

**DRAFT**  
**Minutes of the Annual Meeting of the Parish Council**  
**held on Thursday 10th May 20178**  
**at 7.30 pm in the Small Village Hall**

Councillors agreed to delay the start of the meeting until 7.45pm as Cllrs Herbert and Huddart had been delayed. Cllr Wang had offered his apologies earlier and indicated he would arrive at 8.15pm.

*7.45pm Cllr Huddart arrived at the meeting.*

Meeting commenced 7.45pm.

**Present:**               **Chairman:** Mark Sugden  
                                 **Councillors:** John Bamford, Bill Chillcott, Bernadette Pearce, Tony Shearman,  
                                 Julian Way, Ken Huddart.

**In attendance:** Parish Clerk & RFO: Shirley Round  
                          Member of the public: Tom Swift

It was noted that Gavin Wilson resigned as Parish Councillor on 20<sup>th</sup> April 2018

**1. To accept apologies for absence**

None.

**2. To elect a Chairman for the ensuing year**

Each year Councillors chose the Chairman for the forthcoming year. Cllr Sugden informed the meeting that he had been Chairman for the last consecutive 4 years and had decided he did not wish his name to be proposed for Chairman for the forthcoming year.

Cllr Sugden also indicated that he would not participate in the selection of either the new Chairman or Vice Chairman but leave that decision to the rest of the Council.

He thanked the Clerk for her assistance both during the period prior to and after her appointment as Clerk.

In the absence of Cllrs Herbert and Wang Cllr Sugden and with the unanimous approval of those Councillors present agreed to remain as Chairman (in accordance with Standing Orders 1. Meetings (p)) until the new Chairman could be elected.

Agenda item 2. To elect a Chairman for the ensuing year was deferred until later in the meeting.

**3. To receive the Chairman's declaration of acceptance.**

This item was deferred until later in the meeting when a new Chairman would be elected.

**4. To elect a Vice -Chairman for the ensuing year**

This item was deferred until later in the meeting when a new Vice Chairman would be elected. Cllr Bamford stated that he did not wish his name to be put forward as Vice Chairman for the forthcoming year.

5. **To receive declarations of interest in items on the agenda**

**Cllr Mark Sugden.** Trustee of Claygate Village Hall Assoc, 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 Holy Name Church, 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.** Vice Chairman of the Trustees of Claygate Village Hall Association, President of the Claygate Village Association, Acting Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of the Chartered Institute of Highways and Transportation, Fellow of the Institute of Engineering and Technology, Fellow of the Institute of Civil Engineers.

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

**Cllr Tony Shearman.** Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

**Cllr Xingang Wang.** Magistrate and co-ordinator of Claygate Speed Watch.

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

6. **To confirm the minutes of the Parish Council meeting held on 8<sup>th</sup> March 2018.**

The minutes of the meeting on 8<sup>th</sup> March 2018 had been circulated, were approved with one correction to AP40 to read 'see agenda item 146' and were signed by the Cllr Sugden as acting Chairman.

7. **To report on the actioning of items from previous minutes and decide any action arising.**

AP41 Cllr Shearman to arrange a CWP meeting. OUTSTANDING

Ap42 Revision of Parish Council Risk Assessment: Cllrs Sugden & Bamford  
OUTSTANDING

AP 43 Book stand at the Flower Show. DONE

AP44 Possible site for a Defibrillator. See Chairman's Report (agenda item 20)

8. **To review delegation arrangements to committees, employees and other local authorities.**

8.1 CPC has three committees, Planning, Environment and Leisure and Highways and Transportation, which are set up and run in accordance with legislation, Standing Orders and Financial Regulations.

8.2 CPC has one employee the Parish Clerk and Responsible Financial Officer.

8.3 CPC has one delegation arrangement with EBC, the maintenance of the Highway Garden Sites

8.4 CPC has a Memorandum of Understanding (MoU) with EBC relating to CIL (Community Infrastructure Levy)

*8pm Cllr Herbert arrived at the meeting.*

9. **To confirm the remits of the Committees.**

It was **AGREED** each Committee will review the remits at their first meeting, any changes will be reported back to the next Parish Council Meeting and then be uploaded onto the website. The Clerk will add this item to the agenda for these Committees. **API**

*8.15pm Cllr Wang arrived at the meeting.*

**10. To appoint members of the following committees and working parties**

a) Planning Committee

John Bamford, Geoff Herbert, Ken Huddart.

b) Highways & Transportation Committee

Ken Huddart, Mark Sugden, Geoff Herbert, Tony Shearman, Xingang Wang

c) Environment & Leisure Committee

Bernadette Pearce, Bill Chilcott, Geoff Herbert, Julian Way.

d) Communications Working Party

John Bamford, Tony Shearman, Julian Way

e) Staffing Committee

Bernadette Pearce together with the Chairman and Vice Chairman of the Parish Council.

f) Complaints Panel.

It was agreed to follow the recommendations set out in the Code of Practice for Handling Complaints.

**11. To review arrangements including any charters with other local authorities and review of contributions**

11.1 CPC has a Charter with EBC. This was revised in 2012. It was **AGREED** unanimously that it does not need to be revised.

11.2 CPC receives a grant from CPC towards maintenance of Highway Garden Sites which is increased by RPI each year.

11.3 CPC has a MoU with EBC relating to CIL and receives from EBC 15% of CIL contributions for development that incurs CIL in Claygate.

**12. To review representation on or work with external bodies and arrangements for reporting back.**

The following appointments were **AGREED**:

Assets Register

Bamford

Bernadette Pearce, John  
& the Clerk.

It was agreed a visual check was sufficient this year but that a thorough inspection should be undertaken next year.

more

CVA Liaison

Neighbourhood Watch Representative

Surrey Rail Forum and Regional Passenger Committee

Recreation Ground Trust

Village Hall Representative

EBC Audit & Standards Committee

EBC/CPC Liaison Meetings

Surrey Countryside Access Forum

Ken Huddart

Geoff Herbert

Ken Huddart

Julian Way

Ken Huddart

Mark Sugden

All Councillors

Ken Huddart

**13. To review assets.**

13.1 CPC hold an asset register. As equipment is purchased it is written off. We have to include a nominal value for certain assets because we insure them. These are:

i. the 2 CPC notice boards

ii the bus shelter at Church Road by the Recreation Ground

iii the Millenium sign

iv the Christmas trees

v. the bench in Church road

13.2 CPC does not own land or buildings

13.3 Cllrs Pearce, Bamford and the Clerk will carry out an inspection of the assets during the year **AP2**

14. **To review and confirm insurance cover in respect of all insured risks.**

Insurance arrangements were reviewed in 2015 when the insurance came up for renewal. CPC has a three year contract with Zurich Insurance.

15. **To review the Council's Standing Orders, Financial Regulations, Health & Safety Policy, Freedom of Information Policy, Freedom of Information Publication Scheme, Risk Management Policy, Document Retention Policy, Bullying and Harassment Policy, Data Protection Policy, Complaints Procedure, Register of Interests, and the Hospitality Register.**

The Chairman explained that all the Policies had been reviewed during the year and SALC model policies had been adopted where required. These had been unanimously agreed.

- i. Standing Orders – it is anticipated that revised model Standing Orders will be available following the introduction of GDPR.
- ii Data Protection Policy and Freedom of Information Publication Scheme – both will be reviewed as further amendments are required.
- iii. Register of Interests – this should be updated on an ongoing basis. Councillors were asked to review their entries at the meeting and the Clerk will update the master list accordingly.
- iv. Hospitality Register. No entries for last year.
- v. Complaints procedure - agreed, no change

The Clerk will monitor new amendments and together with Cllrs Bamford and Sugden review the Data Protection Policy and Freedom of Information Publication Scheme **AP3**

Cllr Sugden explained that as a result of the Interim Audit in December Mark Mulberry noted that the tender limit in Standing Orders and Financial Regulations has been set at £5,000 in both documents however in the Financial Regulations para 11.1F a figure of £60,000 is mentioned.

Mr. Mulberry commented that the formal tender limit being set at £5,000 is low compared with other councils and Council may want to consider changing this to reduce the administrative burden of the formal tender process. Most Councils opt for levels along the lines of the following:

- Up to £1000 – best value for money sought
- Between £1000 - £25000 – three quotations sought
- Over £25000 – formal tender process

Mr. Mulberry's recommendation is that an alignment in financial regulations could be considered.

**RESOLUTION 1**

It is **Resolved** that the formal tender limits in both the Standing Orders and Financial Regulations are amended to:

- Up to £1000 – best value for money sought
- Between £1000 - £25000 – three quotations sought
- Over £25000 – formal tender process

Proposed: Cllr M. Sugden

Seconded: Cllr G. Herbert

Cllr Chilcott objected to the Resolution on the basis that insufficient time has been allowed for Councillors to note where the changes will occur and the impact these changes may have. It was agreed therefore to defer this item to a future meeting

Following the discussion at the meeting held on 8<sup>th</sup> March 2018 Agenda item 142 Resolution 7 it was agreed to provide funding up to £1,000 to ensure that the Council complies with the new General Data Protection Regulations effective from 25<sup>th</sup> May 2018. It was agreed before the May meeting the Council endeavour to engage a DPO.

Although it is now anticipated the new Regulations will NOT require Parish Councils to engage a DPO but will still be required to be compliant with GDPR. It was agreed that in order to provide the Clerk and Councillors with the required information to enable the Parish Council to become compliant that a DPO would be engaged for at least one year. The cost of this service is £150 per annum.

## **DATA PROTECTION POLICY**

### **RESOLUTION 2**

It is **Resolved** that the Claygate Parish Council appoints Satswana Ltd to act as its Data Protection Officer.

Proposed: Cllr Mark Sugden

Seconded: Cllr John Bamford

**AGREED** unanimously.

The Clerk will contact Satswana. **AP4**

*All Councillors being present it was agreed to take Agenda items 2, 3 and 4 to elect a Chairman and Vice Chairman for the ensuing year.*

**2. To elect a Chairman for the ensuing year**

Cllr Julian Way nominated **Cllr Geoff Herbert**

Cllr Bill Chilcott seconded the nomination

Votes in favour: 6

Votes against: 0

Abstentions: 2

There being no other nomination, **Cllr Herbert** was declared **Chairman**.

**3. To receive the Chairman's declaration of acceptance.**

Cllr Herbert signed the Chairman's Declaration of Acceptance, which was witnessed by the Parish Clerk.

The Parish Clerk will send a copy to the Monitoring Officer at EBC. **AP5**

*At this point in the meeting Cllr Herbert assumed the chair.*

**4. To elect a Vice -Chairman for the ensuing year**

Cllr Bernadette Pearce nominated **Cllr Xingang Wang**

Cllr Julian Way seconded the nomination

Votes in favour: 7

Votes against: 0

Abstentions: 1

There being no other nominations, **Cllr Wang** was declared **Vice Chairman**

**16 To review the Council's policy for dealings with the press and media.**

This item was deferred. Clerk to include in the July Council meeting. **AP6**

**17 To set the dates, times and places of meetings of the Council for the year ahead**

Provisional dates for 2019 have been circulated to all Councillors

**18 To consider the Chairman's allowance.**

The Clerk explained the Chairman's allowance of £100 is a budgeted item, administered by the Clerk and available for items such as the Remembrance Day wreath, refreshments for the Village Meeting etc. The allowance was **AGREED** unanimously.

**19 To consider the payment of annual subscriptions and agree action**

Claygate Parish Council subscribes to:

**Organisations:**

SSALC/NALC

Local Council Review (LCR) Magazine

SLCC

Data Protection

Claygate Village Hall Association

Open Spaces Society

**Annual Service Agreements**

Sage (Payroll software)

RBS (Accounts software)

**RESOLUTION 3**

It is **RESOLVED** that the Claygate Parish Council pays the subscription fees for all organisations as agreed at the Annual Meeting on 10<sup>th</sup> May 2018.

Proposed: Mark Sugden

Seconded: Geoff Herbert

**AGREED** unanimously

**20. To receive the Chairman's report and decide any action arising.**

20.1 Cllr Mark Sugden reported that as Chairman he has met regularly with the Clerk to discuss administrative and financial matters.

20.2 Cllr Sugden reported that he had been in contact with the Village Hall management committee and they did not want a defibrillator located on the outside wall of the village hall. As the Parish Council is in receipt of a grant for a defibrillator from SCllr Bennison Cllr Sugden will find out if the Trustees of the Village Hall will accept a grant from the Parish Council for a defibrillator to be located inside the hall. **AP7**

The Chairman thanked Cllr Sugden on behalf of the Councillors for all the work he has undertaken whilst Chairman of the Parish Council.

**21. To receive the report from the Parish Clerk and decide any action arising**

21.1 The resignation of Gavin Wilson on the 20<sup>th</sup> April was noted and a notice of a vacancy has been posted on the website and the noticeboards. If no election is called within 14 days a notice of vacancy will be posted inviting electors who wish to be co-opted onto the Parish Council to contact the Clerk.

21.2 The village meeting will be held on the 24<sup>th</sup> May. The chairman of committees were asked to give a short report. Refreshments will be available.

21.3 A meeting was held with Cllrs Sugden and Shearman, together with the Clerk, with Tip Top Computers to discuss the introduction of a secure email system in accordance with the requirements of GDPR.

21.4 The Accounts for year ended 31<sup>st</sup> March 2018 have been handed to Sue Bushby, EBC, to complete the internal audit prior to submission of the Accounts to the external auditor on 4<sup>th</sup> June.

21.5 The Clerk has met with other Parish Councils in the Guildford Area.

**22. To receive, review and agree the Annual Governance Statement for the year ending 31/3/2018 and agree action.**

**RESOLUTION 4**

It is **RESOLVED** that the Claygate Parish Council approves the Annual Governance Statement for the financial year ending 31st March 2018 and that the Chairman and Parish Clerk are authorised to sign

Proposed: Mark Sugden

Seconded: Bernadette Pearce

**AGREED** unanimously.

**23. To receive the finance report including the Statement of Accounts for the year ending 31/3/2016 and agree action.**

**RESOLUTION 5**

It is **RESOLVED** that the Claygate Parish Council approves the Accounts for the financial year ending 31st March 2018 and also approves the Statement of Accounts for the financial year ending 31st March 2018 and that the Chairman and Parish Clerk are authorised to sign.

Proposed: Mark Sugden

Seconded: Xingang Wang

**AGREED** unanimously

**24. To review the 2018/19 budget and the expenditure for the balance of the year and agree action.**

24.1 Bank reconciliations for each month for the financial year 2017/18 have been prepared and signed by the Chairman.

24.2 Cash Book (1) Unity Trust **Payments** report from 1<sup>st</sup> March to 31<sup>st</sup> March shows all transactions during the period amounting to £33,886.44 (including VAT). This reported included the £20,000 grant to 1<sup>st</sup> Claygate Scouts (including £8,000 CIL), £500 grant to Claygate Youth Club and £8,229 to BillKear Ltd for construction of the rural path and repair of the horse ride in Woodstock Lane.

24.3 Unity Trust **Payments** report from 1<sup>st</sup> April to 30<sup>th</sup> April shows all transactions amounting to £1,107.14 (including VAT).

This report will become an attachment to the minutes. **Appendix A**

24.4 The 1<sup>st</sup> half precept of £24,430 has been received from EBC together with £1,300 the first half discretionary grant.

24.5 It is still not know if there is any CIL available for the period October 2017 to March 2018. Staff changes at EBC have caused a delay.

24.6 The balance sheet shows Reserves of £64,173 as at 30<sup>th</sup> April 2017 which includes the 1<sup>st</sup> half precept and grant. **Appendix B**

24.7 **Payments for Approval: Motion** to approve all payments from 1<sup>st</sup> March to 30<sup>th</sup> April (as above) was agreed.

**Proposed:** Cllr Mark Sugden

**Seconded:** Cllr John Bamford

The **motion** was **AGREED** unanimously.

24.8 Cllr Sugden requested his name be removed from the list of cheque signatories. The Resolution will be added to the agenda for the July council meeting.

**25. To decide the recipient of the Brian Rhodes Community Cup 2016.**

25.1 Those nominated this year were Robin Leach, Debbie Bowles, Paul Bird, Mike Warden, Neal Williams, Pippa Cramer and Sean Steer.

25.2 The Clerk oversaw the secret ballot.

25.3 There being no clear winner in the 1<sup>st</sup> and 2<sup>nd</sup> rounds a 3<sup>rd</sup> round was held at which time Neal Williams was declared the winner.

25.4 The Parish Clerk will notify Neal Williams and invite him to the Annual Village Meeting for the presentation and will notify all the other nominees. **AP8**

**26. To discuss the Flower show 2018 and agree any action.**

The Flower Show is Saturday 14th July and CPC will have a stand as usual. Clerk will set up a up a rota and circulate.

The Clerk's gazebo is available and will be taken down to the recreation ground as previously.

The Clerk will ask Kate Hallett if she can update boards if required. **AP9**

**27 To receive the report of the Planning Committee, and decide any action arising.**

27.1 Regular meetings of the Planning Committee have been held and Agenda and Minutes circulated to all Councillors, placed on the website and noticeboards.

27.2 The application for a horse shelter on Green Belt was appealed to the Planning Inspectorate and the application granted on Appeal.

27.3 Work on 109 Hare Lane has finally begun. The Planning Committee objected to the plan to move the bench in front of the property. The application was subsequently revised.

27.4 Outstanding applications are the Station House and Claygate House.

27.5 An application in Hare Lane to build a house on the Green Belt has been withdrawn.

**28. To receive the report of the Highways & Transportation Committee and decide any action arising.**

28.1 Regular meetings of the H & T Committee have been held and Agenda and Minutes circulated to all Councillors, placed on the website and noticeboards.

28.2 Work on the rural footpath and horse ride in Woodstock Lane South has been completed and favourable comments received.

28.3 The EBC local committee has agreed that all bus stops are to be 'clear ways' which means that there will be no waiting at any time on these sections of the road.

28.4 The current bus operator will change from Abellio to London United in June. This will mean that drivers change at the depots and not in Kingston.

**29. To receive the report of the Environment & Leisure Committee and decide any action arising.**

29.1 Regular meetings of the E & L Committee have been held and Agenda and Minutes circulated to all Councillors, placed on the website and noticeboards.

29.2 Clean-up Day took place on 28<sup>th</sup> April and a significant amount of rubbish was collected which was picked up that day by EBC. About 40 people attended including 4 Councillors. Thanks to the Scouts, volunteers and to EBC.

29.3 There are 2 expert gardeners on the committee who are, unfortunately unable to attend meetings. They are, currently advising on plans for Woodstock/Red Lane Triangle, Hare Lane car park and Foley Road Triangle.

29.4 An extraordinary meeting has been arranged for 17<sup>th</sup> May to discuss the refurbishment of the Hare Lane car park and Foley Triangle.

**30. To receive the report of the Communications Working Party (CWP) and decide any action arising.**

29.1 Cllr Sugden circulated an updated plan for the Summer edition of Courier and the proposed 12 month rolling schedule.

29.2 Copy date for the next edition was 27<sup>th</sup> April. A number of photos have been received but copy is being chased.

29.3 Tim Wilson is now designing the layout of Courier and Solopress are doing the printing.

29.4 The CVA may wish to hand distribution of Courier to the Parish Council in future given the increase in the number of issues and the implementation of GDPR. The possibility of sharing distribution between CVA and a paid distributor will be discussed. Quotes for distribution will be sought. **AP10**

**RESOLUTION 6**

It is **RESOLVED** for the financial year ending 2018/2019, that the Communications Working Party be authorised to incur expenditure of £4,680 to cover the cost of production of issues of the Claygate Courier, publicity, website maintenance and Parish Council social media.

**Proposed:** Mark Sugden

**Seconded:** John Bamford

**AGREED** unanimously

**31. To discuss the Parish Council's involvement in the organization of the Poppy Appeal and agree action.**

An informal meeting was held on 19<sup>th</sup> April to discuss the arrangements for continuing the organization of the Poppy Appeal collections in Claygate.

The meeting was attended by Hugh Stephenson (the current organiser), Peter Wakeham (Royal British Legion, Surrey), Cllr Mark Sugden and the Clerk.

Hugh Stephenson indicated he was happy to continue as the organizer but would appreciate having deputies to help. It was suggested at the meeting that a working party be set up with Parish Councillors and interested residents to oversee the event.

**RESOLUTION 7**

It is Resolved that the Claygate Parish Council establish a Poppy Appeal working party to consist of Councillors and interested residents to oversee the annual Poppy Day Appeal.



Proposed: Mark Sugden  
Seconded: Bernadette Pearce.  
**AGREED** unanimously

Cllrs Sugden and Pearce agreed to be on the working party. The Clerk will contact Hugh Stephenson accordingly and agree a mutually convenient time for the working party to meet.  
**AP11**

**32. To discuss the application for a Grant from Pippa Moody to set up Boomerang Bags – a non profit making community recycling project.**

**RESOLUTION 8**

It is **Resolved** that the Claygate Parish Council approves a grant of £200 to Pippa Moody to set up Boomerang Bags – a non profit making community recycling project.

Proposed: Mark Sugden  
Seconded: Bernadette Pearce  
Votes in favour: 8  
Votes again: 1

**AGREED**

The Councillors requested that Ms Moody provide ongoing account of how the grant is being spent and that in the event the project does not go ahead that the grant should be returned to the Parish Council. **AP12**

**33. Matters for information purposes only.**

33.1 Arrangements for the Annual Village meeting on 24<sup>th</sup> May 2018.

- i. Set up will be at 7.15pm, with the meeting starting at 7.45pm.
- ii. Chairs will be set out to provide informal seating.
- iii. Refreshments will be available prior to the start of the meeting Cllr Sugden will purchase wine and soft drinks. **AP13**
- iv. The Chairman will provide an overview of the year's activities and Committee chairs will provide brief reports on their Committee activities.
- v. The focus of the meeting is about residents questions.

**34. Motion to exclude Press and Public to discuss staffing matters**

Proposed: Geoff Herbert  
Seconded: Bill Chilcott  
**AGREED** unanimously.

*9.55pm At this point the Clerk and the member of the public left the meeting.*

**35. Staffing Matters**

35.1 Cllr Sugden explained that the National Joint Council for Local Government Services had reached agreement on the new pay scales for 2018/19 to be implemented from 1<sup>st</sup> April 2018.

35.2 NALC recommended the new pay scales for full time and part-time clerks are applied from 1<sup>st</sup> April 2018.

35.3 The increase is 2% for 2018/19.

**RESOLUTION 9**

It is **Resolved** that this Council approves the National Association of Local Councils (NALC) agreed increase for 2018/19 for the Clerk. The increase to be backdated to 1<sup>st</sup> April 2018.

Proposed: Geoff Herbert  
Seconded: Mark Sugden  
**AGREED** unanimously.

35.4 The Chairman to formally confirm the Clerk's new salary in writing **AP14**

**36. Date of next meeting**

The next meeting of the Claygate Parish Council will be held on Thursday 12th July 2018, at 7.30 pm, in the Small Village Hall.

Meeting closed at 10.10pm

Signed:

Dated:

# APPENDIX A

Date: 04/05/2018

Claygate Parish Council

Page 1

Time:10:22

Cashbook 1

User: SR

Unity Trust

Payments made between 01/04/2018 and 30/04/2018

										Nom inal Ledger Analysis	
Date	Payee Name	Reference	<u>£Total Amnt</u>	<u>£Creditors</u>	<u>£VAT</u>	<u>Nc</u>	<u>Centre</u>	<u>£Amount</u>	<u>Transaction</u>	<u>Details</u>	
21/04/2018	Shirley Round	300473	824.87			1101	101	824.87	Clerk's salary	April	
21/04/2018	HMR & C	300474	237.27			1101	101	237.27	Tax & NI	mth 1	
21/04/2018	Holy Trinity Church	300475	45.00			1106	101	45.00	Hall hire		
Total Payments:			1,107.14	0.00	0.00			1,107.14			

**APPENDIX B**

**Claygate Parish Council  
Balance Sheet as at 30th April 2018**

1st April 2018

30th April 2018

1st April 2018		30th April 2018	
<b>Current Assets</b>			
2,257	VAT Control A/c	2,257	
100	Petty Cash	100	
35,575	Cambridge	35,575	
1,619	Unity Trust	26,241	
<u>39,550</u>		<u>64,173</u>	
<b>39,550</b>	<b>Total Assets</b>	<b>64,173</b>	
<b>Current Liabilities</b>			
61	Creditors	0	
<u>61</u>		<u>0</u>	
<b>39,489</b>	<b>Total Assets Less Current Liabilities</b>	<b>64,173</b>	
<b>Represented By</b>			
29,986	General Reserves	54,670	
6,000	EMR Election Fund	6,000	
1,554	EMR Planning Project Enquiry	1,554	
1,949	EMR Old CIL	1,949	
<u>39,489</u>		<u>64,173</u>	

The above statement represents fairly the financial position of the authority as at 30th April 2018 and reflects its Income and Expenditure during the year.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

