

1<sup>st</sup> March 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 8<sup>th</sup> March 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 confirm the minutes of the Parish Council meeting held on 11<sup>th</sup> January 2018.
4. To report on the actioning of items from previous minutes and agree any further action.
5. To receive the Chairman's report and decide any action arising.
6. To receive the Parish Clerk's report and decide any action arising.
7. To receive the finance report and decide action arising.
8. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action. **Resolution 1**
9. To note the minutes of the Planning Committee and agree any necessary action.
10. To note the minutes of the Highways & Transportation Committee and agree any necessary action. **Resolution 2**
11. To note the minutes of the Environment & Leisure Committee and agree any necessary action.
12. To note the minutes of the Extraordinary Meeting of the Environment & Leisure Committee and agree any necessary action.
13. To receive a report from the Communications Working Party and agree any necessary action.
14. To adopt the Surrey Association of Local Councils' (SALC) model Risk Management Policy, incorporating the current Claygate Parish Council's Risk Management Statement. **Resolution 3**
15. To adopt the SALC model Bullying & Harassment Policy **Resolution 4**
16. To replace Claygate Parish Council's current Code of Practice for Handling Complaints with the SALC model Complaints Procedure. **Resolution 5**
17. To adopt the current SALC model Data Protection Policy **Resolution 6** and discuss the new General Data Protection Regulations effective from May 2018 and agree any necessary actions. **Resolution 7.**
18. To discuss the Claygate Youth Club Association application for a Grant **Resolution 8.**
19. To discuss the Annual Village Meeting on 24<sup>th</sup> May 2018 and agree any necessary action.
20. To discuss the Annual Flower and Village Show on 14<sup>th</sup> July 2018 and agree any necessary action.
21. To discuss the provision of a community defibrillator and agree action.
22. Matters for information purposes only.

**To confirm that the next meeting, the Annual Meeting of the Claygate Parish Council will be held on  
Thursday 10<sup>th</sup> May 2018 at 7.30 pm in the Small Village Hall**

**PARISH COUNCIL MEETING 8<sup>TH</sup> MARCH 2018**

**RESOLUTIONS**

**RESOLUTION 1**

It is **RESOLVED** that this Council agree to purchase and enter into a contract for a new mobile phone for the Parish Clerk, up to a maximum annual cost of £400

Proposed by: Cllr Geoff Herbert

**RESOLUTION 2**

It is **RESOLVED** that this Council pay the total amount of the balance for the work on the Woodstock Lane South horse ride and footway, of £6,857.50 (ex vat), this financial year. This is an overspend of £1,857.50 versus the planned budget of £5,000 for this specific project, to be funded from underspends elsewhere in the H&T budget and from general reserves.

Proposed by: Cllr Ken Huddart

**RESOLUTION 3**

It is **RESOLVED** that this Council adopt the Surrey Association of Local Councils' model Risk Management Policy incorporating the current Claygate Parish Council's Risk Management Statement.

Proposed by: Cllr Mark Sugden

**RESOLUTION 4**

It is **RESOLVED** that this Council adopt the SALC Bullying & Harassment model Policy

Proposed by: Cllr Mark Sugden

**RESOLUTION 5**

It is **RESOLVED** that this Council replace the Parish Council's current Code of Practice for Handling Complaints with the SALC model Complaints Procedure.

Proposed by: Cllr Mark Sugden

**RESOLUTION 6**

It is **RESOLVED** that this Council adopt the SALC model Data Protection Policy.

Proposed by: Cllr Mark Sugden

**RESOLUTION 7**

It is **RESOLVED** that this Council provide funding of £1,000 from general reserves to ensure that the Council complies with the new General Data Protection Regulations effective from May 2018. This funding to be utilised for external advice and for the Council to take appropriate action to ensure compliance with the Regulations.

Proposed by Cllr Mark Sugden

**RESOLUTION 8**

It is **RESOLVED** that this Council agree a Grant of £500 to the Claygate Youth Club Association towards proposed improvements to the kitchen.

Proposed by: Cllr Mark Sugden