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**Members are summoned to a meeting of Caterham on the Hill Parish Council being held at 7.30pm on Wednesday 8<sup>th</sup> November 2023 at the Westway Centre, Caterham on the Hill**

Signed *Helen Broughton*

Clerk to the Council

2<sup>nd</sup> November 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 virtual access please email [clerk@caterhamhillparishcouncil.co.uk](mailto:clerk@caterhamhillparishcouncil.co.uk) by 4pm on the day of the meeting.*

[ZOOM LINK](#)

## AGENDA

23/53	<b>Apologies for absence</b> To receive apologies for absence.
23/54	<b>Declarations of interest and dispensation requests</b> To receive declarations of interest arising from the agenda.
23/55	<b>Public forum</b> 15 minutes for the public to ask questions or raise issues.
23/56	<b>Minutes of previous meetings (for accuracy only)</b> To agree that the following minutes be signed by the Chair as a correct record: i. Council Meeting held on 13 <sup>th</sup> September 2023 ( <a href="#">draft minutes</a> ) ii. Extraordinary Council Meeting held on 20 <sup>th</sup> September 2023 ( <a href="#">draft minutes</a> )
23/57	<b>Reports</b> To receive a report from the County Councillor.
23/58	<b>Action List</b> To note the meeting action list (for information only) ( <a href="#">action list</a> )
23/59	<b>Finance and General Purposes</b> i) To agree action following an issue with small asset signs ii) To approve the schedule of payments ( <i>to follow</i> ) iii) To agree that the Chair sign the October 2023 bank statements ( <i>available on Sharepoint – confidential</i> ) and reconciliations as correct ( <a href="#">reconciliation</a> )

	<ul style="list-style-type: none"> <li>iv) To agree where the parish council should allocate its reserve funds for investment. <a href="#">(paper)</a></li> <li>v) To approve a recommendation from the Finance Committee on the 23/24 budget and precept <a href="#">(draft budget)</a></li> </ul>
23/60	<p><b>Grants</b></p> <p>To consider grant applications from:</p> <ul style="list-style-type: none"> <li>i) The Westway Centre <a href="#">(application)</a></li> <li>ii) To further consider a grant application from the Soper Hall <a href="#">(application)</a></li> <li>iii) St Marys Church <a href="#">(application)</a> <i>(confidential quotation circulated)</i></li> </ul>
23/61	<p><b>Projects and Environment</b></p> <ul style="list-style-type: none"> <li>i) To receive an update on youth services and agree action, if necessary.</li> <li>ii) To receive an update on Queens Park</li> <li>iii) To consider Parish Council involvement with Queens Park Volunteers and agree action.</li> <li>iv) To receive an update on Christmas Lights events.</li> <li>v) To consider placing Christmas decorations on lampposts.</li> <li>vi) To approve the Memory Tree and Cedar Tree event Risk Assessments <a href="#">(RA 1)</a> <a href="#">(RA 2)</a></li> <li>vii) To receive an update from Cllr Dennis on a community orchard on the Westway Common.</li> <li>viii) To receive an update on Winter Maintenance.</li> </ul>
23/62	<p><b>Website</b></p> <p>To receive a recommendation from Cllr Sowanbur and agree a budget for a new Parish Council website.</p>
23/63	To note the <b>date of the next meeting</b> as 10 <sup>th</sup> January 2024.