



**Council members are summonsed to the annual meeting  
 of the Council to be held on Monday 9<sup>th</sup> May 2022 at 7:45pm  
 at the Transept of St Luke’s Church, Whyteleafe Hill, CR3 0AA**

*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.	<b>To elect the Chair of the Council*</b> Councillors to vote and the Chair to sign a Declaration of Acceptance of Office.
2.	<b>To elect a Vice-Chair of the Council (optional)</b> Councillors to vote and the Vice-Chair to sign a Declaration of Acceptance of Office
3.	<b>Apologies for absence</b>
4.	<b>Code of Members’ Conduct</b> To receive disclosure of any changes to Councillor’s 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.
5.	<b>Minutes</b> To approve the minutes of the Council meetings held on 14 <sup>th</sup> and 28 <sup>th</sup> March 2022.
6.	<b>Standing Orders and Financial Regulations</b> To review and, if appropriate, adopt.
7.	<b>Delegation</b> 1. To review arrangements with respect to Committees (including Terms of Reference) and employees 2. To appoint members to existing Committees
8.	<b>Other local authorities</b> To review arrangements with other local authorities (existing agreements only).
9.	<b>Review of the Council’s representation on, or work with, Outside Bodies</b> To agree appointees and arrangements for reporting back to full Council.
10.	<b>Insurance</b> To approve expenditure in respect of the Council’s insurance cover with effect from 1 <sup>st</sup> June 2022 (part of an existing long-term agreement).
11.	<b>Finance</b> 1. To reconcile the Council’s 2021/22 Financial Statement (unaudited) with the Council’s bank statements as at 31 March 2021. 2. Councillors to review and approve the Council’s Community Infrastructure Levy (CIL) Annual Spending Form for 2021/22.
12.	<b>Audit 2021/22</b> In respect of the Annual Governance and Accountability Return 2021/22, to:



	<ol style="list-style-type: none"> <li>1. Note the Annual Internal Audit Report and, where appropriate, agree next steps</li> <li>2. Approve Section 1 – Annual Governance Statement 2021/22</li> <li>3. Approve Section 2 – Accounting Statements 2021/22</li> </ol>
13.	<p><b>Grant Scheme 2022/23</b>          To consider grant applications received and, if appropriate, agree donations.</p>
14.	<p><b>Community Resilience</b>          To review and, if appropriate, agree to adopt a Community Emergency Plan for Whyteleafe.</p>
15.	<p><b>Environmental Enhancements, Appearance and Amenity</b>          To consider any reports and proposals and Councillors to agree next steps.</p>
16.	<p><b>Transport and Highways</b>          Councillors to discuss any issues arising in relation to highways, parking and transport and to agree next steps.</p>
17.	<p><b>Publicity and communications</b>          To consider items for publication in local printed media and the Council’s website.</p>
18.	<p><b>Committees</b>          To receive a report of:</p> <ol style="list-style-type: none"> <li>1. The Council’s Planning Committee meetings of 28<sup>th</sup> March and 25<sup>th</sup> April 2022.</li> <li>2. Recent meetings of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group.</li> <li>3. To consider any recommendations made by a committee</li> </ol>
19.	<p><b>Events (public) and Outside Bodies</b>          To receive reports, where appropriate, of any meetings (Outside Bodies) and future (public) events to be attended by Council members.</p>
20.	<p><b>Payments and Expenditure</b>          Councillors to approve, if appropriate, the list of payments provided by the Clerk and to consider any items of future expenditure including summer hanging baskets.</p>
21.	<p><b>Next Meeting(s)</b>          To note the date of the next Council meeting (scheduled for 11<sup>th</sup> July 2022).</p>
22.	<p><b>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:</b>          Any items that need consideration and/or a decision whilst excluding the public.</p>

\* The first item on the agenda will be chaired by the current Chair of the Council.

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND -  
 PLEASE CONTACT THE CLERK BEFOREHAND FOR DETAILS