

	<p>5.5 Electrical work on The Green – A quote had been received for electrical work was needed to the box on The Green – to fit a IP65 rated distribution board with an access panel and to up-rate the commando socket from 10am to 16am. Following discussion this was agreed at a cost of £390 plus VAT. This would come out of the Property Maintenance reserve.</p> <p>5.6 Insurance Policy – Cllr Wesley had reviewed the Insurance Policy and small amendments had been sent to our Insurance Company. The projector and protective case had also been added to the Policy. Cllr Wesley was satisfied with the level of cover. The policy was approved.</p>	AH
6.	<p><u>Russell House</u></p> <p>6.1 Anti-social behaviour – The 'quiet please' sign had been loosened and needed concreting back in.</p> <p>6.2 Entrance to staff car park – Further quotes had not been received in time for the meeting so it was agreed to place this item on the July Council Agenda.</p> <p>6.3 Hiring Policy review – Following comments from the Internal Auditor minor amendments to the Hiring Policy had been circulated; following discussion the Policy was approved.</p> <p>Following discussion it was agreed to increase the hourly hiring rate to £7 per hour from £6.50; the rate had not been increased for a number of years. It was further agreed to give a discount to Westerham Community group users of 20%, this would result in a net increase of 22p per hour. The session cost of £20 plus VAT would remain unchanged.</p>	AH
7.	<p><u>WTC 's involvement in future Community Events</u></p> <p>Cllr Ogden reported that the Community Engagement Event held on The Green at the Queen's birthday picnic organised by WTP went well considering the turnout due to the bad weather and WTC had some good feedback. A gazebo had been borrowed for this event however Cllr Ogden felt WTC needed their own and a budget of £200 was agreed.</p> <p>Cllr Ogden suggested that as part of its strategy to engage with the community WTC should agree a programme of events to attend as well as a structure for each event, and where necessary a budget. It was agreed to discuss this at Council on 11th July.</p>	
8.	<p><u>Grant Policy</u></p> <p>The Deputy Clerk had drafted a Grant Policy for her CILCA and this had been circulated. Following discussion it was agreed to recommend approval to Council.</p>	AH
9.	<p><u>Councillor Resignations</u></p> <p>The Clerk reported that Linda Rodgers had resigned on 6th May and Cllr Wilkie resigned on 22nd June. The process was as follows –</p> <ul style="list-style-type: none"> • Receive written resignation • Inform Sevenoaks District Council that WTC has a vacancy • SDC provide a notice to be displayed locally stating that 'An election to fill the vacancy shall be held if within 14 working days' notice is given in writing to SDC by ten electors whose names appear on the register of electors' • If ten electors do not request an election within this period of 14 days 	AH

	<p>WTC can then co-opt a person to fill the vacancy</p> <ul style="list-style-type: none"> • Further notices are displayed seeking applications for the position of councillor • Applicants are requested to state in writing why they wish to become a councillor and what they can bring to the role and are requested to complete a WTC application form • If more than one candidate applies they are asked to appear before WTC to state why they wish to be a councillor • Council decides to co-opt 	
10.	<p><u>Consultations</u> 10.1 Government consultation – Transfer of Functions from the Public Works Loan Board - new-governance-arrangement was noted.</p>	
11.	<p><u>Correspondence</u> 11.1 Email regarding Ghost/Light proposal – Following discussion it was agreed that Cllr Boyle would respond on behalf of WTC. 11.2 Letter regarding West Kent Housing was noted, the Clerk to respond.</p>	
12.	<p><u>Reports from Councillors</u> None</p>	
13.	<p><u>TN16 and web-site</u> Annual Town Meeting reports</p>	
14.	<p><u>Matters for District and County Councillors</u> None</p>	
15.	<p><u>Further Matters for Consideration at the next meeting</u> None</p>	
16.	<p><u>Date of next meeting</u> Monday 26th September 2016</p>	

The meeting was concluded at 8.55 pm

Minutes confirmed as a correct record:

Chairman