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**Minutes of a meeting of the Finance & General Purposes Committee
held at the Community Room, Foxacre, Town End Close
at 3pm on Friday 1st June 2018**

Present: Cllrs Botten, Burningham, Darlow, Orrick, Webster

Also present: Helen Broughton, Responsible Financial Officer

F001 Appointment of Committee Chair and Vice Chair

Nominated by Cllr Orrick and seconded by Cllr Webster that Cllr Botten be appointed Chair.

RESOLVED: that Cllr Botten be appointed Chair of the Finance and General Purposes Committee for the 2018/19 council year.

Cllr Botten in the Chair

Nominated by Cllr Burningham and seconded by Cllr Darlow that Cllr Orrick be appointed Vice Chair.

RESOLVED: that Cllr Orrick be appointed Vice Chair of the Finance and General Purposes Committee for the 2018/19 council year.

F 002 Apologies for absence

There were no apologies for absence.

F 003 Declarations of interest arising from the agenda

Cllr Burningham declared a personal interest in item 13, St Marys Cemetery.

F 004 Matters arising from the last meeting

There were no matters arising from the minutes of the last meeting.

F 005 Accounts

The accounts as at the end of April 2018 had been circulated in advance of the meeting.

RESOLVED: to approve the Chairman's signature to bank statements and reconciliations as at the months' end for April 2018.

F 006 Payments

The schedule of payments and invoices had been circulated in advance of the meeting. It was suggested that the Clerk have a Parish Council debit card rather than using her personal credit card and she agreed to make enquiries.

RESOLVED: to approve the schedule of payments.

F 007 Grant applications

RESOLVED:

- i. to approve a grant of £750 for the Caterham Carnival Committee.*
- ii. that Cllrs Botten and Webster meet with the Citizens Advice Bureau to consider a co-ordinated bid with other parishes.*
- iii. To approve a grant of £650 to Prospero Theatre with Cllrs Burningham and Webster visiting the manager to discuss a 5-year plan.*
- iv. That Cllrs Webster and Orrick meet with the Tandridge Summer Program to discuss their grant application.*

F 008 Standing Orders

RESOLVED that a review of the Council's Standing Orders be considered at the next Council meeting.

F 009 Data Protection Officer

To approve the appointment of Maureen Chaffe as the Parish Council's Data Protection Officer at a cost of £150.00 per annum.

F 010 Insurance

RESOLVED: to appoint Zurich Municipal as the Parish Councils insurers for the 2018/19 year.

F 011 Newsletter

It was agreed to include a list of organisations in the Autumn issue of the newsletter.

RESOLVED: to ask for details of organisations at the Caterham Carnival.

F 012 St Marys Cemetery

RESOLVED: that Cllr Webster initiate informal discussions regarding access to St Marys Cemetery.

F 013 Resilience Officer

RESOLVED:

- i. to advertise in local newspapers for a resilience officer with interviews taking place the week commencing 8th July.*
- ii. that Cllrs Webster, Burningham and Orrick form the interview panel.*

The meeting closed at 3.55pm