

	<p>Committee's attention.</p> <p>5.2 Committee Accounts to 31st 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> • The Town Council is unable to purchase goods or services on behalf of third parties and reclaim VAT. • The Town Council can reclaim VAT on Council run projects, funded by Council money, including grants made to the Council and donations received directly by the Council, for the purpose of the project. <p>It was also agreed to write to community groups with this information.</p> <p>5.7 Food Bank – The Chairman's report and accounts were received covering the first year of operation. The Committee congratulated all involved for their excellent work.</p>	<p>AH/DM</p> <p>DM</p>
6.	<p><u>Precept</u> 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.</p>	
7.	<p><u>Land Issues</u></p> <p>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.</p> <p>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.</p>	<p>AH</p>

8.	<p><u>Russell House</u> 8.1 Lease renewal – The lease had been signed and a copy received for the file. 8.2 Anti-social behaviour – Nothing to report.</p>	
9.	<p><u>CCTV Code of Conduct certification</u> 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.</p>	AH
10.	<p><u>Winnie's Pre-School</u> Cllr Wesley reported that he and the Clerk had attended a meeting on 15th 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 19th January.</p>	
11.	<p><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. 11.2 KALC East Facing slips M25 – no comment to be made. 11.3 Highways England – Proposed Permanent M20 Lorry Area was noted.</p>	AW
12.	<p><u>Correspondence</u> 12.1 'Clean for the Queen' would be placed on the Council Agenda.</p>	
13.	<p><u>Reports from Councillors</u> None</p>	
14.	<p><u>TN16 and web-site</u> None</p>	
15.	<p><u>Matters for District and County Councillors</u> None</p>	
16.	<p><u>Further Matters for Consideration at the next meeting</u> None</p>	
17.	<p><u>Date of next meeting</u> Monday 7th March 2016</p>	

The meeting was concluded at 9.15 pm

Minutes confirmed as a correct record:

Chairman