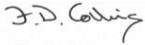


8 May 2015

To all members of the Council

You are summoned to attend the Annual Meeting of the Claygate Parish Council to be held in the Small Village Hall on Friday, 15 May 2015 at 7.30 pm for the purpose of transacting the following business.



Freda Collins
Parish Clerk

AGENDA

Prior to the start of the meeting all Councillors will sign their Declarations of Acceptance.

1. To elect a Chairman for the ensuing year.
2. To elect a Vice Chairman for the ensuing year.
3. To receive the Chairman's declaration of acceptance.
4. To accept apologies for absence.
5. To receive declarations of interest in items on the agenda
6. To confirm the minutes of the Parish Council meeting held on 5 Mar 2015.
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 of the following committees: -
 - a) Planning Committee
 - b) Highways & Transportation Committee
 - c) Environment Committee
 - d) Communications Working Party
 - e) Staffing Committee
 - f) Complaints Committee
11. To review arrangements including any charters with other local authorities and review of contributions.
12. 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.
16. To review the Councils 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 1**
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 the finance report, including the Statement of Accounts and the Annual Governance Statement for the year ending 31/3/2014 and agree action. - **Resolutions 2 & 3**
24. To review the plan for expenditure for the balance of the year and agree action.
25. To decide the recipient of the Brian Rhodes Community Cup 2014.
26. To review the arrangements for the Annual Village meeting.
27. To discuss the proposed community use of Claygate Primary School swimming pool and agree action.
28. including the proposed purchase of a new computer and printer, - **Resolutions 5 & 6**
29. To discuss the Flower Show 2014, including underwriting Spider Mountain and agree action.- **Resolution 7**
30. To receive the report on Communications, including the website and decide any action arising - **Resolution 4**
31. To receive the report of Planning Committee, and decide any action arising.
32. To receive the report of Highways & Transportation Committee and decide any action arising.
33. To receive the report of Environment Committee and decide any action arising.
34. Matters for information purposes only.
35. **To confirm that the next meeting of the Claygate Parish Council will be held on Thurs 9 July 2015 at 7.30 pm in the SVH.**