

5th July 2018

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council will be held in the Small Village Hall,
Claygate Village Hall, Church Road, Claygate
on Thursday 12th July 2018 at 7.30pm.**

Shirley Round,
Parish Clerk & RFO

The meeting is open to the public. A quarter of an hour has been reserved for members of the public to address the council, for three minutes each, on any subject relevant to the agenda. In order to address the meeting, prior arrangements must be made with the Parish Clerk and Proper Officer, who will allocate a slot in order of application. Please note that the Parish Clerk and Proper Officer and at least one councillor will be available 15 minutes prior to all meetings for visits from residents to answer any general questions.

AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To elect a new co-opted member of the Council following the resignation of Gavin Wilson
4. To confirm the minutes of the Parish Council meeting held on 10th May 2018
5. To confirm the minutes of the Extraordinary Parish Council meeting held on 6th July 2018.
6. To report on the actioning of items from previous minutes and agree any further action.
7. To receive the Chairman's report and decide any action arising.
8. To receive the Parish Clerk's report and decide any action arising.
9. To receive the finance report and decide action arising.
10. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action.
11. To agree new cheque signatory for the Parish Council chequing and savings accounts **Resolution 1**
12. To discuss and agree arrangements for the renewal of the Parish Council's insurance policy
13. To discuss arrangements for Remembrance Sunday, November 11th 2018 and agree any necessary action.
Resolution 2. Resolution 3
14. To note the minutes of the Planning Committee and agree any necessary action.
15. To note the minutes of the Highways & Transportation Committee and agree any necessary action.
16. To discuss and agree steps to improve the Hare Lane zebra crossing.
17. To note the minutes of the Environment & Leisure Committee and agree any necessary action.
18. To note the minutes of the Extraordinary Meeting of the Environment & Leisure Committee (held on 17th May) and agree any necessary action.
19. To receive a report from the Communications Working Party and agree any necessary action.
20. To discuss the cost of outsourcing production of Claygate courier and agree any necessary action.
Resolution 4
21. To adopt the revised Risk Assessment & Management Policy. **Resolution 5**
22. To adopt the amended Freedom of Information Publication Scheme.
23. To discuss the setting up of a Working Party to review and recommend the next steps towards compliance with GDPR Regulations. **Resolution 6**
24. To discuss arrangements for the Annual Flower and Village Show on 14th July 2018 and agree any necessary action.
25. Matters for information purposes only.

**To confirm that the next meeting of the Claygate Parish Council will be held on
Thursday 13th September 2018 at 7.30 pm in the Small Village Hall**

PARISH COUNCIL MEETING 12TH JULY 2018

RESOLUTIONS

RESOLUTION 1

It is **RESOLVED** that this Council make amendments to the mandates for the operation of bank accounts with Unity Trust Bank and the Cambridge Building Society and appoint Cllr Geoff Herbert as signatory for the operation of these bank accounts, payment instructions and banking services. Following the addition of Cllr Herbert's name, Cllr Sugden's name will be removed.

Proposed: Cllr Xingang Wang

RESOLUTION 2

It is **RESOLVED** that this Council approves an expenditure of £322.25 (ex VAT) from the Public Projects Budget to pay a private company, Security Force Management Ltd, approved by Surrey Police, to provide Accredited Traffic Marshalls, to oversee the Annual Claygate Remembrance Sunday Parade on 11th November 2018.

Proposed: Mark Sugden

RESOLUTION 3

It is **RESOLVED** for the financial year ending 2018/19 that the Poppy Appeal Working Party be authorised to incur expenditure of £500, funded from the Public Projects Budget, for publicity and other materials related to the 2018 Poppy Appeal.

Proposed: Mark Sugden

Seconded Bernadette Pearce

RESOLUTION 4

It is **RESOLVED** that the Communications Working Party explore potential cost and arrangement of outsourcing Claygate Courier.

Proposed: Cllr Xingang Wang

RESOLUTION 5

It is **RESOLVED** that this Council adopt the revised Risk Assessment & Management Policy.

Proposed: Cllr. John Bamford

RESOLUTION 6

It is **RESOLVED** that this Council sets up a Working Party to review and recommend the next steps towards compliance with GDPR Regulations

Proposed: Cllr John Bamford.