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**Minutes of a meeting of the Finance and General Purposes Committee
held at 6.30pm on Wednesday 13th September 2023
at the Westway Centre, Chaldon Road, Caterham**

Present: Cllr C Botten (Chair), Cllr M Grasso, Cllr D Carpenter, Cllr V Robinson

In attendance: Mrs H Broughton (Clerk), Mrs S Harvey (Manager of the Arc)

F 23/01	Apologies for absence Apologies for absence were received from Cllr G Duck.
F 23/02	Declarations of interest and dispensation requests There were no declarations of interest arising from the agenda.
F 23/03	Public forum There were no members of the public present.
F23/04	Reserves The Parish Council reserves as of 31 st July 2023 were considered. <ul style="list-style-type: none">i. It was agreed that general reserves of £80,000 be held and that Cllr Botten, Cllr Robinson and the Clerk work on a proposal to be put to the next Finance and General Purposes meeting.ii. It was agreed to transfer £80,000 to the Unity Trust Bank from the Lloyds Bank current account to spread the risk on reserves. The Clerk was asked to bring a proposal to the next meeting on moving reserves to an account such as the public sector deposit fund.iii. It was agreed to approve an 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. Grant application from the Caterham Barracks Community Trust for Ukrainian support. <u>Cllr Botten left the room as he declared an interest as a Trustee of the Caterham Barracks Community Trust</u> A grant application from the Caterham Barracks Community Trust (CBCT) had been received and the Arc Centre Manager attended the meeting to answer questions. She said that initially support had focused on addressing immediate networking needs, assuming the conflict would be short-lived. However, it has become clear that the situation had become protracted, with many families having no homes to return to.

Mrs Harvey had not approached other organisations for grant funding, and it was noted that refugees came from the whole Tandridge area. It was suggested that other parish councils also be approached to support the project as Caterham on the Hill had been supporting it for over a year. A breakdown of the costs and the number of Ukrainian refugees living in Caterham on the Hill was requested.

As further information was required and members were unable to reach a consensus it was agreed to delegate authority to the Clerk to award the grant in consultation with the Finance Committee. It was noted that the Chair was able to call and Extraordinary Council Meeting if necessary.

Cllr Botten re-joined the meeting.

- ii. A grant of £300 to the Caterham Horticultural Society was agreed.

F 23/06

Payments and Accounts

- i) The following schedule of payments was approved.

For approval

Alison Eardley	Neighbourhood Plan Advice	1,356
PKF Littlejohn	External Audit fee	756
Surrey Hills Solicitor	Advice on bus shelter contract	228
Clearmasters	Drainage Clearance August	1,848
Mulberry and Co	Advice re CBCT Grant	144
DM Payroll	Payroll – half year	66
Route 22	NP website work	75.60

Paid between meetings

Ivy Leaf	Hillcroft Corner Maintenance	110.00
H Broughton	Refund for cash for Horticultural Show prize	25.00
Craft Stationers	Stationery	31.03

Income

Whyteleafe VC	CCWNP contribution and Winter Maint	856.47
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Regular payments (pre-approved)

Gradwell	Telephone transfer fee – August	9.94
Adobe Creative	Monthly fee for software	19.97
Lloyds Bank	Service fee	7.00
Mailchimp	Email service June	12.38
H3G	Telephone / Mobile monthly charge	30.28
Total staff costs	3 members of staff salaries, pensions, Tax and NI	3369.12

- ii) The following reports were noted, considered and approved:
 - a. Income and Expenditure v budget as of 31st July 2023
 - b. Net position as of 31st July 2023
- iii) It was agreed that the Chair sign the bank reconciliation as of 31st July 2023 as correct.

F23/07

External Audit

- i. The external auditors report was noted.
- ii. It was noted that the conclusion of audit notice and other documentation as required by the audit regulations had been placed on the website.

F23/08	<p>Proposal for future expenditure</p> <p>i. A proposal for tree stakes had been circulated and it was suggested by Cllr Grasso that different colours be used to differentiate between occasions for which trees had been planted. It was agreed to purchase one sign from Brunel, as a trial, at a cost of £267.00.</p> <p>ii. A proposal to fund plants and bulbs for Queens Park at a cost of £2,500 had been made by Cllr Carpenter. It was suggested that these would be planted in the top area of the croquet lawn by volunteers. The committee agreed in principle, however the project would be dependent on the District Council's plans for the park.</p> <p>Cllr Botten advised that he had been in contact with the Deputy Chief Executive of TDC regarding plans for Queens Park and the District Council was making its own application for community infrastructure levy monies for improvements.</p> <p>It was agreed that a strategic meeting with TDC, Cllr Robinson, Cllr Grasso, Cllr Botten and the Friends of Queens Park be arranged.</p> <p>Cllr Dennis had circulated suggested parish priorities for the park.</p>
F23/09	<p>Policies and Procedures</p> <p>The following policies and procedures were approved:</p> <p>i. Publication Scheme</p> <p>ii. Finance and General Purposes Terms of Reference</p>
F23/10	<p>The date of the next meeting was 11th October 2023</p>

Meeting closed at 7.30pm