

WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purposes Committee held on
Monday 23rd September 2019 at 7.30 pm in Russell House,
Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) - Chairman
Mr A Jowett (AJ)
Mrs H Ogden (HO)

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

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Boyle and Kay – holiday.	
2.	<u>Declarations of Interest not previously declared</u> None	
3.	<u>Minutes of the Meeting held on 24th June 2019</u> It was resolved to approve and sign the minutes of the meeting held on 24 th June.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 CIL Funds – The SDC CIL Board had now been set for 9 th December. The Finance Officer was finalising WTC's application due to be submitted by 30 th September. Cllr Ogden to present the WTC application. 4 Reserves – Cllr Sheen and the Finance Officer had met and agreed that there could be some simplification of the reserve accounts and this would be finalised as part of the 2020/2021 budget exercise. 4 RH Lift – Following the major repair the lift was working well and there had been no issues. 5.3 The Clerk had checked with the Insurance Company and staff were covered when travelling on business. 7.3 Gas cupboard – the repairs had been completed and the claim sent to the Insurance Company who were only paying for the damage to the cupboard. The cost of the RSJ's installed to prevent future damage would be paid from the Asset Repair and Renewal reserve fund. 7.4 Cllr Sheen to circulate Cllr Jowett's comments on Terms of Reference; to be discussed at the next meeting.	
5.	<u>Finance</u> 5.1 Payments list to 31st August 2019 – There were minor queries which the Clerk	

	<p>answered.</p> <p>5.2 Committee Accounts to 31st August 2019 – Cllr Sheen reported that she had nothing to bring to the Committee’s attention.</p> <p>5.3 Report from External Auditor – The report had been received and there was nothing to bring to the attention of Council. A vote of thanks to the Finance Officer.</p> <p>5.4 Making Tax Digital – A note had been circulated from the Finance Officer stating that Making Tax Digital for business began 1st April 2019 although HMRC had delayed the compliance date for Town and Parish Councils until 1st October 2019. The Finance Officer had: -</p> <ul style="list-style-type: none"> • Installed a new version of the Rialtas Suite to enable the new MTD functionality. • The Finance Officer had undertaken a Webinar training session held jointly by HMRC and Rialtas to understand the implications of MTD, and see the new functionality demonstrated. • Confirmed that the 2nd quarterly VAT return would have to be submitted in October using the new system. • Ensured WTC was on track to be compliant. <p>A vote of thanks to the Finance Officer.</p> <p>5.5 Investments – The Finance Officer had circulated a paper regarding the investments. Following discussion it was agreed that Cllr Sheen would discuss this further with the Finance Officer for discussion at the next meeting.</p>	SS
6.	<p><u>Land Issues</u></p> <p>6.1 Long Pond Lease – Following discussion it was agreed to place this item on the Council Agenda.</p> <p>6.2 KGF lease – Cllr Jowett reported the lease had been signed and he was waiting for the paperwork to confirm this. Thanks to Cllr Jowett for all his work on this.</p>	AJ
7.	<p><u>Russell House</u></p> <p>7.1 Anti-social behaviour – The Clerk reported that there had been a small fire under the tree at the back of Russell House. The Fire Brigade had been called but the fire was out by the time they arrived. The fire had been reported to the Police. Drug packets had been found in the RH garden and reported to the CSU.</p> <p>7.2 WTC Honours Board – Following discussion it was agreed it was a wonderful opportunity to recognise Town Council Chairmen. This was agreed in principle at a cost of £360 with the timing to be agreed at a later date.</p> <p>7.3 Photocopier Data Erasure Report – The Clerk had arranged for the old photocopier to have its data cleansed at a cost of £250 due to GDPR. The report would be held in the office.</p>	AH
8.	<p><u>Risk Assessments</u></p> <p>All risk assessments were reviewed by the Health & Safety Committee who had requested a detailed review from the appropriate Committee; list circulated. Cllr Sheen and the Clerk had reviewed the F&GP risk assessments and had nothing to bring to the Committee’s attention. The Clerk had requested a draft Cyber Policy from WTC IT Contractor. The Clerk to investigate GDPR risk assessment.</p>	

9.	<p><u>WTC Protocol for Operation London Bridge</u> The Clerk had circulated a draft protocol and following discussion this was agreed.</p>	
10.	<p><u>Planning Issues – Impact on costs</u> 10.1 Local Plan SDC Regulation 19 consultation – The hearings were scheduled to commence on 24th September over a period of four weeks. The Planning Committee had drawn up a timetable for WTC attendance. 10.2 Professional fees – Following discussion it was agreed that the previous allocation of £2,500 for professional fees could be increased to £4,000. 10.3 Tandridge District Council Local Plan – Cllr Ogden reported that she was on the timetable to speak at the examination on 10th October if required by the Inspector. 10.3 Covers Farm planning application – There was nothing further to report.</p>	
11.	<p><u>Policies and Procedures</u> The following policies had been circulated: - 11.1 WTC Web Accessibility Statement 11.2 Disclosure and Barring Policy – the eligibility guidance was last updated in September 2018 so no action was required. Following discussion the policies were agreed.</p>	
12.	<p><u>Consultations</u> 12.1 SDC Review of polling districts, polling places and polling stations – following discussion it was agreed that WTC had no amendments to the review. 12.2 NALC Independent Review into Local Government Audit – Cllr Sheen and the Finance Officer to review and respond.</p>	
13.	<p><u>Correspondence</u> None</p>	
14.	<p><u>Reports from Councillors</u> Cllr Sheen had attended the KALC Sevenoaks Area Committee on 30th August, there was a presentation on rural crime. Cllr Ogden had:</p> <ul style="list-style-type: none"> • met KCC Cllr Chard on 1st July regarding planning issues. • Chaired a meeting with DVLP, attended by Cllrs Jowett and Sheen • Met with Squerryes and DVLP regarding Long Pond on 29th July • Chaired a meeting of WTC neighbours on 2nd September • Met SDC Cllrs to update them on WTC matters • Helped on WTC Community Engagement Stall on 14th September together with Cllrs, Robson, Sheen, Thompson, Jowett and Coen. 	
15.	<p><u>TN16 and website</u> Community engagement article</p>	
16.	<p><u>Matters for District and County Councillors</u></p>	

	Planning issues	
17.	<u>Further Matters for Consideration at the next meeting</u> Reserves update Terms of Reference Staff targets	
18.	<u>Date of next meeting</u> Monday 25 th November 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.	
19.	<u>New Staff member</u> The update was noted.	
20.	<u>Staff Bonus Scheme</u> The revised scheme was agreed.	
21.	<u>Staff overtime</u> The report was noted.	
22.	<u>Doctor's Surgery Lease</u> Letters received from the Surgery were noted and a meeting arranged for 10 th October.	
23.	<u>Staff Appraisal Form</u> Cllr Ogden had circulated a revised Appraisal Form and following discussion this was agreed.	

The meeting was concluded at 10 pm

Minutes confirmed as a correct record:

Chairman