

Helen Broughton Clerk to the Council
65 Court Road
Caterham Surrey CR3 5RH

Tel: 01883 708310

Email: clerk@caterhamhillparishcouncil.co.uk

Website: www.caterhamhillparishcouncil.co.uk



**Minutes of a meeting of the Finance and General Purposes Committee
held at 6.30pm on Wednesday 7th February 2024
at the Westway Centre, Chaldon Road, Caterham**

Present: Cllr D Carpenter, Cllr G Dennis, Cllr M Grasso, Cllr Vi Robinson, Cllr C Botten (virtually)

In attendance: Cllr C Botten (virtually), Mrs Helen Broughton (Clerk)

It was agreed that in the absence of Cllr Botten, Cllr Grasso Chair the meeting

Cllr Grasso in the Chair

F23/28	Apologies for absence Apologies for absence were received from Cllr H Bilton, Cllr C Botten (attending virtually), Cllr G Duck, Cllr L Sowambur.
F23/29	Declarations of interest and dispensation requests There were no declarations of interest arising from the agenda.
F23/30	Public forum There were no members of the public present.
F23/31	Minutes It was agreed that the Chair sign the minutes of the meeting held on 11 th October 2023 as a true record.
F23/32	Reserves and banking It was agreed that £85,000 be held in the Unity Bank current account, £10k in the Lloyds bank current account and the remainder in the Lloyds bank instant savings account. The Clerk was authorised to make appropriate transfers.
F23/33	Grants <ol style="list-style-type: none">Cllr Robinson reported that Cllr Duck and herself had met with Westway Trustees to explain the reason for their grant application being rejected in its current form. A further application may be made in the future.A grant of £1,000 for equipment for the Friday Night Project was approved subject to information on their long-term plan / sustainability goals.The End of Grant Report from the Caterham Barracks Community Trust was noted and it was agreed that the Chair and Cllr Carpenter visit the Arc to obtain more information and view the toilets.

F23/34	<p>Payments</p> <p>i) The following reports were noted / considered and approved:</p> <p>a. Income and Expenditure v budget as at 31st January 2024.</p> <p>b. The net position as at 31st January 2024.</p> <p>ii) It was agreed that the Chair sign the bank reconciliation as at 31st January 2024 as correct (<i>bank statements had been made available to councillors on Sharepoint</i>)</p> <p>iii) It was agreed to approve the following schedule of payments:</p>																																				
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<p>Clr Carpenter asked if the staff costs could be split. The Clerk advised that as there were several members of staff there were GDPR implications and advice from the National Association of Local Councils was to therefore have them on one line, as the minutes were a public record. All individual payments were available on the confidential bank statements which Councillors had access to.</p>																																					
F23/35	<p>Queens Park Trees</p> <p>Clr Dennis recommended, that due to planned works in Queens Park by Surrey County Council and Tandridge District Council, the specific details of which were currently unknown, it would be prudent to return the £5,000 grant from Your Fund Surrey. This was agreed. It was suggested that planting could take place near the Westway allotments which would have the benefit of mitigating the visual impact of the phone masts.</p>																																				
F23/36	<p>The date of the next committee meeting was agreed as 10th April 2024.</p>																																				
F 23/37	<p><i>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 contractual matters.</i></p>																																				

F23/38	<p>Bus shelter contract</p> <p>Councillor Grasso suggested that, since sections 5 and 6 of the agreement were new and there were concerns regarding item 7, the solicitor should be briefed to further review the contract and draft a paragraph. This paragraph would state that in the event of the agreement being terminated without fault on the part of the parish council, compensation would be due. Cllr Carpenter suggested a retrospective S50 licence be applied for and he agreed to circulate information on this.</p>
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The meeting closed at 7.15pm