

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

Tel: 01883 708310

Email: [clerk@caterhamhillparishcouncil.co.uk](mailto:clerk@caterhamhillparishcouncil.co.uk)

Website: [www.caterhamhillparishcouncil.co.uk](http://www.caterhamhillparishcouncil.co.uk)

---

**You are summoned to an extraordinary meeting of Caterham on the Hill Parish  
Council being held at 7.30pm on Wednesday 29th May 2024  
at the Westway Centre, 25 Chaldon Road CR3 5PG**

*Helen Broughton*

Clerk to the Council  
17th May 2024

*Members of the public are invited to attend and are reminded that their attendance at this meeting is a matter of public record.*

**AGENDA**

**C24/18**

**Apologies** to be received and accepted

*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.*

**C24/19**

**Disclosure of Interests**

*Under the Localism Act and in accordance with the Council's Code of Conduct members are required to declare any interests that are not currently entered in the members register of 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.*

**C24/20**

**Public forum**

*15 minutes to enable members of the public to ask questions or raise issues.*

**C24/21**

**Annual Governance and Accountability Return (AGAR)**

**i) Annual Internal Auditor Report**

- a. To receive and resolve to accept the Annual Internal Audit (IA) Report 2023/24
- b. To agree action on the points raised by the Internal Auditor.

**ii) Annual Governance Statement**

For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2024, as informed by the IA report.

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

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2024 (informed by Council Accounts and confirmed by IA figures)

**iv) Exercise of Public Rights**

To note 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) **To approve the draft schedule of meetings.**

**24/22**

**Future agenda items**

To receive requests for agenda items for consideration by the Council.

*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 days notice is required for inclusion on the next meeting agenda.*