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**Minutes of a meeting of the Finance and General Purposes Committee held at  
7.30pm on Wednesday 8<sup>th</sup> September 21  
in the Westway Community Centre**

**Present:** Cllrs C Botten, K Mansfield, V Robinson, R Stead

**In attendance:** Mrs H Broughton (RFO) and Cllr J Webster, Cllr H Bilton

F 21/15	<b>Apologies for absence</b> There were no apologies for absence.
F 21/16	<b>Declarations of interest and dispensation requests</b> There were no declarations of interest arising from the agenda.
F 21/17	<b>Public forum</b> There were no members of the public present.
F 21/18	<b>Election of Vice Chairperson</b> It was proposed and seconded that Cllr Stead be elected Vice Chairperson of the Finance and General Purposes Committee for the Council Year 2021 – 2022. There being no other nomination he was duly elected
F 21/19	<b>Payments and Accounts</b> <ul style="list-style-type: none"><li>i) The schedule of payments was approved.</li><li>ii) It was agreed that the Chairperson sign the bank reconciliation as at 31<sup>st</sup> August 2021 as a true record.</li><li>iii) Income and Expenditure as at 30<sup>th</sup> July was noted.</li><li>iv) It was agreed that Cllr Stead and Cllr Mansfield be appointed as signatories for the authorisation of payments.</li><li>v) The Projects Committee had not met so there was no recommendation for approval.</li></ul>
F 21/20	<b>Neighbourhood Plan</b> It was agreed to obtain initial advice from Surrey Hills Solicitors on setting up a Neighbourhood Plan Joint Committee at a cost of up to £750.00

F 21/21	<b>External Audit</b> Members noted the report from the external auditor.
F 21/22	<b>Assets of Community Value</b> It was resolved to nominate the following as Assets of Community Value with Tandridge District Council <ul style="list-style-type: none"> <li>• Westway allotments</li> <li>• Heath Road allotments</li> <li>• Rosedale allotments</li> <li>• Caterham Community Centre</li> <li>• Salmons Lane Green</li> <li>• Westway Library and associated land</li> <li>• Skaterham</li> <li>• The Arc</li> <li>• The Westway Centre</li> <li>• Portcullis club</li> </ul>
F 21/23	<b>Parish Warden</b> The Chair reported that 7 candidates had applied for the role of Parish Council and 4 had been shortlisted. Interviews were taking place the following week.
F 21/24	<b>Meeting dates</b> The date of the next Committee meeting was Wednesday 10 <sup>th</sup> November 2021.

End of meeting 8pm