT AUDIT WAS CONSIDERED BY THE COUNCIL ON 8 Jan 2004
IT WILL BE REVIEWED AGAIN IN 12
*20/05/04, 07/07/2005,, 13/07/*06*, 6/9/07, 5/3/09, 25/3/10, 10/3/1*

CLAYGATE PARISH COUNCIL ACTIVITY RISK ASSESSMENT FORM		
1. Briefly outline the intended activity. **Claygate Remembrance Day Parade and Outdoor Service at the War Memorial**	2. Date and time of intended activity. **Sunday 10th November 2024 10:00 am – 11:45 am**	3. Location of the intended activity. **From Hare Lane Public Car Park (next to Champions) to the War Memorial at Holy Trinity Church, Church Road, Claygate and then back to Hare Lane Public Car Park (next to Champions).**

4. List all the hazards in order of significance.	5. List the groups of people who might be harmed.	6. List the intended control measures with reference to the corresponding hazard.	7. List any intended first aid provisions, fire precautions or other backup arrangements.
1. Impact with motor vehicles	All people involved.	-CSAS traffic marshals to be posted at road junctions -Volunteer marshals to assist -Road closure order to be in place -Parking to be controlled and supervised. -Vehicle to trail the parade to deter overtaking. -Trained adult volunteers to supervise, be spaced throughout the parade and to walk on the offside nearest oncoming traffic. -Young people taking part in the parade to be dropped off close to the assembly point and supervised upon arrival, while waiting and departure. -Young people to be advised of the need for care when walking upon the highway.	-First Aid kit to be carried in the trail vehicle -First Aid Kit & qualified first aider to be available at all times, -In the event of a serious incident marshals will be instructed to dial 999

2. Slips, trips & falls along the route and during the Service outside at the War Memorial	All people involved	- Advise those in the parade of any obstructions & trip hazards along the route. -Scout/Guide organisation to advise members in the parade to wear appropriate footwear. -Advise general public to be careful as best possible	-First Aid kit to be carried in the trail vehicle - First Aid Kit & qualified first aider to be available at all times, -In the event of a serious incident marshals will be instructed to dial 999
3. Covid-19 Transmission	All people involved	- Parade & service to only take place outside. - Scouts to advise their members to not attend if they have any of the government advised list of Covid-19 symptoms and to remain Covid aware. - Parish Clerk to advise Cllrs and local organisation representative attendees not to attend if they have any of the government advised list of Covid-19 symptoms and to remain Covid aware. - Communications of the Parade & outdoor ceremony to the general public are to advise non-attendance if they have any of the government advised list of Covid-19 symptoms and to be Covid aware if they choose to attend.	- In the event of a change in government Covid-19 restrictions the Parade will not occur, members of the public will be discouraged from attending the outdoor War memorial ceremony and a simple outdoor ceremony will take place with the required Covid precautions in place. The outdoor ceremony will be communicated online to members of the public.

	Name	Organisation.	Signature.	Date.
8. Organiser.	TBC Parish Clerk	CLAYGATE PARISH COUNCIL	DE Holt Chair	28 March 2024

claygate
PARISH COUNCIL

CLAYGATE PARISH COUNCIL ACTIVITY RISK ASSESSMENT FORM PUBLIC MEETINGS			
1. Briefly outline the intended activity.	2. Date and time of intended activity.	3. Location of the intended activity.	
4. List all the hazards in order of significance.	5. List the groups of people who might be harmed.	6. List the intended control measures with reference to the corresponding hazard.	7. List any intended first aid provisions, fire precautions or other backup arrangements.
Restricted evacuation. Wheelchair access.	General Public	Entrance/Exit points to be kept clear. Councillors/Members of the Public to be advised of access limitations prior to event. Room allocation to be advised according to access needs (no lift or ramps). Clerk to know which room(s) are booked for the event. Ask event Clerk to provide information on people with access needs if known. Organiser is responsible for managing attendance list.	Monitor booking and arrange alternative room to ensure access is provided for all attendees.
Meeting room is too cold or too hot for event	Councillors and General Public	Services checked on the day of the meeting.	Monitor and evaluate.

Room Set up:- a) Heavy lifting, moving. b) Tripping over cables on the floor.	Councillors, visitors and general public	Ensure Furniture is set up correctly (i.e. Not blocking exit points or passages). Set up projector correctly and ensure cables not trailing and are visible. Use rubber cable covers. OHPs and flipchart stands to be set up away from passageways or entrance/exit points. Set up and Tech teams to set room layout and equipment. General Public not admitted until room set up complete	Audit of venue, to ensure it is being set up in a safe manner and professionally laid out.
Exceeding safe level of members of the public	General public	Work to room capacity advice supplied by venue provider. Marshalls to wear hi-viz jackets and monitor numbers.	
Electrical equipment – catching fire, trailing leads, mal-function, etc	Councillors, visitors and General Public	PAT test equipment. No trailing wires or overloaded multi-point extension cables. External equipment - Venue provider to provide PAT test certificate for external equipment used, prior to event.	No further action to be taken
Fire – fire exits and fire doors Fire exits may be obstructed with presentation equipment and fire doors some time kept open.	Councillors, visitors and general public	Venue provider to issue organisers with evacuation procedures file. Fire exits to be cleared and fire doors to be shut. Alarms sounded with Operations. Marshalls to indicate fire exits prior to commencement of meeting.	
Cars parked across the front entrance of buildings and emergency aid not gaining access quickly enough– fire-fighters and ambulance access and fire evacuation	Councillors, Visitors, and general public	Parish Council Teams to be aware of possible evacuation requirement. All Members of the Public to be made aware of access points.	Monitor car parking where possible.

RISK ASSESSMENT & VOLUNTEERS
I N F O R M A T I O N S H E E T

Key questions:
What is risk?
Why assess risk within your volunteer programme?
What types of risk can be associated with involving volunteers?
How do I keep it manageable?
What is the process for assessing and managing risks?
Where can I get further information and advice?

What is risk?
Risk is everywhere. Every action we take, from crossing the road to trying something for the first time, is a calculated risk.
Risk describes the uncertainty surrounding events and their outcomes that may have a significant effect, either positive or negative, on:

- *Operational performance*
- *Achievement of aims and objectives*
- *Meeting expectations of stakeholders.*

(Adapted from the Charity Commission's guidelines)

The process of risk assessment is designed to enable you to control and minimise risk and its impact. No activity is risk free and even with good planning it may be impossible to eliminate the risks from any activity. However, if something does go wrong, good risk management should help to minimise the impact of the event.

Why assess risk within your volunteer programme?
Organisations that involve volunteers are well aware of the benefits they bring. However, they are not always adequately prepared for things going wrong which may cause significant harm to the volunteer, service users or beneficiaries, colleagues or the organisation itself.
There are a number of very good reasons why volunteer involving organisations should take the time to assess risk:

- To protect their organisation and its resources
- To protect service users and beneficiaries
- To reassure funders
- To maximise effectiveness through applying good practice to address areas of potential weakness

Ultimately, however, it is worth assessing risk in your volunteer programme because you value volunteers and want to ensure that, as far as possible, they do not suffer harm arising from volunteering.
Risk assessment is about much more than health and safety. However, it is worth remembering that every organisation has a responsibility to ensure the health and

safety of everyone that comes into contact with it. Volunteers and the activities of volunteers are no exception. Risk assessment is an important tool to help organisations meet this responsibility. It is an essential part of good volunteer management and should not be seen as an add-on.
The chances are that your organisation already carries out an informal risk assessment when purchasing insurance but remember that *"risk management is not about buying insurance. It is not about avoiding lawsuits. Instead it is about protecting and conserving your organisations resources and providing goods and services reasonably." (Laird Hunter 1998)*

What types of risk can be associated with involving volunteers?
The more demanding the volunteer role and the more contact the volunteer has with clients the greater the potential risks. However, even the most seemingly benign role needs to be assessed to identify what could potentially go wrong. The following are just some examples:

Risks to the organisation, its reputation or its funding through, for example:

- Volunteer misrepresenting the organisation through speaking or acting inappropriately
- Volunteer breaching confidentiality
- Service users suffering harm through abuse by a volunteer

Risks to service users/beneficiaries through, for example:

- Volunteer providing inaccurate information or advice
- Volunteer failing to provide adequate standard of care
- Volunteer breaching confidentiality.

Risks to the volunteer through, for example:

- Organisation failing to provide adequate training
- Organisation failing to meet relevant health and safety standards
- Organisation having inadequate policies and procedures to protect, support and supervise volunteers whilst engaged in voluntary work

Risk of harm to colleagues through, for example:

- volunteer acting outside of role description and exceeding skills and/or authority
- substandard performance by a volunteer
- theft or fraud by a volunteer.

How do I keep it manageable?
Unfortunately it becomes very easy to see risks in every activity which can make us fearful of engaging volunteers in any capacity. However, the process of risk assessment helps to identify the really significant risks which should be given particular attention and provides a framework for identifying appropriate actions that should be taken to reduce risks. Implementing this process is in itself a significant step in reducing the overall level of risk.
While managing risk is very important it is equally important that the measures used do not place unnecessary or impractical regulations on volunteers preventing them from carrying out their roles fully. It is also important that the process of risk assessment does not become excessive or onerous for the organisation. Organisations commencing the risk management process should remember that the rule of thumb is "*reasonable measures, reasonably applied".*

What is the process for assessing and managing risk?
The risk assessment process involves working systematically through four key steps:

1. **identifying** the risks faced
2. **categorising** the seriousness of these risks according to likelihood and impact
3. identifying and implementing measures for **managing** the risks
4. regularly **reviewing** your risk assessment to factor in change.

In order to be effective, your approach should be:

- systematic
- regular
- recorded
- involving all appropriate people
- monitored
- reviewed
- effectively communicated.

1. Identifying risks

The first step is to start to list the risks that exist within your volunteer programme. In order to do this you will need to review volunteering within your organisation on three levels:

- the activities and functions of each volunteer role
- how volunteers are recruited, selected, inducted and managed
- any particular risks associated with the *individuals* carrying out these roles

Remember to consider whether there is potential for harm to the volunteer, service users/beneficiaries, colleagues and the organisation.

2. Categorising risks

Secondly, you need to be able to identify which risks are the most serious and which are fairly minor. By systematically categorising the risks identified, you are able to identify which warrant the most attention.
For each risk identified in the previous stage, rate the level of risk according to the **likelihood** of it happening and the seriousness of the potential **impact** were it to happen. You may find it helpful to use a scale (e.g. High, Medium & Low).

Now prioritise the risks according to the rating given. Those which have higher risk ratings (e.g. those that are both *high likelihood* and *high* impact) should be given much greater and more urgent attention.

3. Manage the risk

The next step is to look at what can be done to reduce the likelihood and lessen the impact of the identified risks. Risks can be managed in a number of ways.
You can:

- Avoid the risk
- Control the risk
- Finance the risk
- Transfer the risk

The first aim should be to remove the risk completely. This may involve ceasing the activity or parts of the activity. If this is not possible steps should be taken to reduce the risk. This may involve reviewing and adjusting practice, adopting new policies or practices or providing additional training.

- *Avoid the risk* – If the activity is not core (i.e. if the organisation's objectives can be met in other ways) and if the level of risk cannot be satisfactorily reduced through other means, you may decide not to engage in this activity or provide this service.

Example: A youth project decides not to offer white water rafting on their residential trips due to the level of risk involved. Objectives are still met through other activities on these trips.

- *Control the risk* – This is the most common approach. If an activity is core for your organisation then you will need to identify what good practice policies must be adhered to, what staff and volunteer training is needed to ensure these are implemented and how this is to be recorded and monitored. Controlling risk involves implementing measures to both *reduce the likelihood* of a negative outcome and to *reduce the impact* of such an outcome.

Example: A community crèche identifying risks around child protection develops good child protection policies which it communicates to all staff, monitors and regularly reviews. Good record keeping demonstrates that these provisions have been put in place.

- *Finance the risk* – You may alternatively decide to provide resources to meet the liabilities caused by the risks when they happen.

Example: An organisation which risks losing volunteers due to the costs incurred in volunteering, may decide to allocate a budget to cover volunteer expenses.

- *Transfer the risk* – It may be possible to transfer the consequences of the risk to another person or organisation. This can be through insurance, indemnity, exemption from liability or through transferring the activity to another organisation. However, it is vital to remember that if you as an organisation fail to take reasonable steps to prevent risk then you may still be liable despite insurance or any form of indemnity or exemption from liability clause.

You may be surprised to find how many measures you already have in place (mitigating factors) that help reduce the risks faced. This stage is an opportunity to document and review measures to reduce risk by considering:

- What are you doing already to reduce the level of risk?

- Is there anything more that you could or should do?

When this is done you need to decide when these further measures should be taken or implemented and who will be responsible.
A sample template is included at Appendix 1.

4. Review the risks

Risk management is a continuous process and should be regularly reviewed. It is not enough to complete and document these steps and to feel that in itself that is enough. Having agreed your action plan, you need to schedule in a review to check that things have been done and if appropriate review the risk rating as a result of the action you have taken.

Risks should be kept under review and any new practices evaluated to ascertain if they had the desired effect of reducing risk and creating a safer environment for all. Any new volunteer roles or activities and new individuals recruited for these roles should be subject to a risk assessment.

Review of risk assessment within the volunteer programme should feed into the risk management processes within your organisation as a whole.

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PARISH
COUNCIL

RISK MANAGEMENT POLICY

1. Introduction

1.1 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.

1.2 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk

2. Objectives

2.1 The objectives of the risk management policy are to:

- Integrate risk management into the culture of the council
- Manage risk in accordance with best practice and legislative requirements
- Minimise loss, disruption, injury and damages
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management

2.2 These objectives will be achieved by:

- Identification of risk and level of risk.
- Undertaking risk assessments and reviewing them annually
- Managing the risk and recording actions
- Incorporating risk management considerations into council processes
- Providing appropriate training
- Establishing clear roles, responsibilities and reporting lines
- Effective communication with, and active involvement of, employees

CLAYGATE PARISH COUNCIL

RISK MANAGEMENT

BACKGROUND

Risk management is making sure informed decisions are made based upon facts and the risks identified, which typically might be those of finance and safety. The majority of risk can be eliminated if the Parish Council ensures that it operates according to all relevant rules, legislation, procedures and codes of conduct appertaining to its functioning. Strict adherence to financial disciplines and controls is of paramount importance at all times.

A risk assessment is nothing more than a careful examination of all aspects concerning a particular event/action so that an informed decision can be made knowing that unnecessary risk has been eliminated and any remaining risk together with its possible impact has been identified.

For the ease of implementation and control of a risk management process there are a number of individual activities/responsibilities that can be grouped together under the following headings: -

Physical assets - buildings, furniture, equipment, machinery etc.

Financial - budgeting, financial accounting, fraud control, petty cash, supporting documentation etc.

General Liability - injury to individuals and third parties.

Employer liability - the rights of any employee are upheld.

Legal liability - duties of the Parish Council are executed in accordance with legal requirements

Councillor propriety - adherence to code of conduct, declaration of interests etc.

Image/attitudes - maintaining positive image and attitudes towards the Parish Council.

The risk assessment and management procedures for Claygate Parish Council are outlined overleaf with risk factors of high (H), medium (M), low (L) being allocated accordingly.

RISK ASSESSMENT AND MANAGEMENT

The levels of risk have been rated, low, medium or high, having been arrived at by assessing both the **probability** of an event happening and the **impact** of such an event.

AREA	RISK	IMPACT	**LEVEL**	**CONTROL (agreed action)**	REVIEW FREQUENCY
Assets	Protection of Physical assets	Financial loss	**M**	**Assets insured. Value reviewed annually.**	Annual
	Security of assets	Financial loss	**M**	**Up to date assets register maintained. Annual physical check.**	Annual
	Maintenance of assets	Financial loss compensation claims & reputation damage	**M**	**Regular annual physical review & repair as necessary.** **Public liability insurance in place**	Annual
Financial	Banking	Accounting errors.	**M**	**Banking carried out with recognised mainstream organisation.**	Ongoing
	Cash	Loss of cash through theft /dishonesty	**M**	**Insurance in place. Petty cash restricted to only £100. Transactions scrutinised by Int Audit**	Annual
	Fraud	Misappropriation of funds. Reputation-al damage	**M**	**Insurance in place.**	Annual
	Financial controls and records	Incorrect payments and accounting errors.	**M**	**i. Monthly bank reconciliation prepared by Clerk & checked by Chairman.** **ii. Internal & external audit.** **iii. Two signatories required on cheques** **iv. Two-monthly analysis of receipts & payments for Parish Council meeting**	Monthly

				v. Budget updated every two months for Parish Council meeting **vi. Use of customised computer system.** **vii. Invoices signed off as payable by relevant Councillor.** **viii. One-off non-budgeted payments approved by Council.** **ix. Clerk checks for receipt of payments from EBC** **x. Contracts for work reviewed in accordance with Standing Orders.**	
	Precept Budget.	Inadequate cash flow. Reputation-al damage	**M**	**Annual budget reviewed and agreed by full Parish Council.**	Annual
	Reserves	Unable to meet financial commitments	**M**	**Maintain general reserve for emergencies reviewed at Council meetings. Build up a fund that will help finance major projects in the future. Provision is made annually for election costs over the course of 4 years.**	Bi-monthly Annual
	HMRC	Fine. Reputational damage.	**L**	**VAT return automatically prepared by accountancy software.** **NICs are prepared automatically by a reputable payroll software company and provided within deadlines**	At least six monthly. Monthly
	Grants	Improper use of funds	**L**	**All Councillors made aware of potential s137 payments. Follow-up checks carried out when funds allocated.** **Procedure for dealing with grants in place.**	On-going

	Projects	Inadequate cash flow and/or income	M	**Project appraisal must be completed & approved by Cllrs.**	As required
	Payroll	Incorrect payments Fraud	M	**Recognised reputable payroll software is used. Salary payments authorised & checked by 2 signatories. Pay levels are those agreed by NALC and reviewed annually.**	Monthly Annual
	Annual Return	Fine. Reputational damage	M	**Annual Return figures are agreed at Council meeting and examined by Internal and External Audit and submitted within deadline.**	Annual
	Injury/Damage.	Compensation claims	M	**Insurance in place. Risk Assessments for Council activities carried out and implemented and review annually**	Annual
General Liability	Legal liability as consequence of asset ownership.	Reputational damage	M	**Insurance in place. Physical assets checked on regular basis.**	Annual
	Comply with Regulations	Fine. Reputational damage	M	**Policies and procedures in place. Reviewed annually**	Annual
Employer liability	Employment Law	Fine. Reputational damage	M	**Membership of NALC and SLCC. Employer liability insurance in place.**	On-going
	HMRC	Fine. Reputational damage.	M	**Regular advice available from Inland Revenue. Internal & external audit. NICs are prepared automatically by a reputable payroll software**	On-going

				company and provided within deadlines	
Legal Liability	Safety of staff and visitors	Compensation claims	**L**	**Annual inspection of office.**	Annual
	Remuneration and benefits	Underpayments and fraud	**L**	**Pay levels as those agreed by NALC. Reviewed annually. Allowance for working from home as recommended by HMRC and agreed by Council.**	Annual
	Professionalism and competence of staff	Errors and reputational damage	**L**	**Staff training undertaken. Clerk identifies training areas/needs.**	
	Ensuring activities are within legal powers	Fine and reputational damage	**H**	**Clerk consults reference books on legal matters. Advice sought from SSCAL, EBC legal dept. or other sources where necessary**	
	Proper and timely reporting via the Minutes	Reputational damage	**M**	**Council meets every two months and receives & approves minutes of meetings held in interim. Minutes promptly put on website and sent to Parish Council members/co-opted members.**	Bimonthly
	Proper document control	Loss of information	**M**	**Documents kept in office in system of filing. Back-up of electronic data is by online back-up. Kept within a locked cupboard and locked storeroom.**	
	Statutory reporting requirements.	Contravening Standing Orders and statutory requirements	**M**	**Clerk adheres to Standing Orders, Financial Regulations as updated by NALC and reference books on legal matters. Advice sought from SALC or other sources where necessary**	

	GDPR	Fine and reputational damage	**L**	**Appointed DPO Policies in place**
Councillor propriety	Declarations	Reputational Damage.	**H**	**All Councillors aware of Model Code & Hospitality Register. Register of Interests reviewed annually** **Annual**
	Code of conduct	Reputational damage	**H**	**Councillors aware of the need to always declare interests at every meeting.**
Image/ Attitudes	Conduct	Reputational damage	**H**	**Councillors aware of public image**
	Filing	Loss of important documents	**H**	**Locked cabinet used to store some documents. Back-up of electronic data is now by on-line back-up.**
	Communications.	Libel and slander claims Reputational damage	**H**	**Libel & slander insurance in place Opinion of Head of Legal Services sought if necessary. Councillors aware all letters and emails should be channelled through the Clerk or Chairman before being sent, unless an acknowledgment of receipt of a communication, an action specifically tasked at a Committee or Council meeting, or of an on-going nature.**
	Social Media	Libel and slander claims Reputational Damage	**M**	**Social Media Policy In place. Annual**

Reviewed and adopted 17/09/2020
Web Accessibility check 17/09/2020
Reviewed 29/03/2024

Claygate Parish Council CIL Funding Application Form

caring for Claygate Village

15% of money received through the Community Infrastructure Levy, collected by Elmbridge Borough Council (EBC) from development in Claygate, is paid to Claygate Parish Council. Any CIL monies due are confirmed by EBC at the end of 6 month periods ending in March and September and paid to Claygate Parish Council shortly thereafter. The funds are available to spend on local projects in Claygate. As set out in the CIL Regulations, this local proportion of CIL should be used for:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area

The definition of infrastructure is broad and includes amongst other items:

- Roads and other transport infrastructure
- Schools and other educational facilities
- Medical facilities
- Open spaces
- Sporting and recreational facilities
- Flood defences

Please read the Claygate Parish Council CIL funding application form guidance notes before completing this form. To discuss a potential project, or for further guidance, please contact the Parish Clerk at clerk@claygateparishcouncil.gov.uk on 01372 467000.

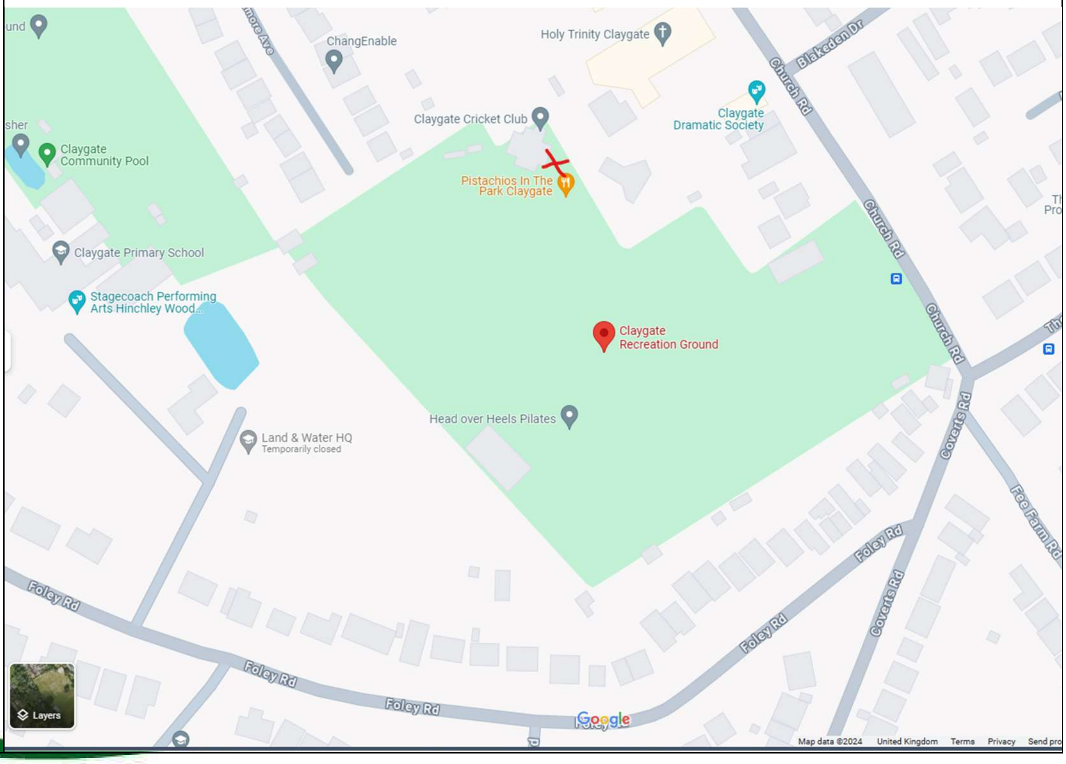
Please note that if an external organisation has been granted CIL funds for a project it may not apply for further CIL funding, regardless of the project, until twelve months have elapsed since the previous award was granted.

CIL applications will be considered at full meetings of Claygate Parish Council – there are 6 meetings per year and dates of meetings are available on the Claygate Parish Council website – www.claygateparishcouncil.gov.uk and on the noticeboards at the Village Hall, Church Road and Boots on Hare Lane.

Please return the completed application forms and supporting information to:
clerk@claygateparishcouncil.gov.uk at least 2 weeks prior to a meeting of the full Claygate Parish Council

Claygate Parish Council CIL Funding Application Form

1. Applicant organisation	Claygate Recreation Ground Trust
2. Name and position of main contact	Declan Leonard – Treasurer

3. Applicant contact details (phone no, email and address)	T: 07710 451046 E: treasurer@claygaterecreationgroundtrust.org.uk A: The Pavilion, Claygate Recreation Ground, Dalmore Avenue, Claygate, KT10 0HQ
4. Type of organisation **If a charity, please provide registration number**	Charitable Incorporated Organisation Charity Number: 1180381
5. Is the organisation able to reclaim VAT?	Yes
6. Location of project	The Pavilion, Claygate Recreation Ground, Dalmore Avenue, Claygate, KT10 0HQ Location of benches marked by red 'X' 

7. Summary of the project proposal	Purchase of three accessible picnic benches for installation beside the Claygate Recreation Ground pavilion. These picnic tables will include an overhang on one end to aid wheelchair access.
8. Estimated project cost	£962.50 comprising 3 x £287.50 per bench 1 x £100.00 delivery

9. Please show in the table the amount of CIL funding being sought and any other contributions that may have been allocated for this scheme

	Amount	Detail
CIL funding sought	481.25	50% of total cost (ex VAT)
Any other Local authority contribution eg EBC and/or SCC	Nil	
Third party contribution	481.25	50% of total cost (ex VAT) from CRGT funds
Total cost	962.50	

10. Detail of additional sources of funding available	Balance of funding will be provided via CRGT cash resources
11. Why is CIL funding being sought? Please provide details of sources of funding already considered or applications made for funding	Improvements to facilities on the Recreation Ground come out of CRGT available funds which must also pay for the upkeep of the pavilion building and the maintenance of the grounds themselves. The grant contribution from Elmbridge Borough council has remained unchanged for many years such that the real value of this contribution has diminished significantly over that period. In addition, inflationary pressures continue to impact running costs with electricity prices having increased by 75% in the past 12 months (following the expiry of a fixed price deal) and grounds maintenance costs being held steady with the prospect of a potential twofold increase should the current provider withdraw. The Trust has successfully mitigated some of these pressures by the recent installation of solar panels on the pavilion building roof
12. Please indicate whether the organisation has previously received CIL or other funding sources from either Claygate Parish Council and/or Elmbridge Borough Council. If yes, provide amounts and timings	Support was provided in respect of the pavilion rebuild project in May-20 (Claygate Parish Council CIL - £744.51). Other significant grants were received when rebuilding the pavilion that had been destroyed some years previously in a fire

13. How does the project help address the demands of development in the area. What evidence is there to support this?	Provides additional seating for users of the Claygate Recreation Ground to enjoy the space, have a family picnic and perhaps watch or participate in one of the many sports or events that are held on the Recreation Ground during the year Project provides for a replacement of an old picnic table and fosters inclusion by making them accessible
14. What evidence is there of support from the community	Prior to the rebuild of the Claygate Pavilion following the fire, we had two picnic benches on the Recreation Ground. These were well used over the years, but were not terribly sturdy and eventually succumbed to wear and tear. The family garden next to the Pavilion is well used by the community throughout the year as is the terrace in front of the cafe and there is often a need for additional seating. There are park benches around the perimeter, but currently no other places in the park for people to sit and enjoy a chat or picnic with family and friends. The picnic benches we have in mind are also wheelchair accessible which the existing park benches are not, something that has been raised with CRGT trustees by a local resident.
15. How does this project help mitigate climate change?	N/A

16. Proposed timescales for the project	Immediate spend with no factors limiting deliverability. We hope to have tables installed by early Spring
17. Is there a related revenue spend (i.e. day-to-day running costs) associated with the project? How will this be addressed?	No
18. If the organisation is not in the public sector please provide details of the organisation's finances **Please include a copy of the most recently audited accounts, including details of unrestricted reserves**	See attached financial statements for the year to 31 March 2023. Latest draft management accounts can be provided on request. These will reflect the recent net expenditure of £24,344 on the solar panel project.
19. Do you need planning permission to carry out the works?	No
20. If planning permission is required is it in place to carry out the works? **If so, please provide the application number**	N/A

Section E: Declaration

When you have completed the application, please sign this declaration and submit the application form as directed.

To the best of my knowledge the information I have provided on this application form is correct.

If Claygate Parish Council agrees to release funds for the specified project, these funds will be used exclusively for the purposes described. In such an event, I agree to inform Claygate Parish Council via the Parish Clerk of any material changes to the proposals set out above. When requested, I agree to provide Claygate Parish Council with all necessary information required for the purposes of reporting on the progress or otherwise of the identified project. I recognise the Parish Council's statutory rights as the designated provider of these CIL funds, which includes provisions to reclaim unspent or misappropriated funds.

Privacy Notice: By signing this form, the applicant agrees to Claygate Parish Council checking all supplied information for the purposes of informing decision making. The information on this form will be stored in the Parish Council's filing system and summarised in the Council's accounting system for the sole purpose of fund processing, analysis and accounting. Information about the project may be publicised on Claygate Parish Council's website and in public material for publicity purposes. Personal data will not be disclosed without any prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see: www.claygateparishcouncil.gov.uk. Statutory Information, then Privacy Policy.

Signed:

Organisation: Claygate Recreation Ground Trust

Date: 14 March 2024

QUOTE

Claygate Recreation Ground Trust

Date
01 Mar 2024

Expiry
15 Mar 2024

Quote Number
QU-0304

Reference

VAT Number
319044614

Coppice Creations
Sturt Forestry Yard
Sturt Lane
Kinlet
BEWDLEY
Worcestershire
DY12 3HH
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Rustic Picnic Bench - Accessible FSC	3.00	287.50	20%	862.50
Delivery to the above address	1.00	100.00	20%	100.00
			Subtotal	962.50
			Total VAT 20%	192.50
			TOTAL GBP	**1155.00**

Terms

Only items identified as FSC are FSC certified. FSC Mix 70% - NC-CoC-026801-DJ
Only items identified as FSC CW are FSC controlled wood. NC-CW-026801-DJ
All timber products are supplied as Grown In Britain. GiB-COC-CATG-5152

Charity registration number 1180381

CLAYGATE RECREATION GROUND TRUST

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

CLAYGATE RECREATION GROUND TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	F Chapman	
	J Snelling	
	T Nuthall	
	H E Jones	
	G D Incledon	
	J Harding	
	T A Scott	
	M D Rollings	
	H G Taggart	
	R C Jones	
	A Brown	
	I Cunningham	
	D Leonard	
	L Smith	
	B Full	(Appointed 21 September 2022)
Charity number	1180381	
Principal address	Pavilion Claygate Recreation Ground Dalmore Avenue Claygate Esher Surrey KH10 0HQ	
Independent examiner	F J Wilde FCCA MBA DChA Warner Wilde 4 Marigold Drive Bisley Surrey GU24 9SF	

CLAYGATE RECREATION GROUND TRUST

CONTENTS

CLAYGATE RECREATION GROUND TRUST

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The trustees present their annual report and financial statements for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

The charity's objects are:

a) To manage Claygate Recreation Ground and the adjacent woodland for the benefit of the inhabitants of Claygate and the neighbourhood in accordance with a lease granted to trustees for the trust by Elmbridge Borough Council.

b) To provide such other facilities for recreational pursuits and other leisure time occupation in the interests of social welfare with the object of improving the conditions of life for the people resident in Claygate and the surrounding areas as the committee of management of the trust shall think fit from time to time.

There has been no change in these during the year.

Public Benefit

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. The trustees whilst volunteers seek to represent the diverse aspects of the Claygate community and those organisations which use the Rec as home venue for their sporting activities, predominantly Claygate Cricket Club and Claygate Royals Football Club. A list of the trustees can be found at Appendix 'A'.

The formal aspects of this report i.e. the Accounts cover the period April 2022 to March 2023, however this report covers activities through to the current time. The logic for doing so is simple, the accounts represent what has gone, but it is important that we acknowledge the challenges and celebrate recent achievements.

The Trust has had another busy year and we believe that we have succeeded in our purpose, with the recreation ground providing an important and well used resource for Claygate and surrounding communities.

It is the recreational home for Claygate Cricket Club and congratulations to them for an excellent season with fantastic levels of participation at all age levels. It is also home to the junior and veteran sides of the Claygate Royals Football Club.

But recreation is not all about team games. We are host to thriving fitness/ wellbeing groups, ad hoc games of football, rounders, netball/basketball as well as dog walkers, dog training groups and people who just enjoy the ambience and the diverse nature of the recreation ground.

We are fortunate that we also have a playground. Whilst the recently refurbished playground is managed by Elmbridge Borough Council it undoubtedly contributes to the achievement of our purpose. Elmbridge Borough council is without doubt the Trust's most important partner.

Our grounds are complemented by the café and our events room Treetops.

The café has been leased to PITP UK Limited for the past two and a half years. It provides a focal point for many in the community throughout the week. The Trust is continually working with PITP to improve its service and offering.

Treetops is a great resource and is a venue regularly used by fitness groups, events and meetings organisers and children's party hosts. In light of the experience of the past two years we are actively considering how we can enhance the facility further.

Vision

Our vision has not changed. The Trustees are a group of people who are unstinting in their contribution, who come from a mixture of backgrounds and experience and make up a team that coalesces around our purpose and vision.

Family Garden

Our Family Garden has literally blossomed this year and there are plans to see it develop further with Autumn planting for Spring colour. Those who use it, and there are many, perhaps just accept that it is a peaceful oasis, but that could not be achieved without the hard work of Rachel.

Events

Coronation Party

The Trust was keen that Claygate should have an event to celebrate the King's coronation. We thought it important that this should be an event centred around children. Extensive planning took place in advance of the day. The centrepiece was a football competition for boys and girls and other child appropriate attractions. For the adults, we had music and a bar. Whilst the weather was awful leading to the curtailment of several of the planned activities, the feedback both on the day from those at the event and later was that a great day had been had by all.

To help make it happen the Claygate Flower and Village Show committee donated £750 and Claygate Parish council £500. The Trust thanks both organisations for their contributions.

Claygate Country 5 2023

The Claygate Country 5 was well supported by both Claygate residents and local running clubs. Almost 400 entrants signed up and enjoyed the new re-designed course.

Claygate Flower and Village Show

The Claygate Flower and Village Show is probably the most important event in the social calendar of Claygate and it would be remiss not to recognise the efforts that went into the organisation of this year's event. The show committee's commitment, dedication and hard work was outstanding.

Gig on the Rec

The Gig on the Rec is the largest fund raising event for the Trust. It follows on from the Claygate Flower and Village Show but the reality is that planning starts the year before.

The planning is undertaken by a small team which for the last two years has been led by Bob Twells ably supported by Ian Cunningham, Declan Leonard, Paul Butler, Geoff Eden and Nick Stafford.

This year they produced a great event and the weather was again kind. A big thank you to the team and the trustees who stewarded the event.

Claygate Primary School Sports Day

Claygate Primary School enjoyed a very successful Sports Day on the Rec allowing children and parents to make the most of the early summer sunshine and the temporary 100m track.

The Pavilion 2023

The Pavilion has been open for two and a half years and has moved to a more operational mode. All of the necessary support contracts are in place and the fabric and services are being maintained to a regular cycle.

Of course, as a well used building, there have been a number of challenges and issues over the last year ensuring we continue to learn how to get the best from our wonderful asset.

Treetops continues to be well used for classes during the week, but weekend utilisation has been somewhat less than expected. There is demand to expand the use of Treetops which we will look to address in the coming year.

Financial Review

The year to 31 March 2023 represented what we consider to have been year one of 'business as usual' charitable activities involving the management and operation of the Rec and pavilion.

During the year ended 31 March 2023, total income was £120,764 compared to £199,092 in the previous financial year to 31 March 2022.

The decrease was mostly attributable to the expected reduction in 'one-off' grants and donations that were received with the specific purpose of funding the pavilion re-build and the construction of the family garden (£8,569 was received compared to £105,724 in the previous year).

This one-off funding decrease was offset by increased revenues from Gig on The Rec of £22,455 (no event in previous year due to Covid-19), pavilion café (increased rent charges in line with the lease) and increased utilisation of Treetops. Revenues from outdoor use of the Rec decreased by £3,015 despite there being higher cricket fees as a result of the excellent summer. This was largely due to lower demand from Claygate Royals.

Other income included sales of adverts in the annual trust newsletter which was hand -delivered around the neighbourhood. This income was crucial in meeting the costs of printing the newsletter. No emergency Covid-10 funding was received in the year to 31 March 2023 (compared to £8,000 in the previous year).

The grant from Elmbridge Borough Council to support the upkeep of the grounds remained unchanged at £33,230 (as it has done since 2004).

Total expenditure was £99.176 (2022: £89.028) covering essential grounds and pavilion maintenance and general administration. The increase in costs is primarily due to the inclusion of £10.833 running costs for Gig on the Rec (2022: nil).

The Trust has now established what should be the run-rate level of operating expenditure for the pavilion and grounds in what has been a very uncertain economic environment with significant inflation driven cost pressures. It should be noted that the Trust was fortunate to have secured a two-year fixed electricity supply contract in August 2021 and which expired recently leading to a 75% increase in electricity charges from a new supplier. This has led to the Trust exploring the option of installing solar panels on the pavilion roof (see later). Repair and maintenance costs increased by 54% to £45,845 (2022: £29.819). This was attributable to recurring pavilion maintenance charges as well as the increased cost of the grounds contractors who prepare and maintain the grounds for both sports events and general purposes. Water rates of £2,426 were incurred (2022: nil) as a result of the increased level of water consumption on the cricket pitches and Family Garden during the long hot summer. Non-cash depreciation charges of £13,275 (2022: £34,407) arising mainly on the pavilion rebuild were lower as a result of a rebasing of the building's useful life from 16 years to 50 years.

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The Future

The Trust would like to repeat a Spring event and are hoping to build on the success of the Coronation Party event.

Within the Trust we have talked about expanding the activities over the weekend of the Claygate Flower and Village Show and Gig on the Rec. A huge amount of effort goes into both events and the Trust believes that there may be an opportunity to get more out of the infrastructure that is created to enable both events to take place. To that end an invitation will be made for suggestions of events that could meet this objective.

As regards the Pavilion, the Trust has been exploring the possibility of installing solar panels on the roof of the building. This opportunity has come about through the efforts of Claygate Cricket Club who have managed to secure the offer of a grant from Surrey County Cricket with the remainder of the cost to be funded by the Trust.

The Trust hopes to achieve an improved level of resilience with regards to an important area of expenditure that has increased significantly in recent months.

Structure, governance and management

The charity is a charitable incorporated organisation registered on 19 October 2018.

The trustees who served during the year and up to the date of signature of the financial statements were:

S Ahmed	(Resigned 1 April 2022)
F Chapman	
J Snelling	
T Nuthall	
H E Jones	
H E Maguire	(Resigned 30 September 2022)
G D Incledon	
J Harding	
T A Scott	
M D Rollings	
H G Taggart	
R C Jones	
A Brown	
I Cunningham	
D Leonard	
L Smith	
B Full	(Appointed 21 September 2022)

Trustees are recruited by 2 x means; through represented organisations and from the general public within Claygate and beyond. There is capacity for 9 Trustees to represent organisations on the Trust as follows:

Claygate Cricket Club, Claygate Royals Football Club, Claygate Parish Council, Elmbridge Borough Council, Claygate Youth Club, Claygate Primary School, Claygate Village Association, Claygate Village and Flower Show and Holy Trinity Church. In addition, there are 7 resident Trustee positions. Trustees who represent organisations are recruited from within the specific organisation. Resident Trustees are recruited locally via word of mouth, social media, newsletters and general noticeboards. Once nominations for a Trustee position have been received, potential candidates are interviewed for their suitability and subsequently a Trustee is selected.

The day to day activities of the pavilion are on the whole managed by the trustees. The Trust has engaged a bookings manager for a few hours a week to assist with the management of the Treetops bookings.

The Trustees' report was approved by the Board of Trustees.

A Brown
....

A Brown

Trustee

Dated: 19 October 2023

CLAYGATE RECREATION GROUND TRUST

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CLAYGATE RECREATION GROUND TRUST

I report to the trustees on my examination of the financial statements of Claygate Recreation Ground Trust (the charity) for the year ended 31 March 2023.

Responsibilities and basis of report

As the trustees of the charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

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

Independent examiner's statement

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1 accounting records were not kept in respect of the charity as required by section 130 of the 2011 Act; or

2 the financial statements do not accord with those records; or

3 the financial statements do 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 financial statements to be reached.

F J Wilde

F J Wilde FCCA MBA DChA

Warner Wilde
4 Marigold Drive
Bisley
Surrey
GU24 9SF

Dated: 30 October 2023

CLAYGATE RECREATION GROUND TRUST

STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2023

Current financial year

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Total 2022 £
Income and endowments from:					
Donations and legacies	3	36,596	8,769	45,365	156,727
Charitable activities	4	74,926	-	74,926	40,661
Other trading activities	5	170	-	170	1,675
Investments	6	3	-	3	29
Other income	7	300	-	300	-
Total income		111,995	8,769	120,764	199,092
Expenditure on:					
Raising funds	8	598	-	598	2,596
Charitable activities	9	88,098	10,480	98,578	86,432
Total expenditure		88,696	10,480	99,176	89,028
Net income/(expenditure) for the year/ Net movement in funds		23,299	(1,711)	21,588	110,064
Fund balances at 1 April 2022		325,182	224,840	550,022	439,958
Fund balances at 31 March 2023		348,481	223,129	571,610	550,022

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

Prior financial year

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income and endowments from:				
Donations and legacies	3	50,632	106,095	156,727
Charitable activities	4	40,661	-	40,661
Other trading activities	5	-	1,675	1,675
Investments	6	29	-	29
Total income		91,322	107,770	199,092
Expenditure on:				
Raising funds	8	2,596	-	2,596
Charitable activities	9	54,244	32,188	86,432
Total expenditure		56,840	32,188	89,028
Net income/(expenditure) for the year/ Net movement in funds		34,482	75,582	110,064
Fund balances at 1 April 2021		290,700	149,258	439,958
Fund balances at 31 March 2022		325,182	224,840	550,022

CLAYGATE RECREATION GROUND TRUST

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	13		489,963		497,475
Current assets					
Debtors	14	25,819		8,581	
Cash at bank and in hand		69,906		54,968	
		95,725		63,549	
Creditors: amounts falling due within one year	15	(14,078)		(11,002)	
Net current assets			81,647		52,547
Total assets less current liabilities			571,610		550,022
Income funds					
Restricted funds	16		223,129		224,840
Unrestricted funds			348,481		325,182
			571,610		550,022

The financial statements were approved by the Trustees on 19 October 2023

A Brown
Trustee

1 Accounting policies

Charity information

Claygate Recreation Ground Trust is a charitable incorporated organisation.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

1 Accounting policies **(Continued)**

1.5 Expenditure

Liabilities are recognised as expenditure as soon as (i) there is a legal or constructive obligation committing the Trust to that expenditure (ii) it is probable that settlement will be required and (iii) the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	2% per annum
Containers & equipment	10% or 20% reducing balance
Wickets	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	**Restricted funds**	**Total**	Unrestricted funds	Restricted funds	Total
	2023	**2023**	**2023**	2022	2022	2022
	£	**£**	**£**	£	£	£
Donations from individuals	3,366	-	3,366	9,337	371	9,708
Grants including Capital Grants	33,230	8,769	41,999	41,230	105,724	146,954
Membership fees	-	-	-	65	-	65
	36,596	8,769	45,365	50,632	106,095	156,727

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

4 Charitable activities

	Charitable Income 2023	Charitable Income 2023	Total 2023	Charitable Income 2022	Charitable Income 2022	Total 2022
	£	£	£	£	£	£
Sales within charitable activities	1,065	-	1,065	-	-	-
Ancillary trading income	13,033	-	13,033	8,254	-	8,254
Charitable rental income	-	60,828	60,828	-	32,407	32,407
	14,098	60,828	74,926	8,254	32,407	40,661

5 Other trading activities

	Unrestricted funds 2023	Restricted funds 2022
	£	£
Fundraising events	170	1,675

6 Investments

	Unrestricted funds 2023	Unrestricted funds 2022
	£	£
Interest receivable	3	29

7 Other income

	Unrestricted funds 2023	Total 2022
	£	£
User definable other income heading 1	300	-

8 Raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising and publicity		
Advertising	486	2,596
Trading costs		
Other trading activities	112	-
	598	2,596

9 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Depreciation and impairment	13,275	34,407
Rates and utilities	15,753	13,370
Insurance	1,904	1,858
Repairs and maintenance	45,845	29,819
Administration and general expenses	6,800	4,918
GOTR	10,833	-
Pavilion Open Day	822	-
	95,232	84,372
Grant funding of activities (see note 10)	1,065	-
Share of support costs (see note 11)	685	35
Share of governance costs (see note 11)	1,596	2,025
	98,578	86,432
Analysis by fund		
Unrestricted funds	88,098	54,244
Restricted funds	10,480	32,188
	98,578	86,432

10 Grants payable

	Charitable Expenditure 2023	2022
	£	£
Grants to institutions:		
Other	1,065	-

11 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Legal and professional	685	-	685	35	-	35
Accounts preparation and Independent Examination	-	1,500	1,500	-	1,548	1,548
Bank charges	-	96	96	-	477	477
	685	1,596	2,281	35	2,025	2,060
Analysed between						
Charitable activities	685	1,596	2,281	35	2,025	2,060

12 Trustees

None of the trustees received any remuneration or benefits from the charity during the year.

13 Tangible fixed assets

	Leasehold improvements	Containers & equipment	Wickets	Total
	£	£	£	£
Cost				
At 1 April 2022	513,780	22,849	3,155	539,784
Additions	1,291	4,472	-	5,763
At 31 March 2023	515,071	27,321	3,155	545,547
Depreciation and impairment				
At 1 April 2022	31,932	7,222	3,155	42,309
Depreciation charged in the year	10,301	2,974	-	13,275
At 31 March 2023	42,233	10,196	3,155	55,584
Carrying amount				
At 31 March 2023	472,838	17,125	-	489,963
At 31 March 2022	481,848	15,627	-	497,475

In 2021, expenditure of £690,161 was recovered under a property development agreement with Elmbridge Borough Council and is not included within the leasehold improvements shown above.

14 Debtors

	2023	2022
Amounts falling due within one year:	£	£
Trade debtors	16,174	3,772
Other debtors	3,447	2,483
Prepayments and accrued income	6,198	2,326
	25,819	8,581

15 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	9,814	7,020
Other creditors	1,000	1,008
Accruals and deferred income	3,264	2,974
	14,078	11,002

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			**Movement in funds**		
	Balance at 1 April 2021	**Incoming resources**	**Resources expended**	**Balance at 1 April 2022**	**Incoming resources**	**Resources expended**	**Balance at 31 March 2023**
	£	**£**	**£**	**£**	**£**	**£**	**£**
Pavilion Rebuild project	149,258	106,490	(31,932)	223,816	8,769	(10,276)	222,309
Claygate Sign	-	1,280	(256)	1,024	-	(204)	820
	149,258	107,770	(32,188)	224,840	8,769	(10,480)	223,129

17 Analysis of net assets between funds

	Unrestricted funds 2023	**Restricted funds 2023**	**Total 2023**	Unrestricted funds 2022	Restricted funds 2022	Total 2022
	£	**£**	**£**	£	£	£
Fund balances at 31 March 2023 are represented by:						
Tangible assets	266,834	223,129	489,963	272,635	224,840	497,475
Current assets/ (liabilities)	81,647	-	81,647	52,547	-	52,547
	348,481	223,129	571,610	325,182	224,840	550,022

18 Related party transactions

Relatives of one of the trustees received £1,500 during the year for the provision of gate-closing services to the charity.

A picnic table with easy access for wheelchairs, making it ideal for public parks, pub gardens or outside cafes, nature reserves, towns and villages and promenades.

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Dining | Living | Garden | Picnic | Hall | Bed & Bathroom | French | Conservatory | Home Accessories | Storage | Sale

Shopping Basket

Swedish Redwood Picnic Bench with Optional Disabled Access

Sku: S#-JM-PIC-DIS

Size	1 x Swedish Redwood Picnic Bench - 4ft/120cm £530.00
Table Top Extension	1 x Extended Top (Disabled Access) £110.00
Anchor Kit	1 x Anchor Kit 2 - Hard Ground £45.00
Aftercare - Oil	1 x UV Protection Oil - 0.75L £40.00

1 £725.00

Edit Remove

Summary

Estimate Shipping and VAT +

Apply Coupon Code +

Subtotal (Ex. VAT)	£604.17
Shipping & Handling (inc. VAT)	£55.00
VAT	£130.00
Grand Total	**£780.00**

Proceed to Checkout

PayPal Check out
The safer, easier way to pay

Pay with amazon

HM Revenue & Customs

VAT 126 claim for refund by certain bodies

Local Authority or other body's details

Type of body

- (●) Local Authority or similar body
- ( ) Academy school
- ( ) Charity
- ( ) Non-departmental bodies or similar bodies

Do you know your customer reference number?

- (●) Yes
- ( ) No

Customer reference number

XYV126000106935

Name

Claygate Parish Council

UK address

Line 1

Village Hall

Line 2

Church Road

Line 3 (optional)

Claygate

Postcode

KT10 0JP

Telephone number

07741848719

Period of claim

From

01 04 2023

To

29 02 2024

Is this your first claim?

- ◯ Yes
- ◉ No

Have you changed your bank details?

- ◉ Yes
- ◯ No

Bank details

Bank or building society name

Unity Trust Bank

Account number

20334934

Sort code

60 - 83 - 01

Building society roll number/account number

20334934

When you print this form please sign in the box shown below

All claims requiring a change of bank, must be accompanied by documentary evidence of banking details e.g a copy of a statement or bank letter

Invoice details

You must list the invoices on which you are claiming a refund in the Invoice details section.

Do you have more than 20 invoices?

- ◉ Yes
- ◯ No

For each invoice please provide details of the following on a separate sheet of paper,preferably an Excel spreadsheet.

- date of invoice
- supplier's VAT Registration Number
- brief description of supply
- to whom addressed
- VAT paid

Declaration

Amount of refund

£ 5,483.05

☑ For local authorities or similar bodies: The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under section 7 of Notice 749. (Tick if appropriate)

☑ I am a non-departmental body or similar body and I am claiming a refund of the amount shown above which is the VAT incurred on the purchase of services listed in the existing Treasury Direction bought for my non-business activities. (Tick if appropriate

☑ I am claiming a refund of the amount shown above which is the VAT charged on goods and services bought for non- business activities
The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim

When you have printed the form, please sign and date it in the appropriate boxes. You are signing this form to say you have completed it accuratley to the best of your knowledge.

Signature

Date

DD MM YYYY

What to do now

Please send the completed form along with any attachments to:

HMRC Payments VAT 126
HM Revenue and Customs
BX9 1JZ

Claygate Parish Council

Form 126 Schedule - VAT between 01/04/2023 to 29/02/2024

Invoice Date	Supplier VAT Reg No	Supplier	Desc	VAT
06/04/2023	309982173	Claygate Recreation Ground Trust	Meeting Room Booking	6.88
13/04/2023	GB228611416	Medisol BV	Defibrillator Service	29.80
14/04/2023	309982173	Claygate Recreation Ground Trust	Meeting Room Booking	1.88
	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	5.14
14/04/2023	569953277	Vodafone	Clerk Mobile	2.09
14/04/2023	920950827	Rialtas	Account Software Support and Main	15.20
21/04/2023	920950827	Rialtas	Year End Account Closedown	151.00
14/05/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	5.14
15/05/2023	569953277	Vodafone	Clerk Mobile	2.09
05/06/2023	309982173	Claygate Recreation Ground Trust	Meeting Room Booking	7.56
13/06/2023	212512811	Elmbridge Borough Council	Councillor elections	1,502.09
14/06/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	71.28
14/06/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	6.18
14/06/2023	569953277	Vodafone	Clerk Mobile	2.09
16/06/2023	899727928	Mulberry and Co	Councillor Training	9.00
20/06/2023	899727928	Mulberry and Co	Councillor Training	60.00
22/06/2023		Councillor Expenses	Councillor Expenses	4.16
03/07/2023	199553939	LGRC	Clerk Salary	220.24
21/07/2023	233410214	NALC	Recruitment	20.00
	569953277	Vodafone	Clerk Mobile	2.10
31/07/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	6.18
24/08/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	6.18
	569953277	Vodafone	Clerk Mobile	2.10
31/08/2023	199553939	LGRC	Clerk Salary	985.46
14/09/2023	212512811	Elmbridge Borough Council	Garden sites	668.41
25/09/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	6.18
28/09/2023	569953277	Vodafone	Clerk Mobile	2.10
05/10/2023		Councillor Expenses	Councillor Expenses	22.07
11/10/2023		Councillor Expenses	Councillor Expenses	12.18
24/10/2023	GB639237322	Microsoft Ireland Operations Ltd	Credit Card Bank Fee	6.18
27/10/2023	GB 744 541 532	E Mango/Kimcell	Website	4.17
30/10/2023	569953277	Vodafone	Clerk Mobile	2.10
13/11/2023	836593590	Road Traffic Total Solutions	Remembrance Traffic Management	110.80
24/11/2023	GB639237322	Microsoft Ireland Operations Ltd	Microsoft Office 365	6.18
29/11/2023	569953277	Vodafone	Clerk Mobile	2.10
30/11/2023	440498250	PKF Littlejohn LLP	External Audit	63.00
30/11/2023	199553939	LGRC	Clerk Salary	533.79
30/11/2023	199553939	LGRC	Clerk Salary	684.51
07/12/2023		Kate Biggs Clerk	Office Equipment	41.30
07/12/2023		Kate Biggs Clerk	Replacement Parish Phone	44.24
07/12/2023	941745120	SCRIBE	Accounts Software - Oct 23 - Mar 24	52.60
	711110215	Andys Gardening Services Ltd	CVA Grant - Xmas Tree	79.00
27/12/2023	569953277	Vodafone	Clerk Mobile	2.10
03/01/2024	641257551	Surrey Community Action	Staffing General	12.00
29/01/2024	569953277	Vodafone	Clerk Mobile	2.10
28/02/2024	569953277	Vodafone	Clerk Mobile	2.10

Amount of VAT you can claim for this period is: £5,483.05

Appendix 9

Brian Rhodes Cup Nominations To Date

Nominee	Nominated By	Nomination Reasons
John Bamford	Gil Bray and Mary Marshall	I would like to propose John Bamford for the Brian Rhodes cup 2024. John has for many years given his time and energy to numerous Committees from advising on planning at Claygate Parish Council, Friends of Capelfield, Claygate Day Centre, Claygate Flower Show, the Samaritans......... John is now diagnosed with a debilitating illness himself but carries on regardless. He is certainly a very worthy candidate for this award. *Mary Marshall* John has continued a lifetime of service to the village, and others. This year:- • Claygate Flower & Village Show: Chair 9mths; now Vice-Chair • Claygate Country 5 Run: Chair 10 mths; now Committee Member • Claygate Village Hall Association Vice Chair • Claygate Centre: Treasurer: Friends of Claygate Centre *Gil Bray*
Derek Huff	Gary State and Caroline Cartwright (on behalf of the CVA)	The amount of work Derek puts into the Claygate Christmas Lights is quite staggering. Derek spends the whole year planning. In October and November he prepares each tree by hand. Derek maintains the trees and lights and is up and down ladders when any tree is damaged by wind or rain. He also stores all the trees throughout the year. Derek makes no fuss and overcomes problems and challenges himself. The residents of Claygate do not appreciate his work behind the scenes and only see the pretty lights. Derek is totally committed to this event and has been doing this for 20 years. He also helps on stage with the music and sound system. We would not have Christmas in the village without Derek. *Caroline Cartwight*

		For many years Derek has been a key member of the CVA's Christmas Lights Committee. Specifically Derek installs the lights and maintains and improves the trees. He also installs and maintains the sound systems. He leads the hanging of the lights and trees and he is a musician on the stage. *Gary State*
Ian Cunningham	John Bamford	I nominate Ian Cunningham for the Brian Rhodes Community Cup. His commitment to CRGT as a Trustee goes way above reasonable expectations including countless hours spent sorting issues relating to maintenance of the Recreation Ground and The Pavilion. He has taken over as Chair of the Claygate Country 5 Run and is largely responsible for its success in 2023. He also very efficiently led the Leisure and Recreation Group for Claygate The Way Forward.

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 ensure that at least 12 of the hours worked each week are at set times, spread over at least 3 days, to enable members of the public to contact the Clerk about Council business.

7. 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.

8. 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.

9. 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.

10. 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.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. 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.

14. 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.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. 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.

17. 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.

18. 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.