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**The Annual Meeting of Caterham on the Hill Parish Council
to be held at 7.30pm on Wednesday 10th May 2023
at the Westway Centre, 25 Chaldon Road CR3 5PG**

Signed *Helen Broughton* Clerk to the Council 4th May 2023

Members of the public are invited to attend either in person or remotely.

The Zoom link is given below.

*For the passcode which is required for access virtually
please email clerk@caterhamhillparishcouncil.co.uk by 4pm on the day of the meeting.*

[ZOOM LINK](#)

AGENDA

- C23/01** To elect the Chairperson of the Council for the Council Year 2023-2024
- C23/02** To receive the Chairperson of the Council's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.
- Incoming Chairman in the Chair
- C23/03** To elect the Vice Chairperson of the Council
- C23/04** To receive apologies for absence
- C23/05** **Declarations of interest**
- i) To receive declarations of interest arising from the agenda.
 - ii) Members are reminded to review their registered interests.
- C23/06** **Public forum**
15 minutes to enable members of the public to ask questions or raise issues.
- C23/07** **Minutes**
Members to agree that the minutes of the Council meeting held on 22nd March 2023 be signed by the Chair as a true record ([draft minutes](#))
- C23/08** **Co-option**
- i) To consider / agree co-option of a Portley Ward Member following the resignation of Kerry Mansfield.

- ii) To note the resignation of Sophie Aldous as a Portley Ward Parish Councillor and note that the vacancy notice has been advertised (*required for 14 working days*)
- iii) Co-opted member to sign a declaration of acceptance of office

C23/09

Committee appointments

- a) To confirm, create or dissolve committees (*currently Finance and General Purposes b) Projects and Environment c) Planning d) Personnel Committee e) CCWNPIG Joint Committee*)
- i) Subject to Item C23/9i), to make appointments to committees:

C23/10

Council Working Groups and Lead Councillors

- i) To create or dissolve Council Working Groups and Lead Councillor roles
- ii) Subject to Items C23/10 i), to make appointments to Working Groups and Lead Councillor roles

C23/11

Appointments to Outside Bodies of the Council

- i) To confirm, increase or reduce the number of appointments to Council outside bodies
- ii) Subject to Items C23/10i), to make appointments to the Council's Outside Bodies.

C23/12

Governance Documents

To re-adopt the following documents and note that Committee Terms of Reference will be reviewed at the first meeting of that committee.

- i) [Standing Orders](#)
- ii) [Financial regulations](#)
- iii) [Code of Conduct](#)

C22/13

Finance & General Purposes

- i) To approve the schedule of payments (*schedule and invoices to follow*)
- ii) To approve the schedule of regular payments and salaries (*confidential*)
- iii) To approve Zurich Insurance as the Parish Councils insurers for 2023/2024 and review the policy.
- iv) To agree banking arrangements and signatories to bank accounts
- v) To review the 2023 [meeting schedule](#)
- vi) To note that the VAT reclaim has been submitted and refund received
- vii) To note that the first half precept has been received
- viii) To consider a grant application from Caterham Pumas ([application](#))

C22/14

Projects

- i) To receive an update on the Westway Bus Shelter from Cllr Grasso
- ii) To agree that the Parish Council enters into a legal agreement with Surrey County Council regarding the ownership of the bus shelter on Westway and agrees to fund ongoing maintenance ([agreement](#))

Date of the next meetings (committee): 14th June 2023