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**Minutes of the Annual Meeting of Caterham on the Hill Parish Council
held at 7.30pm on Wednesday 15th May 2024
at the Westway Centre, 25 Chaldon Road CR3 5PG**

Present: Cllr Robin Clements (Chair), Cllr Roy Stewart, Cllr Ben Horne, Cllr Maria Bustillo, Cllr Jeremy Webster, Cllr Jane Lopez, Cllr Sarah Sowambur

In attendance: Vicky Robinson (outgoing Chairperson), Helen Broughton (Clerk) and 2 members of the public

Vicky Robinson in the Chair

C24/01 Election of the Chairperson

A motion was made and seconded to appoint Robin Clements as Chairperson of the Council. Another motion was made and seconded to appoint Jeremy Webster as Chairperson of the Council. A vote was taken on the proposal to appoint Robin Clements. There were 4 votes in favour, 2 votes against and 1 abstention. Robin Clements was therefore appointed Chairperson for the Council Year 2024-2025.

C24/02 Robin Clements signed a **Declaration of Acceptance of Office** in the presence of the Proper Officer.

Cllr Robin Clements in the Chair

C24/03 Vice Chairperson

It was proposed and seconded to appoint Jeremy Webster as Vice Chairperson of the Council for the Council Year 2024-2025. There being no other nominations he was appointed unopposed.

C24/04 Apologies for absence: there were none.

C24/05 Disclosure of Interests: Cllr Clements declared an interest in planning application 2024/431/PA, the nature of his interest being that he was an employee of Caterham Barracks Community Trust.

C24/06 Public forum: there were no questions.

C24/07 Minutes

It was resolved to approve as a correct record the minutes of the Council meeting held on Wednesday 13th March 2024.

C24/08 Appointments to Committees

i) It was agreed to make the following appointments to committees:

Neighbourhood Plan joint committee – Cllrs Robin Clements, Ben Horne and Jeremy Webster.

Planning committee – Cllrs Maria Bustillo, Robin Clements, Jane Lopez and Jeremy Webster.

ii) It was agreed to appoint members to all other committees and working groups later in the year.

iii) **Meetings**

It was agreed that full council meetings be held on the second Wednesday of every other month at 7.30pm in the Westway Centre.

It was agreed that planning meetings be held on Wednesdays at 7.30pm in the Westway Centre (3 weekly)

iv) **Parish Council Plan**

It was agreed to hold an informal discussion on the future work of the parish council at 7.30pm on 29th May in the Westway Centre. The Clerk would send further information.

C24/09

Governance documents

The following documents were reviewed and adopted:

- i) Standing Orders
- ii) Financial regulations
- iii) Code of Conduct

C24/10

Co-option

It was noted that Adam Avery had not signed the acceptance of office form and that a vacancy notice had therefore been posted on the parish and district council websites. The Parish Council would be able to co-opt after 14 working days if there was no request for a bye-election.

There was then some discussion on the best approach for the post-election vacancy of Portley Ward.

It was proposed, seconded and agreed (3 votes in favour, 2 against and 1 abstention) to co-opt Nick Bray to fill the vacancy for the Portley Ward.

C24/11

Grants

A grant application from the Westway Centre was considered. It was agreed to request that representatives of the Westway Centre present their application to the Council at a future meeting.

C24/12

Finance, Governance and Administration

- i) The schedule of payments was approved (appendix A)
- ii) The schedule of regular payments and subscriptions was approved (appendix B)
- iii) The bank mandates were reviewed. It was agreed to appoint Robin Clements, Jeremy Webster and Roy Stewart as signatories to the parish council bank accounts.
- iv) The insurance schedule was reviewed and it was agreed to appoint Zurich Insurance as the insurers for 2024/25.
- v) It was agreed that approval of other policies be deferred until a future meeting.

C24/13

Annual Governance and Accountability Return (AGAR)

As the internal auditor's report had been received and circulated on the day of the meeting it was agreed to call an Extraordinary Council Meeting on 29th May to consider the Annual Internal Auditor Report, Annual Governance Statement, Council Accounting Statement for 2023/24 and Exercise of Public Rights.

C24/14

General Power of Competence

It was resolved that Caterham on the Hill Parish Council meets the eligibility for the General Power of Competence (GPC) for the 2024-2028 Term of Office, and payments will be made using GPC as the Power of First Resort.

C24/15

Projects

It was agreed that the Parish Council stand at the Caterham Carnival on 8th June be held alongside Surrey County Council and in conjunction with the Neighbourhood Plan. This would be further discussed on 29th May. Roy Stewart and Ben Horne gave apologies for this meeting.

C24/16

Planning applications

It was agreed to consider responses to planning applications at a meeting of the planning committee on 22nd May.

24/17

Future agenda items

There were no requests for future agenda items.

It was noted that the District and County Councillors reports would be included on future agenda.

The meeting closed at 8.20pm

Appendix A

Supplier	Description	Total gross	Total Net
For approval			
Zurich Insurance	Insurance premium 24 25 (subject to approval at meeting of Zurich Insurance)	1156.81	1156.81
Parish online	Mapping software	270.00	225.00
New Ink	Neighbourhood Plan posters	108.00	90.00
Glasdon	Litter bins (from CIL funds)	2055.84	1713.20
Route 22	Neighbourhood Plan website work	430.10	358.42

Paid between meetings pre-approved and/or under delegated authority

Andy Parr	Refund - various	170.91	170.91
Craft Stationers	Folders / stationery	54.19	54.19
Caterham Community Centre	Membership	15.00	15.00
Coffee and Creams	Coffee meeting with Cllr (no receipt)	2.45	2.45
Craft Stationers	Stationery	13.27	13.27
Surrey Wildlife Trust	Report for the Neighbourhood Plan	300.00	250.00
Microsoft	Microsoft annual fee	593.28	494.00
Prospero Theatre	Grant approved at April 24 meeting	500	500
Caterham Carnival	Grant approved at April 24 meeting	1000.00	1000.00
W H Smiths	Stationery	11.48	11.48

Regular payments pre-approved

Gradwell	Telephone transfer fee – DD May	7.01	5.84
H3G	Telephone / Mobile – DD May	32.28	24.98
Adobe.com	Adobe software - May	21.98	18.32
Lloyds Bank	Service fee - May	7.00	7.00
Mailchimp	Email service - May	12.54	12.54
Total staff costs	Salaries and pensions – May	2363.12	2363.12
HMRC	Tax and NI – May	1021.48	1021.48
NEST	Pension payment - May	403.57	403.57
Zoom	Annual Fee 24 25	155.88	129.90

Appendix B

Regular payments

Gradwell	Telephone transfer fee - monthly	10	variable
H3G	Telephone / mobile - monthly	30	variable
Adobe.com	Adobe software	21.98	
Lloyds Bank	Bank fees	7.00	
Unity Bank	Bank fees	18	
Mailchimp	Email service	12.54	variable
Salaries	Monthly	2363.12	variable
HMRC	PAYE - monthly	1021.48	variable
NEST	Staff pension - monthly	403.57	variable
Zoom	Annual subscription	155.88	
Microsoft	Annual subscription	593.28	
Caterham Community Assoc	Annual subscription	15	
ICO	Annual fee	40	