

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 4th October 2021 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Town Clerk

Open Forum

The first ten minutes of the meeting are available for members of the public and press to raise any issues with the Council. If there are no members of the public present at 7 pm the meeting will commence.

AGENDA

1. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest

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

3. Minutes of the meeting

Held on 26th July 2021 for approval

Annexed

4. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

5. To receive and consider the following minutes of Committees –

| | | | |
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| 1) | Planning and Development | 29.07.21 | Annexed |
| 2) | Planning and Development | 12.08.21 | Annexed |
| 3) | Planning and Development | 26.08.21 | Annexed |
| 4) | Allotments, Playing Fields and Open Spaces | 06.09.21 | Annexed |
| 5) | Planning and Development | 09.09.21 | Annexed |
| 6) | Highways and Lighting | 13.09.21 | Annexed |
| 7) | Planning and Development | 23.09.21 | Annexed |
| 8) | Finance & General Purposes | 27.09.21 | To follow |
| 9) | Youth and Community | 29.09.21 | To follow |

6. Finance

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| 1) | To approve payment list to 31 st August 2021 | Annexed |
| 2) | To approve Committee Accounts to 31 st August 2021 | Annexed |
| 3) | To receive External Auditors clear report | |
| 4) | To receive initial budgetary process and timeline | Annexed |
| 5) | To consider a contribution towards 'Changing Places Toilet fund' | Annexed |
| 6) | To consider a grant to Westerham Food Bank | To follow |
| 7) | To approve insurance claim for lighting column | |
| 8) | To discuss Darent Valley Path donation | |

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| 7. To review King George's Field redevelopment project | |
| 1) To receive an update from the Working Group | To follow |
| 2) To review the Terms of Reference and governance arrangements necessary for the next stage of the project | Annexed |
| 3) To consider the resource implications of the next stage | |
| 8. To consider plans for Queens's Jubilee | Annexed |
| 9. To brief Cllrs about the Annual Meeting with Leader and Chief Exec of SDC and review the draft agenda | Annexed |
| 10. To approve Meeting schedules 2022 | Annexed |
| 11. Policies and Procedures: to approve | |
| 1) ECO Policy | Annexed |
| 2) Tree Management Strategy | Annexed |
| 12. Correspondence | |
| 13. Report from Councillors | |
| 14. TN16 & website | |
| 15. Matters for District and County Councillors | |
| 16. Further matters for consideration at the next meeting | |
| 17. Date of Next Meeting | |
| Monday 6 th December 2021 | |

Members of the public

If you have any COVID symptoms then you are advised not to attend any meetings until after a safe quarantine period has elapsed or a negative test result has been obtained. Please contact the Clerk in the event of developing Covid-19 after a recent meeting on WTC premises so that all other attendees can be informed of the situation and advised to self-isolate.