



## WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purpose Committee held on Monday 27<sup>th</sup> June 2016 at 7.30 pm in Russell House, Market Square, Westerham

Present:	Councillors:	Mr P Ashley (PA) - Chairman
		Mr E Boyle (EB)
		Mrs H Ogden (HO)

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

Item		Action
1.	Apologies for Absence were received and approved from Cllr Wesley – personal commitment.	
2.	Declarations of Interest not previously declared None	
3.	Minutes of the Meeting held on 9 <sup>th</sup> May 2016 were approved at the Council meeting on 23 <sup>rd</sup> May 2016.	
4.	<ul> <li>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</li> <li>4 Winnies Pre-School – Cllr Ogden reported that Winnies was in discussion with the National RBL regarding use of the Westerham facilities. A meeting was arranged for on 11<sup>th</sup> July with the Head of Estates, South East Reserve Forces and Cadets Association, the Sea Cadets and Winnies to discuss possible community use of the Drill Hall.</li> </ul>	
5.	<ul> <li>Finance</li> <li>5.1 Cheque list to 31st May 2016 - Cllr Ashley had nothing to bring to the Committee's attention.</li> <li>5.2 Committee Accounts to 31<sup>st</sup> May 2016 - The Committee Accounts were approved and there were no queries.</li> <li>5.3 Defibrillators in Crockham Hill - Residents in Crockham Hill were fundraising for a defibrillator in the Village and CHWMPF Trust had agreed in principle to install a defibrillator on the Playing Field. Following discussion it was agreed that there should be two defibrillators in Crockham Hill and the fundraising and ordering should be linked and facilitated by WTC.</li> <li>5.4 Photocopier renewal - Six quotes had been circulated and following discussion it was agreed to award a three year contract to Ricoh at a cost of £130.48 per quarter plus copy costs.</li> </ul>	

to	<b>.5 Electrical work on The Green –</b> A quote had been received for electrical rork was needed to the box on The Green – to fit a IP65 rated distribution oard with an access panel and to up-rate the commando socket from 10am o 16am. Following discussion this was agreed at a cost of £390 plus VAT. This	АН
pr	vould come out of the Property Maintenance reserve. <b>.6 Insurance Policy –</b> Cllr Wesley had reviewed the Insurance Policy and small mendments had been sent to our Insurance Company. The projector and rotective case had also been added to the Policy. Cllr Wesley was satisfied vith the level of cover. The policy was <b>approved</b> .	
6. ne 6.2 th 6.3 ar Pc Fo hc fu thi	<ul> <li>ussell House</li> <li>1 Anti-social behaviour – The 'quiet please' sign had been loosened and eeded concreting back in.</li> <li>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.</li> <li>3 Hiring Policy review – Following comments from the Internal Auditor minor mendments to the Hiring Policy had been circulated; following discussion the olicy was approved.</li> <li>blowing discussion it was agreed to increase the hourly hiring rate to £7 per our from £6.50; the rate had not been increased for a number of years. It was urther agreed to give a discount to Westerham Community group users of 20%, his would result in a net increase of 22p per hour. The session cost of £20 plus AT would remain unchanged.</li> </ul>	AH
CI Gi the A ne CI W ec	<b>ATC 's involvement in future Community Events</b> Fill 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. gazebo had been borrowed for this event however Cllr Ogden felt WTC eeded their own and a budget of £200 was agreed. Fill Ogden suggested that as part of its strategy to engage with the community ATC should agree a programme of events to attend as well as a structure for ach event, and where necessary a budget. It was agreed to discuss this at council on 11th July.	
Th	rant Policy The Deputy Clerk had drafted a Grant Policy for her CILCA and this had been irculated. Following discussion it was agreed to recommend approval to council.	АН
Th	ne Clerk reported that Linda Rodgers had resigned on 6 <sup>th</sup> May and Cllr Wilkie esigned on 22 <sup>nd</sup> June. The process was as follows – 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	АН

	WTC can then co-opt a person to fill the vacancy	
	• 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.	Consultations	
	<b>10.1</b> Government consultation – Transfer of Functions from the Public Works	
	Loan Board - new-governance-arrangement was noted.	
11.	Correspondence	
11.	Correspondence 11.1 Email regarding Ghost/Light proposal – Following discussion it was agreed	
	that Clir Boyle would respond on behalf of WTC.	
	<b>11.2</b> Letter regarding West Kent Housing was noted, the Clerk to respond.	
12.	Reports from Councillors	
12.	None	
13.	TN16 and web-site	
	Annual Town Meeting reports	
14.	Matters for District and County Councillors	
	None	
15.	Further Matters for Consideration at the next meeting	
	None	
1/	Date of port mosting	
16.	Date of next meeting	
	Monday 26 <sup>th</sup> September 2016	

The meeting was concluded at 8.55 pm

Minutes confirmed as a correct record:

Chairman