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**Minutes of an Extraordinary Council meeting of Caterham on the Hill Parish Council  
held at midday on Friday 17th November 2023  
at the Westway Centre, Caterham on the Hill**

**Present:** Cllr Vicky Robinson (Chair), Cllr Derek Carpenter, Cllr George Dennis, Cllr Geoff Duck

**In attendance:** Mrs H Broughton (Clerk) and one member of the public

23/64	<p><b>Apologies for absence</b> Apologies were received from Cllr Chris Botten, Cllr Helen Bilton, Cllr Maria Grasso and Cllr Leena Sowambur.</p>
23/65	<p><b>Declarations of interest and dispensation requests</b> There were no declarations of interest arising from the agenda.</p>
23/66	<p><b>Public forum</b> A representative of the Caterham Round Table informed the Council of the organisations fundraising events and their publicity requirements. Notably, the recent fireworks event raised £20k and the beer festival £18k with funds raised distributed to smaller charities. The organisation has moved from physical mailouts to online marketing; however, some people do not use social media and banners and posters remain crucial. Last year banners were removed which were then expensive to replace.</p> <p>The representative acknowledged concerns about excessive marketing and wished to collaborate with the Parish Council to ensure that proper procedures were followed in promoting events but also to ensure that events could be promoted using banners and flyers.</p> <p>It was explained by a councillor that placing publicity material visible from the Highways, even from private property, constitutes an offense. Given that only the top of Church Hill currently holds a license, it was proposed that additional areas be licensed to facilitate regulated promotion of charitable events. Surrey County Council would need to be approached for this. The representative was requested to compile a list of preferred banner locations, and Cllr Carpenter extended his support in liaising with the County Council. It was suggested that the County Councillor might also be able to assist.</p>
23/67	<p><b>CHRISTMAS</b></p> <p>i. <b>Westway Outreach Christmas lunches</b> In 2022 approximately 100 people had been supported with Christmas lunches through meals being delivered to homes in Caterham by volunteers however the scheme was not being run this year due to lack of funds. It was proposed, seconded and unanimously agreed that the Parish Council fund outreach Christmas lunches provided by the Westway Centre at a cost of up to £2,000.</p>

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|  | <ul style="list-style-type: none"><li>ii. It was agreed that funds raised from the Christmas events and Memory Tree baubles be donated to fund Christmas lunches provided by the Westway Centre on site.</li><li>iii. It was agreed to purchase 3 baubles for the Memory Tree from the Westway Centre, subject to confirmation from Cllr Grasso that the families agreed to this. In future this would only be done in the year of a councillor's death.</li><li>iv. A payment of £1,499.33 for hire of pedestrian barriers for events was approved.</li></ul> |
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The meeting closed at 12.47pm