

21st April 2017

NOTICE IS HEREBY GIVEN THAT-

**A Meeting of Claygate Parish Council
will be held on Thursday 27th April 2017 at 7.30 pm
in Oak/Olive Room, Ministry Centre, Holy Trinity Church, Claygate**

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

Interim Administrator and Proper Officer

AGENDA

1. To accept apologies for absence
2. To elect a Chairman for the ensuing year.
3. To receive the Chairman's declaration of acceptance.
4. To elect a Vice Chairman for the ensuing year
5. To receive declarations of interest in items on the agenda
6. To confirm the minutes of the Parish Council meeting held on 9th March 2017.
7. To report on the actioning of items from previous minutes: and decide any action arising.
8. To review delegation arrangements to committees, employees and other local authorities.
9. To confirm the remits of the Committees.
10. To appoint membership to the following committees and working parties: -
 - a) Planning Committee
 - b) Highways & Transportation Committee
 - c) Environment & Leisure Committee
 - d) Communications Working Party
 - e) Staffing Working Party
 - f) Complaints Committee
11. To review arrangements including any charters with other local authorities and review of contributions.
12. To receive a brief review on representation on external bodies in the previous year and to review representation on or work with external bodies and arrangements for reporting back.
13. To review assets.
14. To review and confirm insurance cover in respect of all insured risks.
15. To review the Council's Health & Safety Policy, Standing Orders, Financial Regulations, Register of Interests, Hospitality Register, Risk Assessment Policy and the Complaints procedure. **Resolution 1**
16. To review the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
17. To review the Council's policy for dealings with the press and media.
18. To set the dates, times and places of meetings of the Council for the year ahead.
19. To consider the Chairman's allowance.
20. To consider the payment of annual subscriptions and agree action - **Resolution 2**

21. To receive the Chairman's report and decide any action arising.
22. To receive the report from the Parish Clerk and decide any action arising
23. To receive, review and agree the Annual Governance Statement for the year ending 31/3/2017 and agree action. **Resolution 3.**
24. To receive an update on the preparation of the Statement of Accounts for the year ending 31/3/17 and agree action.
25. To review the 2017/18 budget and the expenditure for the balance of the year and agree action.
26. To discuss the Flower show 2017 and agree any action.
27. To receive the report of the Planning Committee, and decide any action arising.
28. To receive the report of the Highways & Transportation Committee and decide any action arising.
29. To receive the report of the Environment & Leisure Committee and decide any action arising.
30. To receive a report on the Communications WP and decide any action arising. **Resolution 4**
31. Matters for information purposes only.
32. Motion to exclude Press and Public to discuss staffing matters.
33. To receive an update from the Staffing Working Party on the recruitment of a new Parish Clerk/RFO and agree action. **Resolution 5**
34. 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.

RESOLUTION 1

It is **Resolved** that Standing Orders be amended to confirm that the quorum for Committees of the Council is a minimum of 3 Councillors.

Proposed by: Cllr M. Sugden

RESOLUTION 2

It is **Resolved** that the Claygate Parish Council pays the subscription fees for all organizations as agreed at the Annual Meeting on 27th April 2017.

Proposed by: Cllr M. Sugden

RESOLUTION 3

It is **Resolved** that the Claygate Parish Council approves the Annual Governance Statement for the financial year ended 31st March 2017 and that the Chairman and Interim Administrator are authorised to sign.

Proposed by: Cllr M. Sugden

RESOLUTION 4

It is **Resolved** for the financial year 2017/2018, that the Communications Working Party be authorised to incur expenditure of £5,000 to cover the cost of production of issues of the Claygate Courier, publicity, website maintenance and Parish Council social media.

Proposed by: Cllr M. Sugden

RESOLUTION 5

It is **Resolved** that this Council determines who to appoint as the new Parish Clerk/RFO and authorises the Staffing Working Party to take up references and to prepare a contract of employment

Proposed by Cllr J. Bamford