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**Minutes of a meeting of the Finance and General Purposes Committee  
held at 7.30pm on Wednesday 19<sup>th</sup> April 2023  
at the Westway Centre, Caterham on the Hill**

**Present:** *Cllrs C Botten (Chair), H Bilton, M Grasso, E Payne,  
S Aldous, G Dennis, V Robinson, G Duck*

**In attendance:** *Mrs H Broughton (Clerk)*

F 23/13	<b>Apologies for absence</b> Apologies for absence were received from Cllr S Aldous and Cllr V Robinson.																																		
F 23/14	<b>Declarations of interest and dispensation requests</b> There were no declarations of interest arising from the agenda.																																		
F 23/15	<b>Public forum:</b> There were no members of the public present.																																		
F 23/16	<b>Minutes of the last meeting</b> It was agreed that the minutes of the meeting held on 8 <sup>th</sup> February 2023 be signed by the Chair as a correct record.																																		
F 23/17	<p><b>Payments and Accounts</b></p> <p>i) A grant request from the 1<sup>st</sup> Caterham Scouts from CIL funds for new scout hut windows in the sum of £7,600 was approved. <i>(It was noted that 3 confidential quotations had been circulated by email</i></p> <p>ii) The following payments were approved</p> <p><b>For approval</b></p> <table border="1"> <tr> <td>Surrey Hills Solicitors</td> <td>Fee relating to advice re CBCT</td> <td>540.00</td> </tr> <tr> <td>CJS Plants</td> <td>Plant and maintain wooden High St planters</td> <td>450.00</td> </tr> <tr> <td>Surrey ALC Ltd</td> <td>SCAPTC and NALC annual subscription 23/24</td> <td>2511.21</td> </tr> <tr> <td>Nick Dance</td> <td>Various works</td> <td>600</td> </tr> <tr> <td>Amazon</td> <td>Gazebo for Carnival</td> <td>148.34</td> </tr> <tr> <td>Surfshark</td> <td>Annual fee</td> <td>47.80</td> </tr> <tr> <td>Caterham Festival</td> <td>Grant</td> <td>900.00</td> </tr> <tr> <td>Microsoft</td> <td>Annual fee</td> <td>593.28</td> </tr> <tr> <td>Caterham Carnival</td> <td>Grant</td> <td>3570.00</td> </tr> </table> <p><b>Paid between meetings</b></p> <table border="1"> <tr> <td>Dial-a-Ride</td> <td>Grant – approved March 23 Council</td> <td>1000.00</td> </tr> <tr> <td>Caterham Barracks CT</td> <td>Grant – approved March 23 Council</td> <td>50,000.00</td> </tr> </table>		Surrey Hills Solicitors	Fee relating to advice re CBCT	540.00	CJS Plants	Plant and maintain wooden High St planters	450.00	Surrey ALC Ltd	SCAPTC and NALC annual subscription 23/24	2511.21	Nick Dance	Various works	600	Amazon	Gazebo for Carnival	148.34	Surfshark	Annual fee	47.80	Caterham Festival	Grant	900.00	Microsoft	Annual fee	593.28	Caterham Carnival	Grant	3570.00	Dial-a-Ride	Grant – approved March 23 Council	1000.00	Caterham Barracks CT	Grant – approved March 23 Council	50,000.00
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	H Broughton	Refund for mobile telephone	299.00
	Zoom	Annual fee	148.34
	Craft Stationers	Stationery	21.49
<b>Regular payments (pre-approved)</b>			
	Gradwell	Telephone transfer fee	7.05
	Adobe Creative	Monthly fee for software	19.97
	Lloyds Bank	Service fee	7.00
	Mailchimp	Email service	13.17
	H3G	Telephone / Mobile monthly charge	29.81
	Total staff costs	salaries, pensions, HMRC payments	3390.42
	<p>iii) To note the following reports:</p> <p>a. <i>Reserves Summary at Year End.</i> <i>It was agreed to set up a new EMR for drainage clearance of £10,000.</i></p> <p>b. The draft AGAR Income and Expenditure as at Year End 2023 was noted.</p> <p>iv) It was agreed that the Chair sign the bank reconciliation and bank statements as at 31<sup>st</sup> March 2023 as correct.</p> <p>v) The CIL report sent to the District Council was noted.</p> <p>vi) It was agreed do approve Helen Broughton to sign the bank submission form to add Maria Grasso to authorise payments on the Unity Bank Account. Note that the mandate states there should be 2 signatories but currently Helen Broughton is the only signatory, approval therefore needs to be minuted.</p>		
F 23/18	<p><b>Policies and Procedures</b></p> <p>i) The Website accessibility statement was approved.</p> <p>ii) It was agreed to hold a workshop to set out strategic priorities and obtain feedback from residents.</p>		
F 23/19	<p><b>Co-option</b></p> <p>i) A councillor co-option policy was approved.</p> <p>ii) A councillor co-option application form was approved.</p>		

The meeting closed 8.50pm