

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 6th December 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 4th October 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 –

1)	Planning and Development	07.10.21	Annexed
2)	Planning and Development	21.10.21	Annexed
3)	Allotments, Playing Fields and Open Spaces	01.11.21	Annexed
4)	Planning and Development	04.11.21	Annexed
5)	Youth and Community	08.11.21	Annexed
6)	Highways and Lighting	15.11.21	Annexed
7)	Planning and Development	18.11.21	Annexed
8)	Finance & General Purposes	22.11.21	Annexed
9)	Planning and Development	02.12.21	To follow
10)	Health and Safety	04.10.21	Annexed

6. Finance

1)	To approve payment list to 31 st October 2021	Annexed
2)	To approve Committee Accounts to 31 st October 2021	Annexed
3)	To received report from Internal Auditor	To follow
4)	To consider first draft budget 2020/21 - preliminary discussion	Annexed
5)	To approve reserves	Annexed
6)	To consider grant to St Mary's Church	Annexed

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| 7. To consider future Use of The Green | Annexed |
| 8. Covid-19 - update | |
| 9. Capital Projects – update | Annexed |
| 1) King George's Field | |
| 2) Parking Project | |
| 3) 20's Plenty and One-Way round The Green | |
| 10. Covers Farm KCC site visit – update | Annexed |
| 11. To consider Neighbourhood Plan | Annexed |
| 12. To consider plans for Queens's Jubilee | |
| 13. To receive notes from SDC Annual Meeting | Annexed |
| 14. Policies and Procedures: to approve | |
| 1) Freedom of Information Act - Publication Scheme 2021 | Circulated |
| 15. Correspondence | |
| 1) Thank you letter for grant from Westerham Food Bank | |
| 16. Report from Councillors | |
| 17. TN16 & website | |
| 18. Matters for District and County Councillors | |
| 19. Further matters for consideration at the next meeting | |
| 20. Date of Next Meeting | |
| Monday 24 th January 2022 – budget meeting | |

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.