

WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on Monday 7th March 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)
Mr S Wilkie (SW)

In attendance: Town Clerk: Mrs A Howells (AH)
Cllr Alex Bates

Item		Action
1.	<u>Apologies for Absence</u> None	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes of the Meeting held on 11th January 2016</u> were approved at the Full Council meeting on 25 th January 2016.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> p127 10 Winnies – Discussion were still being held regarding relocation. p127 12 Clean for the Queen – The Clerk reported that there had been 18 volunteers together with pupils from Churchill School and 15 bags of rubbish were collected.	
5.	<u>Finance</u> 5.1 Cheque list to 31st January 2016 – Cllr Wesley explained the 004259 payments and contra credits. 5.2 Committee Accounts to 31st January 2016 – The accounts were approved and there were no queries. 5.3 Asset Register – The Asset Register had been circulated and following discussion it was agreed to include the projector and to review the number of notice boards and the War Memorial. Once this had been completed then F&GP would recommend its approval to Council. 5.4 Effectiveness of Internal Audit - The document had been circulated and following discussion it was agreed to recommend its approval to Council.	AH AH

	<p>5.5 Financial Risk Assessment - The Risk Assessment had been circulated and subject to the agreed amendments it was agreed to recommend its approval to Council.</p> <p>5.6 Westerham War Memorial – A successful application had been made to the War Memorials Trust in December 2015 resulting in a grant offer of £3,710. The total cost of the project will be £4,938. Grants have been pledged from St Mary's Heritage Trust - £400, Wolfe Society - £200 and Westerham Society £350 leaving a shortfall of £278. Following discussion it was agreed to fund the shortfall from reserves.</p> <p>5.7 Crockham Hill Memorial project – This project would be discussed at the APFOS meeting on 14th March.</p> <p>5.8 Darent Valley Landscape Partnership Scheme – The Darent Valley LPS was requesting parish and town councils that have a substantial part of the parish in the DVLPS area if they would be willing to make an annual contribution of £1,500 for five years. The DVLPS has a budget of £3.6m over a five year period to spend on landscape and heritage conservation throughout the Darent Valley. £2.1m of this has already been allocated from the Heritage Lottery Fund but in order to release this they need to secure a further £1.5m from other sources. Any investment from parishes will return benefits worth far in excess of what they contribute. Following discussion it was agreed to recommend to Council that £1,500 is donated annually for five years with caveats that this is only used to benefit Westerham.</p> <p>5.9 Y&C tender – The Clerk had recently attended an SLCC Conference and there had been a training session on the new Procurement legislation. Consequently the Clerk recommended taking legal advice on the draft tender document once it had been approved by Y&C at an approximate cost of £500. Following discussion this was agreed.</p> <p>5.10 Outside gym equipment KGF – The Deputy Clerk had circulated a paper requesting additional funding to enable WTC to purchase outdoor gym equipment. Initially this was going to be purchased in two phases however following meetings with potential suppliers it had become apparent that this would not be cost effective. Thus it would be necessary to install six pieces of equipment at one time. Currently APFOS had £5,250 towards this project which was likely to cost £8,000. Following discussion it was agreed to recommend to Council that up to £3,000 be made available from reserves. WTP had made an offer to contribute £1,000. In light of the immediate cost increase they would be asked if they could contribute a larger sum.</p> <p>5.11 Purchase of projector – A projector had been required for the Town meeting and following investigations by the Clerk, it would be cheaper in the long run to purchase one than to hire one. Two quotes were obtained and following WTC's Financial Regulations Cllrs Ashley, Ogden, Wesley and Wilkie approved the expenditure of £1,470 – 4.4 If emergency expenditure is to exceed £1000, four Councillors must agree to the expenditure; made up of the Chairman, chair of relevant Committee and two others, in conjunction with the Clerk. This action was ratified by the Committee.</p> <p>5.12 Purchase of carry case and stand for projector – It was recommended by the manufacturer that a carry case be purchased to protect the projector. Following discussion it was agreed to purchase a carry case and stand up to a</p>	<p>AH</p> <p>AH</p> <p>AH</p> <p>AH</p>
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	<p>cost of £500.</p> <p>The projector was currently in the possession of WTP. Its return to WTC should be requested as WTC insured it subject to routine storage being with WTC.</p> <p>5.13 TN16 deliveries – Cllr Le Breton had requested delivery of TN16 be considered for Hosey Hill. The Clerk had asked TN16 to investigate and they had reported that it was not an area they could include. They were prepared to include the lower reaches up to St John's Church. The only other option was to use Royal Mail at an approximate cost of £74 per month. Currently TN16 was delivered to 1716 households in Westerham out of a total of 1800. Following discussion it was agreed not to proceed with a Royal Mail delivery for Hosey Hill. It was agreed that there should be a link on the WTC website to TN16.</p>	AH
6.	<p><u>Russell House</u></p> <p>6.1 Anti-social behaviour – Incidents were being monitored and it was noted that the Surgery contacted the Police recently regarding a group of young people and anti-social behaviour.</p> <p>6.2 Entrance to staff car park – Following an accident on the plastic grass protecta at the entrance to the barriered car park to a Surgery staff member; it was agreed to obtain quotes for replacing this area. It was also agreed to obtain quotes for identifying parking spaces in the unmarked section of the outer car park.</p>	AH
7.	<p><u>Staff Matters</u></p> <p>7.1 SLCC Regional Conference – The Clerk and Deputy Clerk had attended the SLCC Regional Conference in Chatham on 3rd February. The report to be circulated to the Committee.</p> <p>7.2 Staff training success – In February Mrs Rogers completed her ILCA (Introduction to Local council Administration) and has been awarded her certificate. Mrs Howells had achieved the award of a Certificate of Higher Education with Distinction in Community Governance: Local Council Management. The Committee congratulated both members of staff and agreed to recognise this success according to the National Agreement, by increasing yearly pay by one scale point from 1st March.</p>	AH DM
8.	<p><u>Electoral Review of Kent: Final Recommendations</u></p> <p>Following the Electoral Review of Kent the final recommendations on the new electoral arrangements for Kent County Council had been produced. The Local Government Boundary Commission noted that the “proposal to exclude Westerham parish from the Sevenoaks West division had created significant opposition” (WTC had objected strongly to the proposal). Therefore the Commission decided that Westerham parish would remain in Sevenoaks division.</p>	
9.	<p><u>Crockham Hill War Memorial Playing Fields Trust Management Agreement</u></p> <p>Following a training course on Charitable Trusts attended by the Deputy Clerk, advice was received that if a trust has insufficient income to run a trust and to meet its responsibilities then it was able to pass those responsibilities to another body through the drawing up of a Management Agreement. Following discussion while it was agreed that this was the decision of the Trust, F&GP would like to have sight of the draft document before it was asked to enter into</p>	

	such an agreement.	DM
10.	<p><u>CCTV Policy</u> A draft CCTV Policy had been circulated and following discussion it was agreed to recommend the Policy to Council and once agreed the Policy would be placed on the WTC website.</p>	AH
10.	<p><u>Potential BID proposal for Westerham</u> A fact finding meeting had been held with the Oxted BID Manager, attended by WTP, Cllr Marsh and the Clerk. This had been a useful meeting. Cllr Marsh sent a report that a BID was a levy on local businesses agreed by a vote with local businesses. All retailers and offices in Oxted now contribute towards improving the town which totals £100,000 per annum for the next five years. Although Westerham would not be on the same scale, should a BID be supported locally, this could increase funds not just for local events (such as Christmas Lights which Oxted use part of the funding for) but marketing and enhancing trade and tourism in the town. The next step was a discussion with SDC on the feasibility and to obtain data on numbers of local businesses. A meeting had been arranged at SDC for 5th April, Cllrs Wesley and Bates to attend together with a member of WTP.</p>	AW/AB
11.	<p><u>Correspondence</u> 11.1 Edenbridge Annual Town Meeting – 18th April – Cllr Ashley to attend. 11.2 Limpsfield Parish Meeting – 23rd March – the Clerk and Cllr Bates to attend.</p>	PA AB/AH
12.	<p><u>Reports from Councillors</u> Cllr Ashley reported that he had attended the Citizens Advice meeting and it had been reported that the Westerham clinic was going very well. Cllr Bates reported that he had been working closely with the Police regarding anti-social behaviour and had been invited to attend the IPAG meeting.</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 9th May 2016 Cllr Ogden gave her apologies</p>	
	<p>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.</p>	

18.	<p><u>To consider annual review of staff pay</u> It was agreed to review staff pay independent of the annual review process between Clerks and the Local Government Employer so that a recommendation for pay from 01/04/16 could be tabled at F&GP on 9th May.</p>	
19.	<p><u>To approve staff bonus payment</u> The bonus scheme for office staff achieving Council's Foundation Award was agreed for payment. A similar scheme for 2016/17 in respect of the Local Council Gold Award would be agreed from 01/04/16.</p>	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman