



**Council members are summonsed to the meeting of the Council
 to be held on Monday 14th October 2019 at 7:45pm
 in the Transept of St Luke's Church, Whyteleafe, CR3 0AA**

Members of the public and press are welcome and encouraged to attend.

Prior to the commencement of the meeting at 7:30pm, a period not exceeding 15 minutes will be allowed to enable members of the public to bring matters of interest or concern to the attention of Councillors.

AGENDA

1.	Chair to open the meeting
2.	Apologies for absence
3.	Code of Members' Conduct To receive disclosure of any changes to existing Councillors' Notification of Disclosable Pecuniary & Other Interests forms and to receive disclosure by Councillors of any Interests arising under the Code of Conduct in respect of items on the agenda.
4.	Acceptance of last minutes To approve and sign the minutes of the meeting held 9 th September 2019.
5.	Planning a) To review two applications notified since the last meeting: 2019/1662 – Maes Mawr, 18 Church Road, Whyteleafe CR3 0AR Retention of garden room (Retrospective). 2019/1522 – Bourne House, 475 Godstone Road, Whyteleafe CR3 0BL Use of office as B1 use (Application for a Certificate of Lawful Development for a Proposed Development). b) Councillors to review and agree next steps in respect of pending applications, recent decisions and any planning appeal cases. c) Councillors to consider proposals from Tandridge District Council to reinstate paper copies of planning applications and to agree, if applicable, related expenditure.
6.	Finance a) The Clerk to provide details of the Council's current bank balances and reserves. b) Councillors to review the financial statement (unaudited) for Q.2. 2019/20 and to reconcile this with the Council's bank account statements as at 30 September 2019. c) To discuss budget setting for 2020/21 and agree next steps. d) To appoint an Internal Auditor for the current year.
7.	Grants Councillors to consider grant applications received and, if appropriate, agree donations.
8.	Business Plan Councillors to discuss and agree next steps in respect of activities relating to environmental enhancements, community resilience and communication.



9.	<p>Transport (including highways) a) Councillors to discuss highways and parking issues and agree actions. b) Councillors to agree attendee(s) for the next winter maintenance meeting and discuss snow clearance preparations.</p>
10.	<p>Events (public) and meetings of Outside Bodies. To receive reports of recent meetings and discuss preparations for future events including Remembrance Sunday and the 2020 Annual Parish Meeting and, if appropriate, to approve related expenditure.</p>
11.	<p>Employment To review matters relating to the Clerk's appraisal, Contract of Employment, training and personal development plan.</p>
12.	<p>Policies and procedures To review and, if appropriate, agree updated Financial Regulations.</p>
13.	<p>Training To review the training opportunities for staff and councillors and to approve any related expenditure.</p>
14.	<p>Clerk's Report a) Councillors to consider any matters arising from previous meetings not raised above (information only) including the Caterham, Chaldon and Whyteleafe Neighbourhood Plan. b) The Clerk to provide details of general correspondence and consultations and, if appropriate, Councillors to agree next steps. c) To discuss and, if appropriate, agree topics to promote community engagement.</p>
15.	<p>Payments and expenditure Councillors to approve, if appropriate, the list of payments provided by the Clerk and consideration of any items of future expenditure.</p>
16.	<p>Next Council Meeting To confirm the next meeting scheduled for Monday 11th November 2019 at 7.45pm.</p>
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960: Any items that need consideration and/or a decision whilst excluding the public.</p>