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Members are summoned to a meeting of Caterham on the Hill Parish Council being held at 7.30pm on Wednesday 19th June 2024 at the Westway Centre, Caterham on the Hill

Signed *Helen Broughton*

Clerk to the Council

13th June 2024

Members of the public are invited to attend

Non confidential papers are available to members and the public via the following link:

[MEETING PAPERS JUNE 24](#)

AGENDA

24/23	Apologies for absence <i>The Local Government Act requires members who cannot attend a meeting to give apologies in advance to the Parish Clerk, along with the grounds for non-attendance. Members must decide whether the reason(s) for a member's absence are acceptable.</i>
24/24	Declarations of interest and dispensation requests <i>Under the Localism Act and in accordance with the Council's Code of Conduct members are required to declare any interests. If the member has a pecuniary interest he/she should leave the room and not participate in the debate. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.</i>
24/25	Public forum <ul style="list-style-type: none">i) 15 minutes for the public to ask questions or raise issues.ii) Update on the work of the Friends of Queens Parkiii) Westway Centre representatives to give the background to a grant request and answer questions.
24/26	Minutes <ul style="list-style-type: none">i) To agree that the minutes of the meetings held on 15th May 2024 and 29th May 2024 be signed by the Chair as a correct record.ii) To note the minutes of the planning meeting held on 22nd May 2024 (approved) and 12th June 2024 (draft)
24/27	Reports To receive the following reports: <ul style="list-style-type: none">i) County Councillorii) District Councillorsiii) Neighbourhood Plan Joint Committee

24/28	<p>Working Groups</p> <ul style="list-style-type: none"> i) To consider the creation of an Environment Working Group ii) Subject to 28i to agree membership of the Environment Working Group and consider / approve draft Terms of Reference.
24/29	<p>Finance and General Purposes</p> <ul style="list-style-type: none"> i) To approve the schedule of payments (<i>to follow</i>) ii) To appoint a councillor to carry out quarterly financial checks (<i>bank reconciliations, audit trail</i>) iii) To consider a grant request from the Westway Centre iv) To consider a grant request from the Caterham Pumas v) To consider / agree to the Parish Council becoming a Member of the Caterham Barracks Community Trust at a cost of £10.00 vi) To consider a request that the Parish Council fund and arrange for refurbishment of the Manor Avenue Pillars
24/30	<p>Surrey County Council's Tree Strategy</p> <p>To consider/agree action on the Surrey County Council's Tree Strategy</p> <p>Link to SCC tree strategy website</p>
24/31	<p>Policies</p> <p>To review the following policies:</p> <ul style="list-style-type: none"> i) Grants Policy ii) Policy for management and awarding of CIL monies iii) Press and Media Policy
24/32	To note the date of the next meeting as 21 st August 2024
24/33	<p>Future agenda items</p> <p><i>Councillors may submit agenda items in writing to the clerk for consideration for inclusion on future council / committee agendas at any time. No less than 7 day's notice is required for inclusion on the next meeting agenda.</i></p>
24 /34	<p>Confidential Items</p> <p>To resolve that in accordance with the provision of S12a of the Local Government Act 1972, the Public Bodies (Admissions to Meetings) Act 1960 and the Parish Council Standing Orders, press and public be excluded from the following item. Reason: commercially sensitive, confidential.</p>
24/34	<p>Website</p> <p>To review quotations for a new Parish Council website and approve a contractor and expenditure (confidential quotations circulated)</p>