

DRAFT
Minutes of the Extraordinary Meeting of the Council
held at 7.30pm on Thursday 22nd June 2017
in the Small Hall, Claygate Village Hall

Present: **Chairman:** Mark Sugden
 Councillors: John Bamford, Ken Huddart, Geoff Herbert, Xingang Wang, Gavin Wilson,
 Bernadette Pearce, Bill Chilcott and Julian Way

In attendance: Interim Administrator: Shirley Round

35. To accept apologies for absence

Cllr Tony Shearman with valid reasons.

7.45pm Cllr John Bamford joined the meeting with apologies.

36. Declarations of Interest in Items on the Agenda

Cllr Mark Sugden: Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

Cllr John Bamford: Chairman of Friends of Capelfield Surgery, Trustee of Friends of Claygate Day Centre, Trustee of Claygate Village Hall Association, Bookkeeper at Church of the Holy Name, Esher.

Cllr Bill Chilcott: Member of the Kingston Branch of the Ramblers' Association. Voluntary worker with Lower Mole Countryside Management Project. Member of Claygate in Bloom.

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch. Member of Claygate Flower Show Committee.

Cllr Ken Huddart: Chairman of Trustees of Claygate Village Hall Association, President of the Claygate Village Association and Acting Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institution of Highways and Transportation, Fellow of Institution of Engineering and Technology, Fellow of Institution of Civil Engineers.

Cllr Bernadette Pearce: Works for the Kingston College. Secretary Outreach Group, Church of the Holy Name, Esher.

Cllr Xingang Wang: Magistrate and Co-ordinator of Claygate Speed Watch.

Cllr Julian Way: Undertakes care work Sans Soucie, Guildford, Member of Kingston Chess Club, Supervisor at Kingston Contact Centre. Trustee of Claygate Recreation Ground Trust.

Cllr Gavin Wilson: Member of the Torrington Close Association. Member of Claygate Lawn Tennis Club. Chairman of Claygate Bridge Club.

37. To receive, review and agree the Statement of Accounts for the year ending 31/3/2017 and agree action.

37.1 Prior to the meeting, Cllr Chilcott emailed the following questions to the Interim Administrator to which the Chairman responded

Q. What does ERM stand for?

A. Earmarked Reserves. Monies set aside in the accounts for a specific item that can only be spent on that item unless the Council, by Resolution, agrees otherwise.

Q. Why is there an item General Expenditure under Operating Income?

A. In 2016/17 the Council agreed a grant to the CRGT of £30,000 towards the clubhouse rebuilding project. £15,000 from general reserves and £15,000 from earmarked CIL funds held by CPC. The General Expenditure Operating Income item in the accounts is the £15,000 release from earmarked CIL (CIL monies are recorded as a liability in the CPC accounts because if they are not spent within 5 years of receipt they may be repayable to EBC. They are 'released' when the Council agrees a project that these monies can be utilized for, within CIL regulations).

Q. At an earlier meeting I asked how we could afford to pay £30,000 to CRGT and £15,000 to the lawyers. The answer from Cllr Bamford was that this would be CIL money so why is the only mention of CIL as a liability of £1,701

A As explained and agreed at a previous meeting: the funds towards the planning inquiry legal costs were to come from general reserves, they were never to be funded from CIL and a £15,000 earmarked provision was made accordingly.

The grant to the CRGT was to be funded 50% (£15,000) from CIL funds held by the Parish Council and 50% from general reserves. At the end of the prior financial year (15/16) the Parish Council held £7,274 in the CIL Fund. During 16/17 the Council received a further £9,427 in CIL funds taking the total to £16,701. The £15,000 from the CIL Fund towards the CRGT grant has been allocated in the accounts leaving a balance of £1,701 which is shown on the balance sheet at the end of the 16/17 financial year. It shows as a liability until such time as the Council agrees a project to spend it on. The £15,000 contribution from general reserves for this grant was also earmarked in the accounts accordingly.

37.2 Resolution 1

It is **RESOLVED** that the Claygate Parish Council approves the Accounts for the financial year ending 31/3/2017 and approves the Statement of Accounts for the financial year ending 31/3/2017 and that the Chairman and Interim Administrator & Proper Officer are authorized to sign the latter.

Proposed by Cllr Mark Sugden

Seconded by Cllr Xingang Wang.

AGREED unanimously

38. Motion to exclude the Press and Public to discuss Staffing matters in confidence.

Proposed by Cllr Bill Chilcott

Seconded by Cllr Ken Huddart

AGREED unanimously

7.55pm The Interim Administrator left the meeting prior to discussion of item 39 on the agenda.

39. Staffing matters in confidence: To review and agree the employment contract of the new Parish Clerk & Responsible Financial Officer.

39.1 The Chairman of the Staffing Committee, Cllr Bamford, circulated copies of the Draft Contract of Employment and notes. It is based on the standard SSALC/NALC contract for Parish Clerks/RFO's

39.2 8.1 of the Draft Contract of Employment stated that the new Clerk should work at the Village Hall, the registered office of CPC for at least 4 hours during the day, one day of the week. 13.2 indicated that this would usually be on a Friday. Councillors wanted the day of the week to be agreed so that they and residents are aware of a consistent day of the week that they can visit the clerk at the Village Hall (with prior arrangement)

AP 9 Cllr Bamford to finalise day of week and times on that date with the new Parish Clerk and amend draft contract accordingly

39.3 Further advice is awaited from SSALC on a working at home allowance. If there is no SSALC/NALC policy as in the past, 10.3 is agreed – an allowance of £11 per month.

AP 10 Cllr Bamford to obtain update from SSALC and advise if there is a need to reconsider agreed 10.3

39.4 Cllr Bamford will ensure that a copy of the previously Council agreed Job Description is attached to the Contract of Employment.

39.5 It was agreed that under 20 Pension - 20.1 that the following sentence would be added to the Draft: A pension will be provided in accordance with the Government workplace pension scheme, NEST.

39.6 Resolution 2

It is **RESOLVED** that the Claygate Parish Council approves the Employment Contract of the new Parish Clerk and RFO, that the Chairman be authorised to sign that Employment Contract and that the appointment takes effect from 3rd July 2017.

Proposed by Cllr John Bamford

Seconded by Cllr Geoff Herbert

AGREED unanimously

39.7 For confidentiality purposes all circulated copies of the draft employment contract were handed back by Cllrs, to Cllr Bamford.

40. Matters for information purposes only.

None

41. To confirm that the next meeting of the Claygate Parish Council will be held on

Thursday 13th July 2017 at 7.30 pm in the Small Village Hall

Meeting closed at 8.20pm

Signed.....as a true and fair record of the meeting.

Date.....