

	<p>5.1 RFO's report – The Report was received with thanks. The Finance Officer had attended a Pension Forum on the 7th June. The key points were as follows:</p> <ul style="list-style-type: none"> i) The Actuarial Fund valuation was currently taking place. The contribution rates for the next 3-year period would be issued in the new year. ii) Legislation had been passed to implement changes in public service pension schemes to remedy – this was likely to require additional work by the Finance Officer. <p>The WTC pension re-enrolment had been completed and submitted. Parking Project - The snagging had been completed by Amey and the final invoice cleared. There were two small areas of planting to complete early in October and fencing at Ash Road – quotes had been sought. Thanks were given to the Finance Officer for all her hard work on this project. The Finance Officer reported that £10,000 had been transferred into both Nationwide and Lloyds and £20,000 into Metro Bank. The application process to transfer £100,000 into the Public Sector Deposit Fund had been started and would be completed before the end of June. Following discussion it was agreed that Cllr Sheen would be a signatory to the account together with the Finance Officer.</p> <p>5.2 Payments and receipts list to 31st May 2022 – Cllr Sheen had no issues to bring to the Committees attention.</p> <p>5.3 Committee Accounts to 31st May 2022 – 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>5.4 Internal Auditor Report – The Finance Officer reported that a clear Internal Audit report has been received, with no issues raised. Thanks were given to the Finance Officer.</p> <p>5.5 Insurance Schedule – Cllr Sheen reported that she had reviewed the schedule in conjunction with the Clerk and Finance Officer. There had been no changes to the policy.</p> <p>5.6 Impact of increased costs on budget 2022/23 – The Finance Officer reported that she had spoken to all the Committee Officers about the impact of increased costs on this year's budget due to utility and materials increases. All Committees would be impacted by the increases. Following discussion it was agreed to discuss this item at the next meeting as there would be a better indication of the potential year end impact. Due to the concern about invoices not being viewed by the Committee Officers it was agreed that the Finance Officer would consider the implementation of a revised process for the commitment to expenditure prior to the receipt of invoices/notification; with particular reference to the use of the WTC debit card.</p>	DM
6.	<p><u>Land Issues</u></p> <p>6.1 Use of land adjacent to Churchill School for a Forest School – The Clerk had spoken to the School and informed them of the successful outcome of their grant application. They were now contacting a tree surgeon to undertake the work. Once this had been completed the risk assessment would be forwarded to WTC.</p>	

	<p>6.2 Churchill School Lease – The Clerk had arranged a meeting with the Head Teacher on 28th June. Cllrs Ogden and Boyle to attend.</p> <p>6.3 Land North of King George's Playing Field lease – The Clerk to request an update.</p> <p>6.4 Doctors Surgery – The Clerk reported that an update had been received from the Practice Manager and they were progressing well with the draft lease. Timelines were indicated that the Committee did not feel were achievable. Following discussion it was agreed to obtain quotes for a commercial rent review. The Clerk to seek information from SDC. The Clerk also wished to attend a Landlord training course. It was agreed to also request this information from SDC.</p> <p>6.5 Bloomfield Allotments lease – No further update.</p>	<p>HO/EB</p> <p>AH</p> <p>AH</p>
7.	<p>King George's Field – Redevelopment Project</p> <p>7.1 KGF Fund report – The Finance Officer had circulated a Fund Report which detailed available funds and expenditure to date. It was agreed to recommend this document to Council.</p> <p>7.2 Project Report – The Finance Officer had circulated an updated Project Report.</p> <p>The Finance Officer reported that she had carried out site visits today with prospective tenderers for KGF playground refurbishment. Following her meetings with seven different companies' issues had been raised. The main one was that the overall budget was unlikely to be sufficient to cover a complete skim of the surfacing as the surfaces in the playground were uneven and would require additional work.</p> <p>The Finance Officer had identified a match funding stream which would match £10,000 of funding to £10,000 raised by crowd funding. The Funding Mentor would be approached for help with the crowd funding.</p> <p>Following discussion it was agreed that a special Council meeting would be needed in September to discuss the Skatepark tenders. The Finance Officer to circulate potential dates.</p> <p>7.3 Friends of KGF draft constitution – The Finance Officer thanked the Committee for their comments which had been incorporated into the draft constitution. This would need to be approved by Friends of KGF Committee.</p>	<p>DM</p>
8.	<p><u>Russell House</u></p> <p>8.1 Anti-social behaviour issues – The Clerk reported that nitrous oxide capsules had been found in the garden and this had been reported to the Police and the SDC Community Safety Team.</p> <p>8.2 Estimate for new LED chamber lighting – The Clerk had circulated a quote for new LED lighting in the chamber. Following discussion it was agreed to seek a second quote and to go ahead with the work at no greater cost than £1427 in principle subject to receiving a second quote. Details to be circulated to the Committee.</p>	<p>AH</p>
9.	<p><u>ECO Policy Action Plan</u></p> <p>The Current F&CP ECO Action Plan had been circulated and agreed.</p> <p>9.1 The Clerk had circulated the WTC baseline carbon footprint for 2019/20 using the KALC template. Following discussion it was agreed that the Clerk would aim to complete the year 2020/21 for the September meeting.</p>	

	However this was not a priority.	AH
10.	<p><u>Local Council Award</u> Cllr Sheen had circulated the updated Local Council Award update together with draft statement submissions. Following discussion it was agreed that the submission date of 31st October was unrealistic due to other projects. A submission date of January 2023 was agreed. The Finance Officer to have a first draft of the Business Plan for the September meeting. Cllr Sheen should have received a report from the HR Consultant for the September meeting.</p>	DM SS
11.	<p><u>Policies and Procedures</u> The following Policies had been circulated: - 11.1 Russell House Hiring Agreement - following discussion it was agreed to approve the Policy. 11.2 Russell House Charging Policy - following discussion it was agreed that the Charging Policy would remain the same. 11.3 Grant Awarding Policy – Following discussion it was agreed to recommend approval of the Policy to Council subject to a minor amendment.</p>	
12.	<p><u>Correspondence</u> None.</p>	
13.	<p><u>Reports from Councillors</u> Cllr Sheen reported she had had a virtual meeting with the HR Consultants on 10th June together with the Clerk.</p>	
14.	<p><u>TN16, Edenbridge Magazine and Website</u> None.</p>	
15.	<p><u>Matters for District and County Councillors</u> None.</p>	
16.	<p><u>Further Matters for Consideration at the next meeting</u> Legionella Audit Defibrillators</p>	
17.	<p><u>Date of next meeting</u> Monday 26th September 2022</p>	
	<p>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.</p>	
18.	<p><u>Assistant Clerk qualification</u> Following discussion it was agreed to award a pay rise to the Assistant Clerk for passing her ILCA. Congratulations were given to her.</p>	

19.	<p><u>Staff overtime 2021/22</u> Staff overtime had been circulated and was noted. Following discussion it was agreed that Toil would be added to the overtime form. This would be reviewed in September.</p>	AH
20.	<p><u>Staff Bonus Scheme 2022/23</u> A draft bonus scheme had been circulated and following discussion was agreed.</p>	
21.	<p><u>HR Consultation update</u> Cllr Sheen had circulated a report following a virtual meeting with the HR consultants which included a timetable of work. There were no queries.</p>	

The meeting was concluded at 10.00 pm.

Minutes confirmed as a correct record:

Chairman