

WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on Monday 9th May 2016 at 7.30 pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley – (AW) Chairman
Mr P Ashley (PA)
Mr S Wilkie (SW)

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

Item		Action
1.	<u>Apologies for Absence</u> were received and approved from Cllrs Boyle and Ogden – holiday.	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes of the Meeting held on 7th March 2016</u> were approved at the Council meeting on 21 st March 2016.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 Winnies Pre-School – Cllr Wesley reported that ITV Meridian had interviewed two Winnies parents outside Churchill School regarding the closure. 5.6 War Memorial – The work cleaning the War Memorial would commence as soon as the Church/Diocese had given permission for the contractor to access the site.	
5.	<u>Finance</u> 5.1 Cheque list to 31st March 2016 – Cllr Wesley had nothing to bring to the Committee's attention. 5.2 Committee Accounts to 31st March 2016 – The end of year accounts were approved and there were no queries. 5.3 Cash deposit placement – The Clerk to find out information regarding the CCLA deposit scheme. 5.4 Budget item rollovers – The budget item rollovers from Committees had been circulated and were agreed. 5.5 Reserves – The end of year reserves figures had been circulated and were agreed. 5.6 St Mary's Church Grant – Following discussion it was agreed to approve the grant of £1600 to St Mary's Church, Westerham subject to the usual caveat.	AH

	<p>5.7 Annual Subscriptions 2016/17 – The subscriptions for 2016/17 had been circulated and were agreed.</p> <p>5.8 Fountain repair – A quote had been received for £925, following discussion this agreed. It was also agreed to replace and repair the light above the fountain.</p>	AH
6.	<p><u>Russell House</u></p> <p>6.1 Anti-social behaviour – Incidents were being monitored.</p> <p>6.2 Entrance to staff car park – One quote had been received and it was agreed to obtain two more and these would be discussed at the June meeting.</p>	AH
7.	<p><u>Staff Matters</u></p> <p>7.1 Staff Training success – None</p> <p>7.2 Membership of Local Council Management (ILCM) – The Clerk had circulated information regarding the above. Following discussion it was agreed to pay the annual £75 membership fee for the Clerk and to pay the annual £50 membership fee for ILCM for the Deputy Clerk. However in order for the Deputy Clerk to access ILCM she also needs to be a member of SLCC, following discussion it was agreed to pay the SLCC subscription for the Deputy Clerk of £167 plus £12 joining fee.</p>	AH
8.	<p><u>Steering Group Proposal & KALC advice</u></p> <p>The KALC advice had been circulated and following lengthy discussion it was agreed to recommend to Council that independent local experts with appropriate technical knowledge could attend the project development meetings (subject to Project Developers approval) and subsequently brief Council /Committee. The brief of these experts to be discussed in more detail at Council as the pre-council presentation from Henry Warde may aid clarification of roles.</p>	
9.	<p><u>WTC draft Strategy 2016 – 2019</u></p> <p>Cllr Ogden had produced a draft Strategy document and this had been circulated. Following discussion it was agreed to recommend this to Council subject to changes to the Planning section.</p>	AH
10.	<p><u>NALC Star Award 2016</u></p> <p>Following discussion it was agreed to nominate Cllr Ogden in the Councillor of the Year category.</p>	AH
11.	<p><u>Review of Annual Town Meeting</u></p> <p>The Clerk had circulated comments from stall holders invited to the meeting. Following discussion it was agreed to hold a similar event next year but at Churchill School as this was a larger venue; more local community groups could then be invited. The format to remain the same with the formal business of the meeting taking place first.</p>	
12.	<p><u>BID proposal update</u></p> <p>There was nothing to report at this time.</p>	

13.	<u>Consultations</u> 13.1 KALC Cost saving proposals – Cllr Wesley and the Clerk to respond. 13.2 Surrey Fire and Rescue Service – Draft Safety Plan 2016 – 2025 was noted.	AW/AH
14.	<u>Correspondence</u> 14.1 Independent Review of Local Council Tax Support Scheme was noted. 14.2 Hever Annual Parish Assembly – 1 st June – to be circulated to Cllrs.	AH
15.	<u>Reports from Councillors</u> None	
16.	<u>TN16 and web-site</u> Annual Town Meeting reports	
17.	<u>Matters for District and County Councillors</u> None	
18.	<u>Further Matters for Consideration at the next meeting</u> None	
19.	<u>Date of next meeting</u> Monday 27 th June 2016	
	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.	
20.	<u>To consider annual review of staff pay</u> Following discussion and a review, it was agreed to pay staff a 2% increase with effect from 1 st April 2016.	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman