



Shirley Round
Parish Clerk & RFO
Claygate Parish Council
Claygate Village Hall
Church Road
Claygate
Surrey KT10 0JP
Tel. No.: 01372 467000
Email: clerk@claygateparishcouncil.gov.uk
24th May 2018

NOTICE IS HEREBY GIVEN THAT

**A Meeting of the Environment and Leisure Committee
will be held on Thursday 31st May 2018 at 8.00 pm
in the Committee Room, Claygate Village Hall.**

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.

Shirley Round

Parish Clerk and Responsible Financial Officer

AGENDA

- 1) Election of Chairman.
- 2) Election of Vice Chairman.
- 3) To accept apologies for absence.
- 4) Declaration of Interest in items on the Agenda.
- 5) To confirm Minutes of the Meeting on 12th April 2018.
- 6) To confirm Minutes of the Extraordinary Meeting on 17th May 2018.
- 7) To report on actioning of items from previous Minutes.
- 8) Committee membership.
- 9) Review Remit.
- 10) Review Risk Assessments relevant to this committee.
- 11) Future Projects 2018/19 and agree action.
- 12) Report on Highway Garden Sites.
- 13) Hanging baskets.
- 14) Litter, Litter Bins, Graffiti and Fly-tipping.
- 15) Report on Cleanup Day 28th April 2018.
- 16) Reducing use of plastics.
- 17) Material for inclusion in Courier and on Website.
- 18) Matters for information purposes only.
- 19) Date of next meeting – Thursday 2nd August.

Reserve: Cllr Xingang Wang