

28th October 2016

NOTICE IS HEREBY GIVEN THAT

**A Meeting of Claygate Parish Council will be held in the Small Village Hall
on Thursday 3rd November 2016 at 7.30pm.**



Zak Keshavjee
Parish Clerk and Proper Officer

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.

AGENDA

1. To accept apologies for absence.
2. To receive declarations of interest in items on the agenda.
3. To confirm the minutes of the Parish Council meeting held on 8th September 2016
4. To report on the actioning of items from previous minutes of the Parish Council and agree any further action.
5. To receive the Chairman's report and decide any action arising
6. To receive the report from the Parish Clerk & Proper Officer and decide any action arising.
7. To receive the finance report and decide action arising.
8. To review the plan for expenditure for the balance of the year; including future projects and funding and agree any action.
9. To discuss 2017/18 budget planning and agree next steps.
10. To report on the EBC liaison meeting on 2nd November and agree any necessary action.
11. To discuss arrangements for Remembrance Sunday, November 13th 2016 and agree any necessary action.
Resolution 1
12. To discuss the Great British High Street of the Year Awards and agree any necessary action. **Resolution 2**
13. To note the minutes of the Planning Committee and agree any necessary action.
14. To note the minutes of the Highways & Transportation Committee and agree any necessary action.
15. To note the minutes of the Environment and Leisure Committee and agree any necessary action.
16. To receive a report from the Communications Working Party including status on the website and agree any necessary action.
17. Matters for information purposes only.
18. Motion to exclude the Press and Public to discuss staffing matters.
19. Staffing matters in confidence. **Resolutions 3, 4 and 5.**

**To confirm that the next meeting of the Claygate Parish Council will be held on 12th January 2017 at
7.30 pm in the Small Village Hall**

28th October 2016

PARISH COUNCIL MEETING 3rd NOVEMBER 2016

RESOLUTIONS

RESOLUTION 1

It is **RESOLVED** that this Council approve an expenditure of £322.25, from the Public Projects budget to pay a private company, Security Force Management Ltd, approved by Surrey Police, to provide 4 Accredited Traffic Marshals, to oversee the Annual Claygate Remembrance Sunday Parade on 13th November 2016.

Proposed: Mark Sugden

RESOLUTION 2

It is **RESOLVED** that this Council approve an expenditure of £360 from the Public Projects budget to fund the delivery of a leaflet to all households in Claygate to support the bid for Claygate to be crowned best Local Centre/Parade of Shops in The Great British High Street of the Year Awards, 2016.

Proposed: Mark Sugden

IN CONFIDENCE: STAFFING MATTERS

RESOLUTION 3

It is **RESOLVED** that this Council approve that the Chairman, in ongoing consultation with the Staffing Working Party, has the authority to spend up to £1000 a month, effective from 4th November 2016, for interim administrator/RFO services until the appointment of a new Parish Clerk/RFO.

Proposed: Mark Sugden

RESOLUTION 4

It is **RESOLVED** that this Council approve that RBS (Rialtas Business Services) undertake the monthly financial data entry for the Parish Council, at a cost of £100 per month effective from the October 2016 bank Statement. This to be reviewed after the appointment of a new Parish Clerk/RFO.

Proposed: Mark Sugden

RESOLUTION 5

It is **RESOLVED** that this Council approve that the Staffing Working Party determines the key aims and requirements for a new Parish Clerk/RFO and that it can spend up to £700 to utilise the recruitment services offered by SSALC for advice and if deemed appropriate for recruitment.

Proposed: John Bamford