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**Minutes of the Annual Meeting of Caterham on the Hill Parish Council  
held at 7.30pm on Wednesday 11<sup>th</sup> May 2022  
at the Westway Centre**

**Present:** Cllrs H Bilton, C Botten, G Duck (part meeting), K Mansfield, E Payne (part meeting), V Robinson, R Stead

**In attendance:** Cllr G Dennis (remotely), Mrs H Broughton (Clerk) and 6 members of the public.

**C22/01**

**Election of Chairperson**

It was proposed and second that Cllr Robinson be appointed Chairperson for the Council Year 2022-2023. There being no other nominations she was appointed unopposed.

**C22/02**

**Chairperson of the Council's Declaration of Acceptance of Office**

This was received by Cllr Robinson

Cllr Robinson in the Chair

**C22/03**

**Election of Vice Chairperson**

It was proposed and second that Cllr Dennis be appointed Vice Chairperson for the Council Year 2022-2023. There being no other nominations he was appointed unopposed.

**C22/04**

**Apologies for absence**

Apologies for absence were received from Cllr Grasso and Cllr Dennis

**C22/05**

**Declarations of interest**

- i) There were no declarations of interest arising from the agenda
- ii) Members were reminded to review their registered interests and return forms to the Clerk within 28 days.

**C22/06**

**Public forum**

There were no questions from members of the public.

**C22/07**

**Co-option**

- i) It was proposed and seconded that G Duck be co-opted onto the Council to fill the Queens Park Ward vacancy. This was unanimously approved.
- ii) It was proposed and seconded that E Payne be co-opted onto the Council to fill the Westway Ward vacancy. This was unanimously approved.
- iii) G Duck and E Payne signed declaration of acceptance of office.

CLlr Duck and CLlr Payne joined the meeting

**C22/08**

**Committee appointments**

- i) It was agreed not to create or dissolve Committees.
- ii) The following appointments were made to committees:  
**Finance and General Purposes** – Cllrs Botten, Grasso, Mansfield, Payne, Stead  
**Projects** – Cllrs Grasso, Mansfield, Robinson, Payne, Stead  
**Planning** – Cllrs Bilton, Botten, Dennis, Duck, Robinson  
**Environment** – Cllrs Bilton, Dennis, Grasso, Payne, Stead  
**Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group**  
(CCWNPIG) - Cllrs Bilton, Botten, Duck  
Personnel - Chairs of Committees

**C22/09**

**Council Working Groups**

- i) It was agreed not to create or dissolve Council Working Groups
- ii) It was agreed that Cllr Mansfield Chair the Family Fun Day Working Group. All councillors were invited to join Working Groups.

**C22/10**

**Appointments to Outside Bodies of the Council**

- i) It was agreed not to increase or reduce the number of appointments to Council outside bodies.
- ii) It was agreed that Cllr Stead be appointed as the PC representative to the Caterham Community Association.

**C22/11**

**Minutes**

- i) It was agreed that the Chair sign the minutes of the Council meeting held on 9<sup>th</sup> March 2022 as a true record.
- ii) Members noted the following committee minutes:
  - a) CCWNPIG Joint Committee held on 1<sup>st</sup> March 2022
  - b) Finance and General Purposes Committee meeting held on 13<sup>th</sup> April
  - c) Projects Committee meeting held on 13<sup>th</sup> April 2022
  - d) Environment Committee meeting held on 29<sup>th</sup> April 2022
  - e) Planning Committee meeting held on 29<sup>th</sup> April 2022

**C22/12**

**Finance & General Purposes**

It was agreed to approve the schedule of payments *as follows*:

*Paid between meetings / delegated authority*

Name	Description	Amount (inc vat)
Surrey Hills Solicitors	Advising on joint committee	210.00
Computer Solutions	IT support	27.20
Caterham Ex Service Men's Club	Room Hire (cash)	30.00
Ebay	Flags	121.05
Waitrose	Stationery	29.34
Microsoft	MS365	541.44
Zoom	Annual fee	143.88
Ebay	Bunting	30.30
Ebay	Cable ties	16.66

*For approval and regular / statutory*

Name	Description	Amount (inc vat)
SLCC	Annual membership	294.00
Staff costs		2282.19

HMRC	1029.19
Telephone	34.48
Mailchimp - monthly	8.86
Telephone tfr fee	7.77
Resilience telephone	6.00
Adobe software	19.97
Bank fee - monthly	7.00

- i) It was agreed to approve the virement of £5,000 from the general fund to the budget for grants.
- ii) It was agreed to appoint Zurich Insurance as the Parish Councils insurers for 2022/2023 at a premium of 1,076.06 and to increase in the insurance budget to £1,300 to also include event insurance.
- iii) The insurance schedule for 2022/23 was reviewed and approved.
- iv) A recommendation from the F&GP Committee to transfer of £6,000 to the Cedar Tree Lights Reserve from the General Reserve was approved.
- v) It was resolved to approve the 2021/22 Annual Governance Statement on the Annual Return and that this be signed by the Chair.
- vi) It was resolved to approve the 2021/22 Accounting Statement on the Annual Return and that this be signed by the Chair.
- vii) Standing Orders were reviewed and approved.
- viii) Financial Regulations were reviewed and approved.
- ix) It was agreed to purchase two metal remembrance soldiers from the Royal British Legion at a cost of £350 from the Wildflower budget. These to be placed in Victor Beamish Avenue alongside the poppies that have been planted as part of the wildflower project.
- x) It was agreed to approve expenditure on the supply, planting and maintenance of summer planters to go on the Hillcroft Corner railings at a cost of £570 plus vat.
- xi) It was agreed to approve a recommendation from the Environment Committee that the trees budget be increased by £1,600 to enable bi-monthly watering of new trees during the summer.

**C22/13**

**It was resolved that** *under the Public Bodies (Admission to the meetings) Act 1960, to exclude the public and press from discussions concerning the following item that which relates to confidential staff matters.*

**C22/14**

**Staff Matters**

It was agreed to delegate the appointment of a part time Clerk to the CCWNP Joint Committee to the personnel committee.

Meeting closed at 8.21pm