

Helen Broughton Clerk to the Council
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**Members are summoned to a meeting of the Finance and General Purposes Committee
being held at 6.30pm on Wednesday 13th September 2023
at the Westway Centre, Chaldon Road, Caterham**

*Members of the public can attend in person or remotely via the link below.
PLEASE EMAIL THE CLERK BY 4PM ON THE DAY OF THE MEETING FOR THE PASSCODE.*

Join Zoom Meeting

AGENDA

Signed *Helen Broughton*

Clerk to the Council

8th September 2023

F 23/01	Apologies for absence To receive apologies for absence
F 23/02	Declarations of interest and dispensation requests To receive declarations of interest arising from the agenda
F 23/03	Public forum 15 minutes to enable members of the public to ask questions or raise issues.
F23/04	Reserves <ul style="list-style-type: none">i. To review the Parish Council reserves as of 31st July 2023 and agree action (Reserves)ii. To approve the transfer of £80,000 to the Unity Trust Bank from the Lloyds Bank current account.iii. To approve the application for a debit card with a limit of £1,000 from the Unity Bank.
F23/05	Grants <ul style="list-style-type: none">i. To discuss a grant application from the Caterham Barracks Community Trust with the Arc Centre Manager and agree action (<i>information to follow</i>)ii. To approve a grant of £300 to the Caterham Horticultural Society.
F 23/06	Payments and Accounts <ul style="list-style-type: none">i) To approve the schedule of payments (<i>to follow</i>)ii) To note the following reports<ul style="list-style-type: none">a. Income and Expenditure as of 31st July 2023 (I&E)b. Net position as of 31st July 2023 (Net position)iii) To agree that the Chair sign the bank reconciliation as of 31st July 2023 as correct

	(bank rec)
F23/07	<p>External Audit</p> <ul style="list-style-type: none"> i. To note the external auditors report and that no issues were raised (report) ii. To note that the conclusion of audit notice and other documentation as required by the audit regulations has been placed on the website.
F23/08	<p>Proposal for future (unbudgeted) expenditure</p> <ul style="list-style-type: none"> i. To consider a proposal for tree stakes (proposal) ii. Subject to the above to agree a budget and expenditure on tree stakes. iii. To consider a proposal to fund plants and bulbs for Queens Park at a cost of £2500
F23/09	<p>Policies and Procedures</p> <p>To review and approve the following policies and procedures:</p> <ul style="list-style-type: none"> i. Publication Scheme (scheme) ii. Finance and General Purposes Terms of Reference (tor)
F23/10	To note the date of the next meeting as 11th October 2023