(INCORPORATING VALLEY AND HARESTONE WARDS)

Maureen Gibbins – Clerk & RFO **8th May 2025**

Maureen B Gibbins

Members of Caterham Valley Parish Council are summonsed to the Annual Statutory Meeting of the Parish Council to be held on **Wednesday 14th May 2025 at 6:30pm at Caterham Valley Library, Stafford Road, Caterham**

Members of the public and press have a right, and are welcome to attend this meeting however are requested to notify the Clerk in advance.

A G E N D A

1. **Election of Chairman for 2025/26**
   Under s83(4) Local Government Act 1972 the Chairman must sign the prescribed declaration of office at the meeting where he is elected or the first meeting thereafter at which he is attending.
   Declaration of acceptance of office by Chairman

2. **Election of Vice-Chairman**
   Declaration of acceptance of office by Vice-Chairman

3. **Apologies for absence to be received and accepted**

4. **Declarations of Disclosable Pecuniary Interest:**
   To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct.

5. **Minutes(2 mins)**
   To approve the minutes of full council meeting held 9th April 2025.

6. **Public Participation –** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes.*

7. **Appointment of councillors to committees both internal and external bodies**
   - **CVPC Planning Committee**
   - **NP Implementation Group**
   - **Staffing Committee**
   - **The Westway**
   - **East Surrey Transport Committee**
   - **Communications Working Group including CR3 magazine**
   - **Picnic in the Park Working Group**
   - **Christmas Market and Lights switch on Working Group**

8. **Review and adoption of revised NALC Financial Regulations**

9. **Review and adoption of revised NALC Standing Orders**

10. **Planning Committee**
    i) Planning Committee: to approve the minutes of the Planning Committee meeting held on 23/04/24.
    ii) Full Council to receive the minutes of the Planning Committee meeting held on 23/04/25.

11. **Finance for review**

11.1 Review of Expenditure since 9th April 2025 meeting:

Transfer to CCLA Account	£40,000.00
DM Payroll Services Ltd – Payroll administration	£ 132.00
Bescot Promotions – deposit for Christmas stalls	£ 602.50
Soper hall – Deposit and payment for Annual Meeting	£ 190.00
Clerk Expenses	£ 19.79
Reimbursement to Cllr J Webster for C&DHS prize	£ 20.00
Computer Solutions – printer ink	£ 22.87
ICO – Data protection annual fee	£ 52.00
Clerk Salary	£ 1,667.57
Clerk Expenses	£ 40.93
Standard Life – litter operative pension	£ 42.45
Litter Operative Salary	£ 1,007.89

11.2 Funding Donation request of up to £4,000 from East Surrey Dial A Ride.

12 **Projects:**

- **Positioning of new Parish Noticeboard**
- **Town centre roundabout planting**
- **Wapses Lodge Roundabout improvement**
- **White Knobs play area**
- **Bore Hole**
- **Town Council update.**

13 **Youth Provision**

To receive an update on the youth provision review

14 **Clerks report and update (Clerk) (5 mins)**

i) To review the plan and note the updates and progress.
ii) To approve the schedule of meeting dates for the period 2025/26

15 **Correspondence** – circulated to all on receipt

Part 2

In accordance with s2 Public Bodies (Admission t Meetings) Act 1960, members of the public and press will be excluded for consideration of items 15 onwards owing to the confidential nature of the business.

- Staffing

Draft Dates for 2025/26 for information

07 May 2025	Annual Parish Meeting		Soper Hall
14 May 2025	Council - Statutory Meeting	6.00pm	CVPC Library
14 May 2025	Planning	7.30pm	CVPC Library
04 June 2025	Planning	6.30pm	CVPC Library
11 June 2025	COUNCIL	7.00pm	CVPC Library
25 June 2025	Planning	6.30pm	CVPC Library
09 July 2025	COUNCIL	7.00pm	CVPC Library
16 July 2025	Planning	6.30pm	CVPC Library
06 August 2025	Planning	6.30pm	CVPC Library
27 August 2025	Planning	6.30pm	CVPC Library
10 September 2025	COUNCIL	7.O0pm	CVPC Library
17 September 2025	Planning	6.30pm	CVPC Library
08 October 2025	Planning	6.30pm	CVPC Library
08 October 2025	COUNCIL	7.00pm	CVPC Library
29 October 2025	Planning	6.30pm	CVPC Library
12 November 2025	COUNCIL	7.00pm	CVPC Library
19 November 2025	Planning	6.30pm	CVPC Library
10 December 2025	Planning	6.30pm	CVPC Library
07 January 2026	Planning	6.30pm	CVPC Library
14 January 2026	COUNCIL	7.00pm	CVPC Library
28 January 2026	Planning	6.30pm	CVPC Library
11 February 2026	COUNCIL	7.00PM	CVPC Library
18 February 2026	Planning	6.30pm	CVPC Library
11 March 2026	Plannning	6.30m	CVPC Library
11 March 2026	COUNCIL	7.00pm	CVPC Library

01 April 2026		Planning	6.30pm	CVPC Library
08 April 2026		COUNCIL	7.00pm	CVPC Library
22 April 2026		Planning	6.30pm	CVPC Library

PREVIOUS MINUTES CAN BE VIEWED AT WWW.CATERHAMVALLEYPC.ORG.UK