

<p>5.</p>	<p>Finance</p> <p>5.1 RFO's report – The Report was received with thanks. The Finance Officer reported that she had designed a purchase order system for committee clerks to use when placing orders. This would provide information on a record of orders placed, the amount (£) authorised and the budget code allocated.</p> <p>The Finance Officer had attended the SLCC Finance Summit. There were some very helpful/interesting speakers, particularly the sessions on VAT and major projects, Public Loan arrangements and medium term budget setting. We were advised that many District Councils may increase the non-collection rate by 1% due to the increase in the cost of living/fuel costs – this would effectively reduce the tax base. The recent government cabinet changes offered uncertainty on the continuation of parish/town council precepts being uncapped. Councils were urged to submit 'realistic' budgets and not to entertain 'bottom line up' budgeting as a net revenue deficit could impact the ability to accommodate capping if it was introduced. Not increasing the precept adequately was detrimental to a Council's long term financial stability. Councils were encouraged to develop 4/5 year budgeting. Legislation required the precept to be set before the 1st March, other deadlines from SDC had no statutory backing and were simply to aid their own administration. In the current climate of significant uncertainty we were advised to set our precepts towards the end of February to take into account the latest financial information available. Following discussion it was agreed to discuss this at the SDC Liaison meeting on 4th October.</p> <p>5.2 Payments and receipts list to 31st August 2022 – Cllr Sheen had no issues to bring to the Committees attention.</p> <p>5.3 Committee Accounts to 31st August 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>The Finance Officer informed Cllrs that the Art Club would not be hiring the chamber in the future reducing F&GP income and net expenditure by £150. The Community Engagement budget was in danger of being overspent and following discussion it was reluctantly agreed to cancel the regular updates in the Edenbridge Magazine.</p> <p>There was some discussion about the Professional Fees budget and pending legal costs. The Finance Officer confirmed there were sufficient funds in the reserve account.</p> <p>5.4 External Auditor Report – The Finance Officer reported that a clear External Audit report has been received, with no issues raised. Thanks were given to the Finance Officer.</p> <p>The SAAA (Smaller Authorities' Audit Appointments) is responsible for appointing external auditors for smaller authorities. Procurement was underway for the next five year period (2022/3 - 2026/7). WTC would be automatically opted-in unless a decision was taken to opt-out. There were a number of conditions that MUST be met by an authority which were currently undertaken on our behalf. Opting-out would certainly generate additional RFO workload, with no identifiable benefits, so the Finance Officer would not recommend opting-out. A decision</p>	<p>AH</p>
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	<p>was needed by 28th October. Following discussion it was agreed that this would be put on the Council Agenda with an F&GP recommendation to opt-in.</p> <p>5.5 Lloyds Fixed Bond - The fixed rate bond at Lloyds had come to an end. It was recommended to re-invest £107,766.39 for a further year at a rate of 2.3% and this was agreed. Cllrs discussed delaying reinvesting to see if the interest rate increased but decided against this as WTC funds were spread to lessen the risk and WTC bonds were staggered over the year to allow effective budgeting.</p> <p>5.6 Value for money Statement – The Finance Officer had circulated a Value for Money Statement Following discussion and some minor amendments it was agreed to recommend the statement to Council at their December meeting.</p>	AH
6.	<p><u>Strategic Plan</u> The Finance Officer had circulated a draft Strategic Plan. Following discussion and some minor amendments, including adding the word business to the title and revising the latest financials, it was agreed that Cllrs Ogden and Sheen would review the document and it would be put on the Council Agenda for approval. This Plan would then be reviewed annually.</p>	HO/SS/DM
7.	<p><u>Land Issues</u></p> <p>7.1 Churchill School Lease – Cllr Ogden had circulated a report following the meeting with the Head Teacher and Cllr Boyle on 28th June. This was a complex issue with no easy solution. Following lengthy discussion it was agreed that initially WTC would establish whether KCC would be interested in taking back the lower part of the field (through KCC Cllr Chard) and report back to the Head Teacher along with feedback from the Committee about the financial viability of the Head Teacher's proposals. The way forward would then be discussed at the November F&GP meeting.</p> <p>7.2 Land North of King George's Playing Field lease – The Clerk reported that the lease had been signed by all parties; the Solicitor had registered the lease with the Land Registry but had informed WTC that there would be a considerable delay before registration was complete.</p> <p>7.3 Doctors Surgery – The Clerk had obtained two quotes for a rent review of the first floor leased by the Doctors Surgery. Following discussion it was agreed to accept the quote of £1,000 and provide a more detailed floor plan of the ground floor. This would be paid from the Professional fees budget.</p> <p>7.4 Bloomfield Allotments lease – No further update.</p> <p>7.5 Legal Claim The Green - The claim was ongoing. The Clerk had answered further questions in conjunction with Cllr Lord.</p>	AH AH
8.	<p>King George's Field – Redevelopment Project</p> <p>8.1 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 updated to show the additional CIL funds received, including the SDC £15,000 CIL grant for the Playground Refurbishment Project and the refund of the Darent Valley donation. The CIL return for the expenditure on the Parking Project had been submitted to SDC.</p> <p>8.2 Project Report – The Finance Officer had circulated an updated Project Report. The Finance Officer reported that she was seeking a further quote for the</p>	DM

	<p>complex VAT issue.</p> <p>The Finance Officer reported that a further discussion would be sought with the Funding Mentor however funding streams were limited at this time.</p> <p>Four tenders for the Skatepark had been received, the next step was for these to be evaluated by the User Group and this feedback would go to a WTC Evaluation panel who would then make a recommendation to Council.</p> <p>A suitable date for the additional Council meeting would be sent out as soon as possible.</p>	DM/AH
9.	<p><u>Russell House</u></p> <p>9.1 Anti-social behaviour issues – The Clerk reported that nitrous oxide capsules had again been found in the garden and this had been reported to the Police and the SDC Community Safety Team.</p> <p>9.2 Landlord responsibilities – The Clerk had circulated a paper regarding landlord and owner responsibilities. Following discussion it was agreed to: -</p> <ol style="list-style-type: none"> 1. Pay the tenant EICR invoice of £300 + VAT. 2. Accept the lower quote for an EPC of the building of £800 + VAT. 3. Commission a Fire Risk Assessment (FRA), this should be carried out every 3 to 4 years(the last one was in 2008 from WTC current contractor) at a cost of £350 + VAT. 4. Commission a Legionella Assessment for Russell House, first floor as the last one was undertaken in 2017 and an assessment was recommended every five years. APFOS had received two quotes and it was agreed to accept the quote of £320 + VAT. <p>These costs would be paid from the Russell House maintenance budget.</p> <p>9.3 Air con maintenance – The Clerk had circulated details of a quote for £95 to carry out an annual service with the contractor who had installed the unit. Following discussion this was agreed.</p> <p>9.4 Replacement chamber lighting – The Clerk had circulated two quotes to supply six LED 1200 x 600 mm lights in the chamber and two lights 600 x 600 in the corridor. Following discussion it was agreed to accept the quote of for £1,426.49 and for the work to proceed as soon as possible.</p>	AH AH AH
10.	<p><u>Risk assessments</u></p> <p>Cllr Sheen and the Clerk had reviewed all the risk assessments associated with F&GP; a list of WTC Risk assessments had been circulated.</p> <p>Two new risk assessments had been identified – Defibrillators, (this had also been reviewed by Cllr Lord) and Business Continuity. Following discussion it was agreed to present these to the Health and Safety Committee.</p>	AH
11.	<p><u>ECO Policy Action Plan</u></p> <p>The Current F&CP ECO Action Plan had been circulated. Following discussion it was agreed to present this to Council with the amendments detailed by Cllr Sheen.</p>	SS
12.	<p><u>Policies and Procedures</u></p> <p>The following Policy had been circulated: -</p> <p>12.1 Disclosure and Barring Policy – Following discussion it was agreed that in view of the nature of activities undertaken by WTC it was not necessary for Cllrs or employees to be DBS checked.</p>	AH

13.	<u>Correspondence</u> None.	
14.	<u>Reports from Councillors</u> Cllr Ogden reported that she and Cllr Boyle had attended a meeting with the Head Teacher of Church School on 28 th June. Cllr Ogden reported she had attended the SDC CIL Board on 1 st September.	
15.	<u>TN16, Edenbridge Magazine and Website</u> None.	
16.	<u>Matters for District and County Councillors</u> School land	
17.	<u>Further Matters for Consideration at the next meeting</u> Budgets	
18.	<u>Date of next meeting</u> Monday 28 th November 2022	
	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.	
19.	<u>National Joint Council pay award for 2022/23</u> Up-to-date information was circulated and noted.	
20.	<u>Staff overtime</u> Staff overtime had been circulated and the risk to the overtime budget was noted.	
21.	<u>Staff Bonus Scheme 2022/23</u> An update had been circulated.	
22.	<u>HR Consultation update</u> Cllr Sheen presented an update on the report fundings. It was agreed to establish a working group to consider the recommendations.	

The meeting was concluded at 10.45 pm.

Minutes confirmed as a correct record:

Chairman