

WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on
Monday 29th June 2015 at 7.45pm in Russell House, Market Square,
Westerham

Present: Councillors: Mr A Wesley – (AW) Chairman
 Mr E Boyle (EB)
 Mr S Wilkie (SW)

In attendance: Deputy Clerk:Debbie Marshall (DM)
 Councillor Bates (AB)

Item	Action
1.	
<p><u>Apologies for Absence</u> Mr P Ashley – work commitment, Mrs H Ogden – holiday</p>	
2.	
<p><u>Declarations of Interest not previously declared</u> None</p>	
3.	
<p><u>Minutes of the Meeting held on 2nd March 2015</u> were approved at the Full Council meeting on 23rd March 2015.</p>	
4.	
<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 5.8 Sea Cadets – Cllr Wesley had offered to approach the Defence Secretary to try and make progress regarding the lease with the MOD – awaiting a response. 5.9/10 The Green – The cleaning of Churchill base had been completed, with a good result. The path across the Green and the paving in the bus shelter had also been cleaned, in readiness of the path being re-pointed. It was intended to clean the Wolfe statue next, following fundraising. John Warde had pledged £500 towards the work from the Wolfe society. Grants were being applied for to undertake remedial work to the War Memorial. Cleaning of the Trough and Fountain may also be added to the cleaning programme.</p>	
5.	
<p><u>Finance</u> 5.1 Cheque list to 31st May 2015 – Cllr Wesley had nothing to bring to the Committee's attention and there were no queries. The Finance Officer explained that the negative entries were a journal entry to correct an incorrect posting. 5.2 Committee Accounts to 31st May 2015 – The accounts were approved and there were no queries. 5.3 Insurance Policy – items had been added to the policy, such as the</p>	

	<p>defibrillator and telephone boxes. Cllr Wesley confirmed that he had checked the policy detail and was satisfied with the level of cover. The policy was approved.</p> <p>5.4 Electricity Contract – Utilitywise had been used to find the most competitive contract and had improved WTC's renewal prices with British Gas. The 12 month contract was approved.</p> <p>5.5 Business Cards – it was agreed to order business cards for all councillors and staff. The Chairman advised that he would be reiterating to council that individual councillors should not represent the council and that two councillors or a councillor and an officer should attend meetings on council's behalf.</p> <p>5.6 Winnie's Pre-School – notice had been received from Churchill School to vacate the current location at the end of term in July, to make way for a Care Suite and new toilets. A temporary license to use the small hall on site had been offered until January 2016, but no long term solution had been secured. 30/40 children attend Winnie's, which is the only pre-school provision in Westerham. Cllr Wesley had met with two representatives from KCC (early years and the property department) and the manager of Winnie's to discuss how the service could be maintained. KCC undertook to contact the diocese and Churchill School, with a view to securing a one year tenure, whilst a long term solution was secured.</p> <p>5.7 Darenth car park extension – Planning permission had been granted. Cllr Wesley planned to meet with SDC to discuss the economics of achieving the car park extension. Henry Warde to attend.</p>	
6.	<p><u>Land Issues</u></p> <p>6.1 Fullers Hill Public Toilets – The rateable value had been received from SDC: £4900. NALC were canvassing government to get business rates on public toilets dropped.</p> <p>6.2 Land transfers – The transfer of the land at Ash Road had been registered at the Land Registry.</p> <p>6.3 Sale of land rear of Deanery Road, Crockham Hill – The residents were currently fundraising to raise the money needed to buy the land. Another Crockham Hill CIC had been formed to administer the purchase.</p>	
7	<p><u>Russell House</u></p> <p>7.1 Lease renewal – The lease had still not been agreed, due to the lack of a get out clause.</p> <p>7.2 Anti-social behaviour – Young people continued to use the garden outside the surgery. WTC had proposed fencing an area of the garden to restrict access and improve the negative effects of anti-social behaviour. The surgery had not responded to the proposal.</p>	
8.	<p><u>Health and Safety Committee Minutes</u> of the meeting on 20th May 2015 were approved. AW advised that APFOS had already started to use the new site inspection forms at the allotments, a new Child Protection and Vulnerable Person Policy had been drawn up and an evacuation chair had been purchased for Russell House.</p>	
9.	<p><u>Child and Vulnerable Adults Protection Policy</u> - was approved.</p>	

10.	<u>Terms of Reference</u> The committee terms of reference were reviewed and approved .	
11.	<u>Star Awards</u> NALC sought nominations for the Star Awards. WTC had nominated Cllr Marsh for the young councillor of the year. Cllr Ogden had requested that her nomination for councillor of the year be delayed for another time.	
12.	<u>Consultations</u> 12.1 It was agreed that WTC should not support the Electoral Review of Kent. AW to respond to the consultation on WTC's behalf.	AW
13.	<u>Correspondence</u> 13.1 Cllr Wesley had written a letter of thanks to the councillors who left WTC following the recent election. Chris Hanson had been invited to the full council meeting in July to receive a vote of thanks for his contribution and long service. 13.2 The tree survey had been completed. There were no urgent matters needing attention, but a 6-12 month programme of remedial works had been identified.	
14.	<u>Reports from Councillors</u> Cllr Wesley had met with Stuart Merrylees and Henry Warde to discuss the creation of a Squerryes Walk, in conjunction with the clearance of the Round Pond and the Long Pond. Cllr Bates added that the silt in the Round Pond was three foot deep. Cllr Wesley had met with Winnie's Pre-School – see item 5.6. Cllr Boyle reported that the Christmas Lights work would start this week. The fundraising exercise would be approached earlier in the year in order to identify how much money there is to invest. Cllr Boyle had been working with Cllr Marsh and WTP to improve the delivery of Christmas Lights. Cllr Wilkie reported that the wider area, such as Cudham and Knockholt had approached Crockham Hill CIC with an interest to using the service.	
15.	<u>Newsletter and web-site</u> Once the path across the Green has been re-pointed, seek an article in the Chronicle re Churchill clean and the path.	DM
16.	<u>Matters for District and County Councillors</u> None	
17.	<u>Further Matters for Consideration at the next meeting</u> None	
18.	<u>Date of next meeting</u> Monday 28th September 2015	

The meeting was concluded at 8.45 pm

Minutes confirmed as a correct record:
Chairman