Notice is hereby given that the **Annual Meeting** of **Westerham Town Council** will be held at Russell House commencing at 7.30pm on Monday 13th May 2019 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Clerk

**AGENDA**

1. **Election of a Chairman**
2. **Chairman’s Declaration and Acceptance of Office**
3. **Election of a Vice Chairman**
   Declaration and Acceptance of Office
4. **Declarations and Acceptance of office for Councillors**
5. **To co-opt councillor**

Annexed

6. **To receive and accept apologies for absence**
   Please inform the Clerk if you are unable to attend.

7. **Declarations of interest**
   To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

8. **To approve Membership and Chair of Committees**

Annexed

9. **To approve Representatives on outside bodies**

Annexed

10. **Minutes of the meeting**
    Minutes of the meeting held on 18th March 2019 to be signed as a true record

Annexed

11. **Information items arising**
    From the minutes of the previous meeting and not dealt with elsewhere on the agenda

12. **Public Session: Opportunity for the public to ask questions**

13. **To resolve that as WTC meets the eligibility criteria WTC now deploys the Power of General Competency**

Annexed
14. To approve the following minutes of Committees by members present at the relevant Committee meetings and for Council to receive and consider them -

   (1) Planning and Development 28.03.19 Annexed
   (2) Highways and Lighting 08.04.19 Annexed
   (3) Planning and Development 11.04.19 Annexed
   (4) Youth and Community 15.04.19 Annexed
   (5) Planning and Development 25.04.19 Annexed

15. Finance

   (1) To approve Cheque list to 31/03/2019 Annexed
   (2) To approve End of Year Accounts 2018/2019 Annexed
   (3) To receive the report from the Internal Auditor Annexed
   (4) To approve and sign Annual Governance Statement 2019/2020 Annexed
   (5) To approve and sign Annual Accounting Statement 2019/2020 Annexed
   (6) To review reserves Annexed
   (7) To approve reinvestments Annexed
   (8) To approve subscriptions 2019/20 Annexed
   (9) To approve new bank signatories

16. To consider planning application SE/19/01066/HOUSE – Lewins Lodge, Main Road, Crockham Hill

17. To approve the listing of Royal Oak, CH as a Community Asset

18. To sign up to DEEP The Dementia Engagement and Empowerment Project - Dementia words matter Annexed

19. Correspondence

   (1) To receive Barley Charity Minutes 18/04/19
   (2) To consider VE 75th Anniversary celebrations

20. Date of Next Meeting

   Monday 8th July 2019

   **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.

21. Staff structure

   (1) To update on staff structure