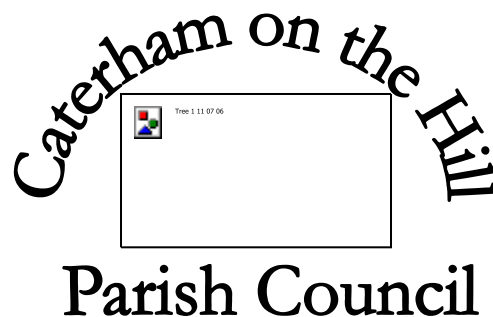


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**Minutes of a meeting of the Finance and General Purposes Committee held
virtually at 7.30pm on Wednesday 16th February 2022**

Committee members: Cllrs C Botten, K Mansfield, V Robinson, R Stead

In attendance: Mrs H Broughton (Clerk and RFO) and Cllr J Webster

F 21/34	Apologies for absence There were no apologies for absence.																												
F 21/35	Declarations of interest and dispensation requests There were no declarations of interest arising from the agenda.																												
F 21/36	Public forum There were no questions from members of the public.																												
F 21/37	Payments and Accounts i) It was agreed to approve the following schedule of payments as follows: <table border="1"><thead><tr><th>No</th><th>Name</th><th>Description</th><th>Amount (inc vat)</th></tr></thead><tbody><tr><td><u>1.</u></td><td>Starboard systems</td><td>Accounts software annual fee</td><td>561.60</td></tr><tr><td></td><td>Dial-a-Ride</td><td>Grant approved Jan Council</td><td>1,000.00</td></tr><tr><td><u>2.</u></td><td>SLCC</td><td>Climate change summit</td><td>108.00</td></tr><tr><td><u>3.</u></td><td>Route 22</td><td>Microsoft Business 365</td><td>1060.44</td></tr><tr><td><u>4.</u></td><td>Glasdon</td><td>Litter bins for Townend</td><td>816.05</td></tr><tr><td><u>5.</u></td><td>Ultralite</td><td>Christmas lights hire</td><td>3192.00</td></tr></tbody></table> ii) Income and Expenditure as at 31 st January 2022 was noted and it was resolved that the Chair to sign the bank reconciliation as at 31 st January 2022 (paper 1) iii) It was resolved to sponsor a prize of £25 at the Caterham Horticultural Show. iv) It was resolved to support the Flood Action Group in printing and laminating cards to report burst manholes at a cost of up to £50. v) It was recommended that the Parish Council open a Unity Trust bank current account with an initial transfer from the Lloyds bank current account of £50,000. The remaining reserves would be placed into a deposit account with Lloyds.	No	Name	Description	Amount (inc vat)	<u>1.</u>	Starboard systems	Accounts software annual fee	561.60		Dial-a-Ride	Grant approved Jan Council	1,000.00	<u>2.</u>	SLCC	Climate change summit	108.00	<u>3.</u>	Route 22	Microsoft Business 365	1060.44	<u>4.</u>	Glasdon	Litter bins for Townend	816.05	<u>5.</u>	Ultralite	Christmas lights hire	3192.00
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F 21/38	Financial and Administrative Assessment of Risk The Financial and Administrative Risk Assessment was considered and would be further reviewed by Full Council (paper 2).																												

F 21/39	Annual Parish Meeting It was recommended that the Annual Parish Meeting be held on Wednesday 11 th May at 7.30pm with the main topic being the implementation of the Neighbourhood Plan.
F 21/40	Meetings 2022–23 The draft meeting schedule for 2022-23 was reviewed and would be recommend to Council.
F 21/41	Neighbourhood Plan <ul style="list-style-type: none">i) It was recommended that Cllrs Botten and Dennis be appointed members of the CCWNP Joint Committee with a further member being co-opted.ii) It was agreed, subject to approval of the Joint Committee, that Helen Broughton Clerk the Joint Committee with this arrangement being reviewed in May.

The meeting closed at 7.55pm