

Helen Broughton Clerk to the Council
65 Court Road
Caterham Surrey CR3 5RH

Tel: 01883 708310

Email: clerk@caterhamhillparishcouncil.co.uk

Website: www.caterhamhillparishcouncil.co.uk



**Members are summoned to a meeting of the Finance and General Purposes Committee
being held at 7.30pm on Wednesday 8th February 2023
at the Westway Centre, Caterham on the Hill**

**Committee members: Cllrs C Botten, M Grasso, K Mansfield, E Payne,
S Aldous, H Bilton, G Dennis, G Duck, V Robinson**

Members of the public can also view the meeting remotely via the following link.
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

3rd February 2023

F 23/1	Apologies for absence To receive apologies for absence
F 23/2	Declarations of interest and dispensation requests To receive declarations of interest arising from the agenda
F 23/3	Public forum 15 minutes to enable members of the public to ask questions or raise issues
F 23/4	Minutes of the last meeting Members to agree the minutes of the meeting held on 12 th October 2022 as a correct record (minutes)
F 23/5	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 at 31st December 2022 (I&E)b. Net position as at 31st December 2022 (Net position)c. Reserves as at 31st December 2022 (Reserves)iii) To agree that the Chair sign the bank reconciliation as at 31st December 2022 as correct (Bank rec)
F 23/6	Grant applications To consider the following grant applications:

	<ul style="list-style-type: none"> i. The Arc (<i>application to follow</i>) ii. Prospero for Sunnydown Special School Project (application)
F 23/8	<p>Financial and Administrative Assessment of Risk To review and agree the Financial and Administrative risk assessment (document)</p>
F 23/9	<p>Annual Parish Meeting To consider arrangements for the Annual Parish Meeting</p>
F 23/10	<p>Policies and Procedures To review and approve the following procedures:</p> <ul style="list-style-type: none"> i. Document Retention ii. Expenses Policy
F 23/11	<p><i>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 contractual matters.</i></p>
F 23/12	<p>Bus Shelter To consider a recommendation from the Projects Committee for a bus shelter, receive a report from Cllr Grasso, consider quotations and agree action. (Report)</p>