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**Minutes of an extraordinary meeting of Caterham on the Hill Parish Council held at
7.30pm on Wednesday 29th May 2024
at the Westway Centre**

Present: Cllr Clements (Chair), Cllr Webster (Vice Chair), Cllr Horne, Cllr Sowambur, Cllr Bustillo, Cllr Stewart
Cllr Lopez.

In attendance: Mrs H Broughton (Clerk)

C24/18 **Apologies for absence** were received from Cllr Nick Bray due to work commitments.

C24/19 **Disclosure of Interests:** There were none.

C24/20 **Public forum:** No members of the public present.

C24/21 **Annual Governance and Accountability Return (AGAR)**

i) **Annual Internal Auditor Report**

- a. The Annual Internal Audit (IA) Report 2023/24 was received and it was resolved that this be accepted.
- b. Recommendations raised by the Internal Auditor were considered and actions agreed.

ii) **Annual Governance Statement 2023/24**

The Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024, were considered and responded to and Section 1 signed by the Clerk and Chair.

iii) **Council Accounting Statement for 2023/24**

It was proposed, seconded and unanimously agreed to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024.

iv) **Exercise of Public Rights**

It was noted that the period of elector's rights will commence on Monday 3rd June 2024 and finish on Friday 12th July 2024. Public notification will be placed on noticeboards and the website.

v) The **schedule of meetings** was approved (appendix A)

C24/22 **Future agenda items:** Clerk to be advised.

Appendix A

Schedule of Meetings for the 2024 2025 Council Year

Note: Annual Parish Meeting to be agreed (must be held between 1st March and 1st June 2025)
Council meetings bi-monthly for the time being
Extraordinary Meeting can be called by the Chair at any time
Clerk Annual Leave 2nd July to 20th July 2024
Planning meetings to be held every 3 weeks

June

Planning	Wed 12 June	7.30pm	The Westway Centre
Council	Wed 19 June	7.30pm	The Westway Centre

July

Planning	Wed 3 July	7.30pm	The Westway Centre
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August

Planning	Wed 14 Aug	7.30pm	The Westway Centre
Council	Wed 21 Aug	7.30pm	The Westway Centre

September

Planning	Wed 4 Sept	7.30pm	The Westway Centre
Planning	Wed 25 Sept	7.30pm	The Westway Centre

October

Council	Wed 9 Oct	7.30pm	The Westway Centre
Planning	Wed 16 Oct	7.30pm	The Westway Centre

November

Planning	Wed 6 Nov	7.30pm	The Westway Centre
Planning	Wed 27 Nov	7.30pm	The Westway Centre

December

Council	Wed 11 Dec	7.30pm	The Westway Centre
Planning	Wed 18 Dec	7.30pm	The Westway Centre

January 2025

Planning	Wed 8 Jan	7.30pm	The Westway Centre
Planning	Wed 29 Jan	7.30pm	The Westway Centre

February

Council	Wed 12 Feb	7.30pm	The Westway Centre
Planning	Wed 19 Feb	7.30pm	The Westway Centre

March

Planning	Wed 12 March	7.30pm	The Westway Centre
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April

Council	Wed 2 April	7.30pm	The Westway Centre
Planning	Wed 9 April	7.30pm	The Westway Centre