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**The Annual Meeting of Caterham on the Hill Parish Council  
to be held at 7.30pm on Wednesday 11<sup>th</sup> May 2022  
at the Westway Centre, 25 Chaldon Road CR3 5PG**

*This is a hybrid meeting and members of the public are welcome to attend in person or join via Zoom*

<https://us02web.zoom.us/j/7216115499>

Meeting ID: 721 611 5499

AGENDA

- C22/01** To elect the Chairperson of the Council for the Council Year 2022-2023
- C22/02** 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
- C22/03** To elect the Vice Chairperson of the Council
- C22/04** To receive apologies for absence
- C22/05** **Declarations of interest**
- i) To receive declarations of interest arising from the agenda.
  - ii) Members are reminded to review their registered interests.
- C22/06** **Public forum**  
15 minutes to enable members of the public to ask questions or raise issues.
- C22/07** **Co-option**
- i) To agree co-option of members to the Council following the resignations of Jeremy Webster and Samuel Cowan.
  - ii) Co-opted members to sign a declaration of acceptance of office.
- C22/08** **Committee appointments**
- i) To confirm, create or dissolve Committees.
  - ii) Subject to Item C22/8i), to make appointments to the following committees:
    - a) Finance and General Purposes
    - b) Projects
    - c) Planning
    - d) Environment
    - e) Personnel
    - f) CCWNPIG Joint Committee
- C22/09** **Council Working Groups**
- i) To create or dissolve Council Working Groups
  - ii) Subject to Items C22/9 i), to make appointments to the following Working Groups:

- a) Family Fun Day    b) Christmas

**C22/10      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 C22/10i), to make appointments to the Council's Outside Bodies.

**C22/11      Minutes**

- i) Members to agree that the minutes of the Council meeting held on 9<sup>th</sup> March 2022 be signed by the Chair as a true record ([draft minutes](#))
- ii) Members to note the following committee minutes:
  - a) CCWNPIG Joint Committee held on 1<sup>st</sup> March 2022 ([draft minutes](#))
  - b) Finance and General Purposes Committee meeting held on 13<sup>th</sup> April 2022 ([draft minutes](#))
  - c) Projects Committee meeting held on 13<sup>th</sup> April 2022 ([draft minutes](#))
  - d) Environment Committee meeting held on 29<sup>th</sup> April 2022 ([draft minutes](#))
  - e) Planning Committee meeting held on 29<sup>th</sup> April 2022 ([draft minutes](#))

**C22/12      Finance & General Purposes**

- i) To approve the schedule of payments (*schedule and invoices to follow*)
- ii) To approve the virement of £5,000 from the general fund to the budget for grants.
- iii) To approve Zurich Insurance as the Parish Councils insurers for 2022/2023 at a premium of 1,076.06 and to increase in the insurance budget to £1,300 to also include event insurance.
- iv) To review and approve the insurance schedule for 2022/23 ([schedule](#))
- v) To approve a recommendation from the F&GP Committee to create an earmarked reserve for refurbishment of the Cedar Tree Lights and agree the transfer of £6,000 to this reserve from the general reserve.
- vi) To approve and sign the 2021/22 Annual Governance Statement on the Annual Return ([AGAR](#))
- vii) To approve and sign the 2021/22 Accounting Statement on the Annual Return
- viii) To review and agree Standing Orders ([standing orders](#))
- ix) To review and agree Financial Regulations ([financial regulations](#))
- x) To approve the purchase of two metal remembrance soldiers from the Royal British Legion at a cost of £350 from the Wildflower budget. These are to be placed in Victor Beamish Avenue alongside the poppies that have been planted as part of the wildflower project.
- xi) To approve expenditure on the supply, planting and maintenance of summer planters to go on the Hillcroft Corner railings at a cost of £570 plus vat.
- xii) To approve a recommendation from the Environment Committee that the trees budget be increased by £1,600 to enable bi-monthly watering of new trees during the summer.

**C22/13**      *Members to resolve 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 confidential staff matters.*

**C22/14      Staff Matters**

To agree the appointment and of a part time Clerk to the CCWNP Joint Committee.

Signed      *Helen Broughton*

Clerk to the Council

5th May 2022