

Caterham on the Hill Parish Council  
65 Court Road  
Caterham CR3 5RH

Tel: 01883 708310  
Email: [caterhamhillparishcouncil.co.uk](mailto:caterhamhillparishcouncil.co.uk)



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**Minutes of a meeting of Caterham on the Hill Parish Council's  
Finance & General Purposes Committee  
held at 7.30pm on Wednesday 11<sup>th</sup> December 2019 at the Westway Centre**

***Present:*** Cllr C Botten (Chair), Cllr S Burningham, Cllr J Orrick, Cllr J Webster

***In attendance:*** Cllr H Turner, Cllr G Dennis and Mrs H Broughton (Clerk)

**PART 1**

- F 036      Apologies for absence**  
Apologies for absence were received from Cllr Darlow and accepted by the committee.
- F 037      Declarations of interest arising from the agenda**  
There were no declarations of interest.
- F 038      Matters arising from the last meeting**  
There were no matters arising.
- F 039      Accounts**  
***RESOLVED: to approve the Chairman's signature to bank statements and accounts as at 30<sup>th</sup> November 2019.***
- F 040      Payments and expenditure**  
The schedule of payments and invoices had been circulated prior to the meeting.  
***RESOLVED: to approve the schedule of payments***
- F 041      Community Infrastructure Levy (CIL)**  
***RESOLVED: to allocate CIL income to potential community library costs, unless other prioritise arise.***
- F 042      Website**  
***RESOLVED: to approve a budget of £500 to ensure compliance with new website accessibility requirements.***

**F 043      Library**

Surrey County Council would launch a consultation on the future of libraries following elections in May. Timescales were not yet known.

***Noted.***

**F 044      Budget**

***RECOMMEND: the 2020/21 budget and an increase of 5% in the precept.***

**F 045      Policies and procedures**

***RESOLVED: to approve the following policies.***

***(i)      Code of Conduct***

***(ii)     Grievance Procedure***

***(iii)    Training***

**F 046      Protocols for lighting of the Westway Beacon**

The Council considered protocols around occasions on which the Westway Beacon should be lit.

***RESOLVED: that Cllr Webster write to Tandridge District Council to request guidelines***

**F 047      Updates**

There were no further updates on the allotments and Westway Centre.

The meeting closed at 8pm