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**Minutes of the Annual Meeting of Caterham on the Hill Parish Council  
held at 7.30pm on Wednesday 10<sup>th</sup> May 2023  
at the Westway Centre, 25 Chaldon Road CR3 5PG**

**Present:** Cllr H Bilton Cllr C Botten, Cllr G Duck, Cllr M Grasso

**In attendance:** Mrs H Broughton (Clerk) and 2 members of the public

It was agreed that Cllr Bilton Chair the meeting

Cllr Bilton in the Chair

- C23/01 Election of Chairperson**  
It was proposed and seconded that Cllr Robinson be appointed Chairperson for the Council Year 2023-2024 municipal year. There being no other nominations she was elected unopposed.
- C23/02** It was agreed that the Declaration of Acceptance of Office from Cllr Robinson be received at the next meeting.
- C23/03 Election of Vice Chairperson of the Council**  
It was proposed and seconded that Cllr Bilton be appointed Chairperson for the Council Year 2023-2024 municipal year. There being no other nominations she was elected unopposed.
- C23/04 Apologies for absence**  
Cllr Robinson had apologised for her absence due to work commitments. This was approved by the Council.
- C23/05 Declarations of interest**  
i) Cllrs C Botten and G Duck declared interests as members of the Caterham Barracks Community Trust.  
ii) Members were reminded to review their registered interests.
- C23/06 Public forum**  
There were no members of the public present.
- C23/07 Minutes**  
It was agreed that the minutes of the Council meeting held on 22<sup>nd</sup> March 2023 be signed by the Chair as a true record.
- C23/08 Co-option**  
The announcement of Sophie Aldous' resignation as a Parish Councillor representing the Queens Park Ward was duly acknowledged and the notice of vacancy had been published as

required. It was unanimously agreed that councillors would engage in conversations with individuals expressing interest in being co-opted for the role, and these discussions would be brought forth in a forthcoming meeting.

**C23/09**

**Committee appointments**

- The following committees and members were agreed:
  - Finance and General Purposes Committee** – Cllrs Bilton, Botten, Dennis, Duck, Grasso, Robinson.
  - **Projects and Environment Committee** – this committee was dissolved and would be incorporated into full council meetings for the time being.
  - **Planning Committee** – Cllrs Bilton, Dennis, Duck, Grasso, Robinson. Debra Brent was co-opted onto this committee as an advisor.
  - **Personnel Committee** – Chair of Parish Council, Chair of F&GP and Cllr Duck.
  - **CCWNPIG Joint Committee** – Cllrs Botten and Duck

**C23/10**

**Council Working Groups and Lead Councillors**

The following Lead Councillor roles were agreed:

- **Tree Planting Working Group** – Cllrs Dennis and Grasso
- **Christmas Working Group** – Cllr Grasso
- **Lead Councillor for projects** – Cllr Grasso

**C23/11**

**Appointments to Outside Bodies of the Council**

No appointments to be made.

**C23/12**

**Governance Documents**

The following were re-adopted:

- i) [Standing Orders](#)
- ii) [Financial regulations](#)
- iii) [Code of Conduct](#)

**C22/13**

**Finance & General Purposes**

- i) The schedule of payments *was approved as follows and it was noted that invoices had been circulated to all councillors in advance of the meeting:*

***For approval***

Caterham Carnival	Stand fee	20.00
Caterham Barracks CT	Ukrainian night – grant	338.00

***Pre-paid***

Scouts	Grant as approved (F2317i)	7600.00
Parish Online	Annual Fee (mapping software)	270.00

***Regular***

Gradwell	Telephone transfer fee - April	7.94
Adobe Creative	Monthly fee for software	19.97
Lloyds Bank	Service fee	7.00
Mailchimp	Email service	12.67
H3G	Telephone / Mobile monthly charge	33.07
Total staff costs	3 staff salaries, pensions, tax and NI	3369.12

- ii) It was agreed to approve the schedule of regular payments and salaries.
- iii) Zurich Insurance was agreed as the Parish Councils insurers for 2023/2024
- iv) Current banking arrangements were with Unity Trust and Lloyds banks. It was agreed that Cllr Helen Bilton be added to the Unity Trust bank mandate as a signatory.
- v) It was agreed that the 2023 meeting schedule be re-drafted.
- vi) It was noted that the VAT reclaim has been submitted and refund received
- vii) It was noted that the first half precept has been received
- viii) A grant application from Caterham Pumas was considered and it was agreed to award a grant of £500.00.

**C22/14**

**Projects**

**Westway Bus Shelter**

Cllr Grasso gave an update on progress with bus shelter. The colour of the mid-rail was deliberated, and it was unanimously agreed to propose the colour green. Additionally, Councillor Grasso took the responsibility to request cost estimates from the contractors for the ongoing maintenance of the bus shelter, which would then be incorporated into the parish council's budgetary considerations.

It was unanimously agreed that the Parish Council should proceed with entering into a legal agreement with Surrey County Council to formalise its ownership of the bus shelter. This agreement would be subject to the receipt and approval of the proposed terms and conditions.

Date of the next meetings: 14<sup>th</sup> June 2023

The meeting closed at 8.10pm