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**Minutes of a meeting of the Finance & General Purposes Committee  
held at 148 Foxon Lane, Caterham  
on Friday 6<sup>th</sup> July 2018 at 3.45pm**

***Present:*** Cllrs Burningham, Orrick (Vice Chair), Webster  
***In attendance:*** Mrs H Broughton, Responsible Financial Officer

**Cllr Orrick in the Chair**

**F 014 Apologies for absence**

Apologies for absence were received and accepted from Cllrs Botten and Darlow.

**F 015 Declarations of interest arising from the agenda**

There were no declarations of interest arising from the agenda.

**F 016 Matters arising from the last meeting, for information only**

There were no matters arising.

**F 017 Payments**

***RESOLVED: to approve the purchase of badges for the Town Crier at a cost of up to £150.***

**F 018 Online banking**

It was suggested that approval for online payments be rotated between Councillors.

***RESOLVED:***

- i) to approve online banking protocols subject to the above amendment.***
- ii) that Cllrs Burningham and Webster be added to the mandate to approve payments.***

**F 019 Newsletter**

A draft list of articles had been circulated.

***RESOLVED:***

- i) to approve suggested articles and inclusion of a list of organisations***
- ii) that councillors be asked to each check a section of organisations***
- iii) that articles and organisations be sent to the Clerk by 5<sup>th</sup> September***
- iv) that the CR3 magazine be appointed distributors of the Autumn newsletter.***

**F 020 Resilience Officer**

***RESOLVED:***

- i) that the Clerk make the interview arrangements for the post of Resilience Officer*
- ii) that a pre-meet to agree competency-based interviews be held.*
- iii) that the Clerk circulate candidate CVs.*

**F 021 Youth Council**

***RESOLVED: that due to the school holidays this be deferred until the Autumn***

**F 022 Protocols for residents' issues**

Protocols for issues raised by residents were discussed and it was suggested that a notice be placed on the Parish Council website / noticeboards and in library.

***RESOLVED: that Cllr Webster and the Clerk produce draft protocols.***

**F 023 Publicity**

***RESOLVED:***

- i) To include an item on publicity/communication on all Council agenda.*
- ii) To purchase a banner for outside the library advertising meetings.*
- iii) To purchase business cards for councillors who would like them.*

**F 024 Action list**

The action list was noted.

The meeting closed at 4.15pm