

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 11th July 2022 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 23rd May 2022 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	26.05.22	Annexed
2)	Planning and Development	09.06.22	Annexed
3)	Highways and Lighting	13.06.22	Annexed
4)	Finance and General Purposes	20.06.22	Annexed
5)	Youth and Community	27.06.22	Annexed
6)	Planning and Development	07.07.22	To follow

6. Finance

1)	To approve payment list to 31 st May 2022	Annexed
2)	To approve Committee Accounts to 31 st May 2022	Annexed
3)	To receive Internal Audit Report	Annexed
4)	To consider Grant to WTP for September Country Fayre	Annexed

7. King George's Field Re-development Project

1)	To review KGF project Report	Annexed
2)	To review KGF Funds Report	Annexed
3)	To approve CIL application in principle	
4)	Transfer of Northern part of KGF – update	

8. Darent Valley Landscape Partnership – to receive reports and determine action needed

- 1) To receive status report from Darent Valley Annexed
- 2) To consider response to Status Report
- 3) Update from Sevenoaks District Council

9. To review incidents on WTC land/concerning WTC property

- 1) Accident on The Green Annexed
- 2) Tree incidents
- 3) Defibrillators

10. Policies and Procedures: To review and approve UK GDPR policies

- 1) To review and approve UK GDPR policies – circulated 08/06/22
 - a. Data Audit Schedule
 - b. Information & Data Protection Policy
 - c. Privacy Notice
 - d. Retention and Disposal Policy
 - e. Consent form
 - f. Personal Audit Data Questionnaire
 - g. Email privacy notice
 - h. Employee, cllrs, new cllr and Hirer's privacy notice
 - i. Data Security Breach Reporting form
 - j. Privacy Impact Assessment
 - k. Subject Access Request form
- 2) Grant Awarding Policy Annexed

11. Correspondence

12. Reports from Councillors

13. TN16 & website

14. Matters for District and County Councillors

15. Further matters for consideration at the next meeting

16. Date of Next Meeting

Monday 25th July 2022 – Special meeting on KGF redevelopment Project
Monday 3rd October 2022