

## WESTERHAM TOWN COUNCIL

Minutes of the virtual Finance and General Purposes Committee  
held on Tuesday 29<sup>th</sup> September 2020 at 2 pm

Present: Councillors: Mrs S Sheen (SS) – Chairman  
Mr E Boyle (EB)  
Mr A Jowett (AJ)  
Dr S Kay (SK)  
Mrs H Ogden (HO)

In attendance: Town Clerk: Mrs A Howells (AH)  
Finance Officer: Mrs D Marshall (DM)

Item		Action
1.	<p>This meeting was held virtually using Zoom due to Covid 19. No members of the public had requested to join the meeting.</p> <p><b><u>Apologies for Absence</u></b> None</p>	
2.	<p><b><u>Declarations of Interest not previously declared</u></b> None</p>	
3.	<p><b><u>Minutes of the Meeting held on 29<sup>th</sup> June 2020</u></b> Were approved at Council on 20<sup>th</sup> July.</p>	
4.	<p><b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 4 VAT – The Finance Officer reported that a meeting would be arranged with the Football Club once lockdown had been eased. 5.2 The water invoice for KGF was still being investigated. 5.5 The Speed Indicator Device was now listed on the Insurance Policy. 5.6 The £97,522.49 held at Lloyds was re-invested in a one-year bond on 17/08/20 in order to spread WTC financial risk. The rate of interest was 0.2%, yielding £195.04 interest. 5.8 The Air Con Unit had been installed in the office. 6.1 All Covid Risk Assessments had been completed. 8.1 Cllr Sheen and the Clerk completed the LGA Consultation on Draft Model Member Code of Conduct online on behalf of WTC stating that the proposals did not go far enough and should be strengthened. Cllr Sheen and the Clerk completed the online Consultation on amendments to</p>	AJ/DM/DR

	<p>the KCC Budget 2020/2021 to manage the shortfall after Government support of up to £50m. We proposed lobbying for more government support; reducing senior staffing costs; utilising reserves; prioritise spending on education and social care.</p> <p>11.1 The Clerk had sent copy for the September/October Edenbridge Magazine and suggested that for the next edition the Crockham Hill Cllrs put in an article introducing themselves.</p>	AH
5.	<p><b><u>Finance</u></b></p> <p><b>5.1 RFO's report</b> – The Report was received and noted with thanks. The external audit would be completed by 30<sup>th</sup> September 2020.</p> <p><b>5.2 Payments and receipts list to 31<sup>st</sup> August 2020</b> – There were no queries. APFOS recently had a need to make an 'emergency' decision to spend £2,650+vat in between meetings. The provision made for emergency expenditure was inadequate in this situation. Following discussion it was agreed to recommend to Council that the maximum amount for delegation in emergency situations be increased to £3,000, amending WTC Financial Regulations and Scheme of Delegation accordingly.</p> <p>The Clerk had used her Delegated Authority (under the Delegation Scheme 2.4) in consultation with F&amp;GP Committee members to make a delegated decision to authorise payment of £342.50, a one off cost, and an annual fee of £156 to transfer the WTC files to the cloud so that the files could be accessed from home to enable home working. This was approved.</p> <p><b>5.3 Committee Accounts to 31<sup>st</sup> August 2020</b> – Cllr Sheen reported that she had nothing of concern to bring to the Committee's attention. The Accounts would be recommended to Council for approval.</p> <p><b>5.4 CIL</b> – The Finance Officer had updated the WTC CIL income and list of projects requiring an element of CIL funding.</p> <p>The Finance Officer would be producing a table of CIL received and expenditure to be published on the WTC website to meet regulations.</p>	<p>DM</p> <p>DM</p> <p>DM</p>
6.	<p><b><u>Resident Survey (Covid-19)</u></b></p> <p><b>6.1 Results of Survey</b> - The results of the survey had been circulated. It was noted that there was overwhelming support for reducing the speed in the town centre and for a one-way system around The Green.</p> <p><b>6.2 TRO Consultation costs</b> – The cost of the TRO for the speed restriction and one-way system was £3,000 (a saving of £3k if the projects were consulted together). F&amp;GP agreed that this would come out of the H&amp;L Improvement budget with H&amp;L agreement; the detailed costs had not been available at the H&amp;L Committee meeting and there was a limited window to take up the offer. The estimated project costs would be presented to Council on 5<sup>th</sup> October to allocate the balance of the funds.</p>	
7.	<p><b><u>Land Issues</u></b></p> <p><b>7.1 Doctors Surgery</b> – Following discussion it was agreed the Clerk would arrange a meeting with the Surgery in October, Cllrs Sheen and Boyle to attend.</p> <p><b>7.2 Bloomfield Allotments lease</b> – Following discussion it was agreed to seek a meeting with the landowner, Cllrs Boyle, Jowett and Ogden to attend.</p> <p><b>7.2 Land North of King George's Playing Field lease</b> – Following discussion it was</p>	<p>AH</p> <p>AH</p>

	agreed to seek a meeting with the landowner, Cllrs Boyle, Jowett and Ogden to attend.	AH
8.	<p><b><u>KGF Re-development Committee proposal</u></b></p> <p>APFOS had suggested a cross committee group be set up to develop a project scope, identifying the work which needed to be done and the resources needed to do it. Following discussion it was agreed that this should be a Working Group, reporting direct to Council. Cllr Jowett would draw up draft Terms of Reference to be discussed at Council on 5<sup>th</sup> October.</p>	AJ
9.	<p><b><u>Russell House</u></b></p> <p><b>9.1 Anti-social behaviour issues</b> – The Clerk reported that there had been a week in August of increased anti-social behaviour in Westerham with a group of young people breaking windows and climbing on roofs all over Westerham, this included here at Russell House and the Public Toilets. Young people also jumped from RH to the grounds of the adjacent property. The owner of said property had asked if WTC can do anything about the ASB and the trespass onto his property. Following discussion it was agreed that a fence would only increase the danger to the young people using the wall to access the property. It was agreed that the Clerk would see advice from the SDC Community Safety Unit and report their observations to the owner.</p> <p><b>9.2 Painting quotes</b> – The Clerk had requested three quotes for painting the outside of Russell House as stated in the Lease. Only two had been received. Following discussion it was agreed to organize the work for the Spring and to review the quotes at the November meeting.</p> <p><b>9.3 Car park barrier</b> – The Clerk reported concerns regarding the obsolete barrier and the time scale for replacing it. There had been a number of power cuts recently and there was then a delay in getting the barrier up which could impact the Surgery in an emergency. The quote received over a year ago was for £2006. Following discussion it was agreed to replace the barrier at a cost of no more than £2,250.</p> <p><b>9.4 Arnold Baker 12<sup>th</sup> Edition</b> -Following discussion it was agreed to purchase the 12<sup>th</sup> Edition of Arnold Baker at a cost of £149 plus VAT. With the Deputy Clerk studying for CILCA and the Assistant Clerk studying for ILCA it was a necessity as it was a complete statement of the law relating to parish and community councils.</p>	AH AH AH AH
10.	<p><b><u>Car Parking projects - update</u></b></p> <p><b>10.1 Task Proposal</b> – The Finance Officer had circulated the Task Proposal from Amey. The detailed design work and additional legal requirements would cost c£35k and on completion the workplan would drive the construction work that would need to be completed. Although a contingency of 10% had been estimated this would not cover this additional design work and there was a risk that the original estimates could be higher once the full design project was completed. Following lengthy discussion it was agreed that the Finance Officer would provide a report of the financial situation and an F&amp;GP extraordinary meeting would be called to discuss the report ahead of a meeting with the Contractor.</p> <p><b>10.2 Licence with FiT for the Crockham Hill Playing Field</b> – The signing of the</p>	DM AJ

	<p>Lease had been agreed at Council and was now ready for signature. It was agreed that Cllr Jowett would sign the Lease, witnessed by the Clerk. Cllr Sheen thanked Cllr Jowett for the huge amount of work he had undertaken.</p> <p><b>10.3 Electric Vehicle Charging points</b> – It was noted that the deadline had passed however electric charging points would form part of the discussion with Amey when the parking projects were discussed.</p>	
11.	<p><b><u>Policies and Procedures</u></b>  The following procedures and Policies had been circulated and following discussion were approved: -  <b>11.1</b> Disclosure &amp; Barring Policy  <b>11.2</b> Procedure for co-option</p>	
12.	<p><b><u>Correspondence</u></b>  <b>12.1</b> A letter from KALC Sevenoaks Area Committee regarding developing the parish and district relationship was noted.  <b>12.2</b> Rural Market Town Grouping – It was agreed to join this group and review the situation in April. There would be no cost to WTC at this time.</p>	
13.	<p><b><u>Reports from Councillors</u></b>  Cllr Kay reported he had attended a number of virtual CPRE meetings.  Cllr Ogden had conversations with SDC Cllr Maskell regarding the precept.</p>	
14.	<p><b><u>TN16 and Website</u></b>  None</p>	
15.	<p><b><u>Matters for District and County Councillors</u></b>  None.</p>	
16.	<p><b><u>Further Matters for Consideration at the next meeting</u></b>  Russell House painting quotes  Parking Projects  Draft Budget  Bonus targets  Reserves</p>	
17.	<p><b><u>Date of next meeting</u></b>  Monday 23<sup>rd</sup> November 2020</p>	
	<p><b>Part 2</b> 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.</p>	
18.	<p><b><u>Staff Overtime</u></b>  This was reviewed and noted.</p>	
19.	<p><b><u>Disciplinary Policy</u></b>  A draft had been circulated. Following discussion this was agreed.</p>	

20.	<p><b><u>Grounds Maintenance Operator</u></b>  Following discussion it was agreed to go ahead with the recruitment of a Grounds Maintenance Operative.</p>	DR
21.	<p><b><u>ALCC Pay Award 2020/21</u></b>  Following the conclusion of the pay award of 2.75% it was agreed to back pay staff .25% to April 2020. It was noted that the Assistant Clerk would qualify for an extra day's holiday – pro rata.</p>	DM/AH

The meeting was concluded at 4.25 pm

Minutes confirmed as a correct record:

Chairman