



## WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on Monday 11<sup>th</sup> January 2016 at 7.30 pm in Russell House, Market Square, Westerham

Present:	Councillors:	Mr A Wesley – (AW) Chairman Mr P Ashley (PA) Mr E Boyle (EB) Mrs H Ogden (HO)

In attendance:	Town Clerk:	Mrs A Howells (AH)
	Finance Officer:	Mrs D Marshall (DM) – until item 7

1. 2. 3.	Apologies for Absence         Apologies were received and accepted from Cllr Wilkie – family illness.         Declarations of Interest not previously declared         Cllr Ogden 5.7	
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5.	Minutes of the Meeting held on 23td November 2015 were approved at the Full Council meeting on 7 <sup>th</sup> December 2015.	
4.	Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda p106 4 Drill Hall – Following discussion it was agreed to ask Y&C to discuss proposals for extended community use of the Drill Hall at their next meeting. The Clerk to ask local historians for the history of the Drill Hall. p106 4 Weather vane – The Clerk reported that the weather vane had been sited on the Groundsman's hut. p107 5.7 Professional support for DS - Cllr Ashley reported that he had received a further quote for this work. He had circulated a quote comparison and it was agreed to accept the lowest quote from KNJ Planning, given the reduced costing only two quotes were required. p108 8 Communication and Engagement – The Clerk reported that the first WTC articles in the TN16 magazine would be published in January; together with an insert with Cllr photos, WTC contact details and Who does What in Westerham.	АН
5.	Finance 5.1 Cheque list to 31st December 2015 – Cllr Wesley had nothing to bring to the	125

	<ul> <li>Committee's attention.</li> <li>5.2 Committee Accounts to 31<sup>st</sup> December 2015 - The accounts were approved and there were no queries. Cllr Wesley reported that WTC current account went overdrawn before Christmas due to the Surgery rent being late, incurring charges of £412. The Surgery would be asked to reimburse WTC for the charges and for the rent to be paid by Standing Order in future.</li> <li>5.3 The future of audit procurement - Mrs Marshall reported that NALC had set up a company to procure audit services for towns and parish councils. Action was only needed if WTC wished to opt out of the Sector Led Body Audit procurement. Following discussion it was agreed not to opt out.</li> <li>5.4 Internal Controls document - The Internal Controls document had been circulated and the proposed amendments were agreed. Cllr Ashley felt that the Financial Regulations and Internal Controls document should be changed to include the first signatory to also initial the invoice; it was agreed to recommend this to Council.</li> <li>5.5 Additional deposit account opening - Mrs Marshall reported that the paperwork had been completed and sent off and the Nationwide account should be open this week.</li> <li>5.6 VAT section 33 Regulations - Mrs Marshall had sought advice regarding the application of section 33 VAT regulations from KALC's Financial adviser. Mrs Marshall had circulated a draft WTC VAT protocol for future community projects. Following discussion the following VAT protocol was agreed for recommendation to Council, to be included in the internal control document and financial regulations:</li> <li>The Town Council is unable to purchase goods or services on behalf of third parties and reclaim VAT.</li> <li>The Town Council can reclaim VAT on Council run projects, funded by</li> </ul>	AH/DM
	Council money, including grants made to the Council and donations received directly by the Council, for the purpose of the project. It was also agreed to write to community groups with this information. <b>5.7 Food Bank –</b> The Chairman's report and accounts were received covering the first year of operation. The Committee congratulated all involved for their	DM
	excellent work.	
6.	Precept Draft budgets for 2016/17 had been circulated and following discussion it was agreed to recommend to Council a precept increase of approximately 2.5% based on Committee budget requirements and SDC tax base figures when available.	
7.	<ul> <li>Land Issues</li> <li>7.1 Fullers Hill Public Toilets – SDC had agreed, at the SDC Liaison meeting, to pay WTC a grant to meet the business rates. Following discussion it was agreed that once a written undertaking with a satisfactory time frame had been received the transfer of the toilets could be completed.</li> <li>7.2 Sale of land rear of Deanery Road, Crockham Hill – Sufficient money had been raised to complete the land acquisition and SDC's legal department were completing the legal formalities.</li> </ul>	АН
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8.	Russell House	
0.	8.1 Lease renewal – The lease had been signed and a copy received for the	
	file.	
	8.2 Anti-social behaviour – Nothing to report.	
9.	CCTV Code of Conduct certification	
	Information from the Surveillance Camera Commissioner had been circulated	
	and following discussion it was agreed that the Clerk would investigate what	
	Council was required to do and report back to the next meeting.	AH
10.	Winnie's Pre-School	
10.	Cllr Wesley reported that he and the Clerk had attended a meeting on 15 <sup>th</sup>	
	December at Churchill School to discuss the relocation of Winnie's Pre-School;	
	this was also attended by KCC. It was agreed at the meeting that the new	
	proposed location would be pegged out so that it could be viewed before the	
	next meeting on 19 <sup>th</sup> January.	
11.	<u>Consultations</u>	
	11.1 The provisional Local Government Finance Settlement 2016-17 and an	
	offer to councils for future years – Cllr Wesley to respond.	AW
	11.2 KALC East Facing slips M25 – no comment to be made.	
	11.3 Highways England – Proposed Permanent M20 Lorry Area was noted.	
12.	Correspondence	
12.		
	12.1 'Clean for the Queen' would be placed on the Council Agenda.	
13.	Reports from Councillors	
	None	
14.	TN16 and web-site	
	None	
15.	Matters for District and County Councillors	
	None	
16.	Further Matters for Consideration at the next meeting	
10.	None	
17	Date of next mealing	
17.	Date of next meeting	
	Monday 7 <sup>th</sup> March 2016	

The meeting was concluded at 9.15 pm

Minutes confirmed as a correct record:

Chairman