

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 23rd January 2023 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 5th December 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	08.12.22	Annexed
2)	Planning and Development	22.12.22	Annexed
3)	Planning and Development	05.01.23	Annexed
3)	Finance and General Purposes	09.01.23	Annexed
4)	Allotments, Playing Fields and Open Spaces	16.01.23	To follow
5)	Planning and Development	19.01.23	To follow

6. Finance

1)	To approve payment list to 31 st December 2022	Annexed
2)	To approve Committee Accounts to 31 st December 2022	Annexed
3)	To receive report from Internal Auditor	Annexed
4)	To consider grant to West Kent Mediation	Annexed
5)	To consider grant to Sevenoaks Volunteer Transport	Annexed
6)	To ratify F&GP decision to invest in Public Sector Deposit Fund	

7. To set budgets and agree Precept 2023/24

Annexed

8. To note minutes from the Crockham Hill War Memorial Playing Field Trust – 29th November 2022

Annexed

9. Local Elections Annexed
- 1) To note critical dates leading up to the elections on May 4 2023
 - 1) To approve dates for prospective cllr workshops
10. To consider ATM Agenda – 26th April
11. To consider plans for King's Coronation
12. To approve Terms of Reference for Human Resources Sub-Committee Annexed
13. Policies and Procedures: to approve/review
- 1) Investment Policy Annexed
 - 2) Internal Controls Policy Circulated
 - 3) Financial Regulations Circulated
 - 4) Procurement Policy Annexed
14. King George's Field Re-development Project
- 1) To note KGF project Report Annexed
 - 2) To note KGF Funds Report Annexed
15. Local Council Gold Award - update
16. Correspondence
- 1) Thank you card from King Charles
 - 2) Thank you letter for grant from St Mary's Church
17. Reports from Councillors
18. TN16 & website
19. Matters for District and County Councillors
20. Further matters for consideration at the next meeting
21. Date of Next Meeting
Monday 20th March 2023
- 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.
22. HR Matters
- 1) To approve pay review 2023/24 Annexed