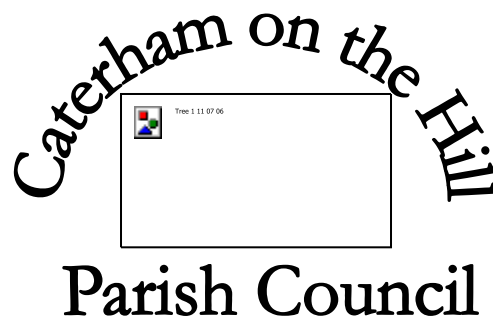


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**A meeting of Caterham on the Hill Parish Council
is to be held at 7.30pm on Wednesday 9th March 2022
at the Westway Community Centre, 25 Chaldon Road, Caterham**

Signed: Helen Broughton

Clerk to the Council

4th March 2022

AGENDA

All correspondence and papers referred to in the public part of this agenda are available to view on application to the Clerk to the Council

C 21/52	Apologies for absence To receive apologies for absence
C 21/53	Declarations of interest and dispensation requests To receive declarations of interest arising from the agenda
C 21/54	Public forum 15 minutes to enable members of the public to ask questions or raise issues
C 21/55	Previous minutes To agree that the minutes of the January Council meeting be signed by the Chairperson as a true record (draft minutes) To note the minutes of the following committee meetings: <ul style="list-style-type: none">• Projects meeting (draft minutes)• Finance and General Purposes (draft minutes)• Planning (draft minutes)• Environment Committee (draft minutes)• Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group (draft minutes to follow)
C 21/56	County Councillors report To receive a report from the County Councillor.
C 21/57	Finance and General Purposes <ol style="list-style-type: none">To approve the Asset Register (Asset Register)To approve the annual assessment of administrative and financial risk (RA)To approve the opening of a Parish Council current account with Unity Trust Bank.To resolve that Cllrs Botten, Stead, Mansfield and Robinson be appointed

	<p>signatories to the Clerk and the Clerk administrator.</p> <ul style="list-style-type: none"> v. To consider purchasing equipment to enable hybrid meetings at a cost of up to £600. vi. To approve the 2022/23 meeting schedule (draft schedule) vii. To approve the Annual Parish Meeting being held on 11th May at 7.30pm and agree action (paper 1) viii. To note the Clerks job description and consider updating (paper 2)
C 21/58	<p>Projects</p> <ul style="list-style-type: none"> i. To receive an update on the Family Fun Day being held on August 28th. ii. To approve charging £2 per adult for entry to the Fun Day with proceeds going to the Westway Centre. iii. To approve a proposal that an additional £3,000 be made available for the Family Fun Day from the General Reserve for 2022/23. iv. To note Parish Council involvement in a joint Jubilee Float with the Westway and agree action. v. To approve the Projects Committee revised terms of reference (Terms of Reference) vi. To note clearance of verges on Banstead Road/Milton Road and Buxton Lane authorised under delegated action at a cost of £150 and £180.
C 21/59	<p>Environment Committee</p> <p>To approve a proposal that an additional £3,000 be made available for wildflower planting from the general reserve for 2022/23.</p>
C 21/60	<p>Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group (CCWNPIG)</p> <ul style="list-style-type: none"> i. To receive a verbal update following the first meeting of the CCWNPIG. ii. To ratify the appointment of Cllrs Botten and Cllr Dennis as parish council members of the CCWNPIG.
C 21/61	<p>Communication</p> <ul style="list-style-type: none"> i. To approve a press and media policy (paper 3) and adopting social media guidelines (paper 4 and paper 5) ii. To approve the Parish Council article for the April issue of the CR3 magazine. <i>(to follow)</i>