

WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on Monday 2nd March 2015 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley – (AW) Chairman
Mr P Ashley (PA)
Mr E Boyle (EB)
Mr C Hanson (CH)

In attendance: Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Mr S Wilkie - Illness	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes of the Council Meeting on 12^h January 2015</u> were approved at the Council meeting on 26 th January.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 5.4 Pension Issues – From 1 st April 2014 the Staff Pension Scheme became a Career Average Scheme, previously it had been a final salary scheme. 5.8 Sea Cadets Grant – An email had been received thanking WTC for their generosity and giving contact details where further information could be obtained.	AH
5.	<u>Finance</u> 5.1 Cheque list to 31st January 2015 – Cllr Wesley had nothing to bring to the Committee's attention and there were no queries. 5.2 Committee Accounts to 31st January 2015 – The accounts were approved and there were no queries. 5.3 F&GP Budget 2015/16 – The Budget was circulated at the meeting and approved. 5.4 Financial Regulations – The Regulations had been circulated and subject to minor amendments it was agreed to recommend to Council that the Regulations be approved. 5.5 Financial Risk Assessment – The Risk Assessment had been circulated and following discussion it was agreed to recommend its approval to Council.	

	<p>5.6 Asset Register – The Asset Register had been circulated and following discussion it was agreed to recommend its approval to Council.</p> <p>5.7 Cilca Registration for Deputy Clerk – The Registration procedure for the Cilca qualification was agreed at a cost of £250.</p> <p>5.8 Evac Chair – Following discussion it was agreed to purchase an evac chair to be sited near to the fire escape stairs at a cost of £395, together with a fire blanket at a cost of £16.</p> <p>5.9 Re-pointing across The Green – Three quotes had been circulated regarding this work, following discussion it was agreed that subject to confirmation that the quote from Gary Clark Property Services included the paving around Churchill, then this quote would be accepted at a cost of £565.</p> <p>5.10 Cleaning Churchill base – Three quotes had been circulated and following discussion it was agreed that further investigation was required.</p>	AH
6.	<p><u>Land Issues</u></p> <p>6.1 Fullers Hill Public Toilets - No new information had been received from SDC.</p> <p>6.2 Land transfers – An email had been received from SDC Legal Department stating that the transfer of the land at Ash Road had been completed. The registration of the land at the Land Registry was proceeding.</p> <p>7.3 Darenth car park extension – The Clerk reported that she had completed the Planning Application and a member of WTP was completing the plan. This information would then be sent to the landowner before the planning application was submitted to SDC.</p> <p>7.4 Sale of land rear of Deanery Road, Crockham Hill – Cllr Ashley was liaising between residents and SDC and he was confident that the residents would raise the money needed to buy the land.</p>	AH PA
7	<p><u>Russell House</u></p> <p>7.1 Lease renewal – The lease was now in the hands of the solicitors.</p> <p>7.2 Anti-social behaviour – The PCSO had informed the Surgery that the Police would not move on young people outside the surgery unless they were abusive or causing damage. Following discussion it was agreed to continue monitoring the situation.</p>	AH
8.	<p><u>Election Procedures</u></p> <p>A nomination pack for electoral nominations had been sent out by SDC and would be distributed. Notices had been placed on notice boards and information was available on the WTC web site.</p>	
9.	<p><u>Local Council Award Scheme</u></p> <p>The Clerk reported that the new local Council Award Scheme was launched on 6th January 2015 and would replace the Quality Council Accreditation. The new scheme had three levels - Foundation Award, Quality Award and Quality Gold Award. All councils who currently had the Quality Council status were offered Free Foundation status for one year which would expire in January 2016 with registration with NALC by October 2015. A certificate for the Free Foundation status was being sent out.</p>	
10.	<p><u>Consultations</u></p> <p>None</p>	

11.	<u>Crockham Hill CIC</u> Cllr Wesley reported that the CIC were currently extending the optic fibre backbone.	
12.	<u>Correspondence</u> None	
13.	<u>Reports from Councillors</u> Cllr Boyle reported that he and the Clerk had met with representatives from the Fire Brigade regarding recruitment at Westerham Fire Station. Cllr Boyle had also attended the Friends of the Long Pond meeting. A Strategy document needed to be drawn up for both the Long Pond and the Round Pond. Cllr Wesley had met the new owner of the Kinara car park who had submitted information to the Land Registry from which a large scale map would be drawn up. When this map was available a meeting would be arranged to discuss the unresolved parking issues. Cllr Ashley reported the death of Cllr David Jewitt; the funeral would take place on 18 th March at 2pm at Crockham Hill Church. It was agreed to a condolence note and flowers from WTC to his widow from the Chairman's allowance.	AW
14.	<u>Newsletter and web-site</u> None	
15.	<u>Matters for District and County Councillors</u> None	
16.	<u>Further Matters for Consideration at the next meeting</u> None	
17.	<u>Date of next meeting</u> Monday 11 th May 2015 This meeting may be cancelled due to the election.	
	Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.	
18.	<u>Churchill School and Pre-School KCC proposals</u> Details and a map had been circulated from KCC and following discussion it was agreed to offer a lease for 21 years for a small parcel of land adjacent to the School. A fence would be required, no other usage would be permitted and the land would need to be returned to its original condition if no longer needed. All costs to be paid by KCC.	AH/AW

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The meeting was concluded at 8.45 pm

Minutes confirmed as a correct record:

Chairman