



WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purposes Committee held on Monday 13th March 2023 at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) – Chairman

Mr E Boyle (EB)

Mr Elsdon-Wortley (CEW)

Dr S Kay (SK)

Mrs H Ogden (HO)

In attendance: Town Clerk: Mrs A Howells (AH)
Finance/Project Officer: Mrs D Marshall (DM)

Item		Action
	Cllr Sheen expressed gratitude to Cllr Helen Ogden for all her hard work on this Committee and thanked her for all her support and guidance over the years. She would be greatly missed.	
1.	Apologies for Absence None.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	Minutes of the Meeting held on 9th January 2023 Minutes of the Meeting held on 9th January were approved at Council on 23rd January.	
4.	Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda 5.3 Church Floodlights – The Clerk reported that the invoice had been received and payment had been made. 5.5 CIL – SDC had confirmed that no additional information was required. 5.6 Nationwide – to be carried over to the next meeting. 6.2 – to add 'for a Band D property'.	
5.	Finance 5.1 RFO's report – The Report was received with thanks. The Finance Officer reported the following:- • £15,000 CIL grant from SDC had been received. • WTC grant contribution of £7,500 to the DVLP had been returned. • The Public Sector Deposit Fund (PSDF) application had been processed	

and an account opened.

- The Finance Officer had taken the Clerk through the payroll system to ensure continuity of salary payments. Online banking training to follow.
- CHWMPF Trust had to become a body of ENTRUST (regulator of the Landfill Communities Fund) in order to receive a grant for the playground. The Finance Officer was recommending withdrawing from ENTRUST. It was agreed that this would go to the next Trust meeting.
- The Finance Officer wished to undertake the new SLCC qualification FILCA (Financial Introduction to Local Council Administration), this was agreed.
- APFOS had requested that the Finance Officer explore implementing Direct Debits/Standing Orders to collect allotment rents. The Finance Officer had refused as she felt it would create more work than it would save. It was agreed that APFOS should present a paper for discussion and final decision to the next F&GP which addressed the RFO concerns

5.2 Payments and receipts list to 28th February 2023 – Cllr Sheen had no issues to bring to the Committees attention.

5.3 Committee Accounts to 28th February 2023 – The Finance Officer reported that there were several budget lines that would be overspent this year:

- Payroll lines WTC budgeted for a 3% pay rise and the national pay rise agreed was 6.4%. This difference, together with an increase in overtime, would amount to about £3,000 overspend. If WTC were unable to meet this additional expenditure by viring from underspent budget lines, WTC could use the payroll contingency reserve which required Council approval.
- Office expenses this overspend was due to a general increase in costs, including the cleaning at Russell House, additional landlord responsibility costs and the purchase of a new shredder. A vire would clear the overspend.
- PC software/support this budget line would be overspent by about £1,000. The Finance Office will vire to clear the overspend.

The Finance Officer reported that she proposed to transfer the jubilee and coronation expenditure from F&GP contingency line to Y&C contingency line. She proposed to use the underspend in training, council strategy and contingencies to clear overspent budget lines. If this was insufficient WTC could use the payroll contingency reserve or vire underspend from another committee. This was approved.

The only F&GP rollover would be any unspent monies in Russell House maintenance rolling over to fund the chamber lights.

The Accounts would be recommended to Council for approval.

- **5.4 Internal Audit 2023/24 –** The Internal Audit letter for 2023/24 had been circulated and reviewed and it was agreed to recommend its acceptance to Council.
- **5.5 Effectiveness of Internal Audit –** The Effectiveness of Internal Audit had been circulated and reviewed and it was agreed to recommend its acceptance to Council.
- **5.6. Financial Risk Assessment –** The Financial Risk Assessment had been circulated and reviewed and it was agreed to recommend its acceptance to

DM/DR

APFOS

	Council following some small amendments. The position of Home Working would be raised with the Insurance Company to ensure employees were covered by employer liability insurance.	
6.	Land Issues 6.1 Doctors Surgery – Cllr Sheen reported the Solicitors had confirmed the cost of drafting the lease was £2,000 - £2,500 and the cost of drawing up a Section 25 would be £500 - £600. Following discussion it was agreed to proceed by confirming to the solicitor to issue a Section 25 Notice as soon as possible. 6.2 Churchill School lease – An update was still awaited from KCC. The School had been invoiced for two years of rent and this had been paid. 6.3 Bloomfield Allotments lease – No further update. This item to be re-visited at the September 2023 meeting. 6.4 Land North of King George's Playing Field lease – The Clerk reported nothing had been received from the Land Registry. 6.5 Buildings Insurance Valuation – Cllr Sheen had circulated information received following the Valuation. Following discussion it was agreed to circulate the full report to Cllrs and to discuss the quote with the Insurance Company. The Committee felt the valuation for the public toilets was too low and this in particular should be raised with the Insurance Company.	SS/AH
7.	Local Council Gold Award 7.1 A draft resolution, draft application form and three statements had been circulated. Following discussion and subject to minor amendments it was agreed to recommend the documents for approval at Council for submitting in early April. 7.2 It was agreed that the Clerk would register the Council for the Local Council Gold Award at a cost of £50.	AH AH
8.	King George's Field The Project Officer reported that she had been consulting with Valance and Churchill School and a meeting had been held with users and parents and the Skatepark contractor regarding the design of the Skatepark. This had resulted in minor tweaks to the design. The Project Officer had been investigating funding options but there was very little WTC could apply for. Following discussion it was agreed that F&GP would recommend to Council that WTC use their funding and CIL funding to pay for option 2 of the Skatepark and that the order of future works should be changed. The Project Officer to write a short paper for the Council meeting.	DM
9.	Russell House 9.1 Landlord responsibilities – Cllr Sheen had circulated a Russell House Maintenance Plan which included landlord and tenant responsibilities. Following discussion it was agreed to add the WTC alarm to the Plan. Cllr Sheen was thanked for all her hard work. 9.2 Anti-social behaviour issues – minor littering only.	
10.	Policies and Procedures The following Policy had been circulated: -	

approval of the Policy to Council. 10.2 Asset Register – The Asset Register had been circulated and reviewed and it was agreed to recommend its approval to Council. 10.3 Remuneration Policy - Following discussion it was agreed to approve the Policy. 11. ECO Policy Action Plan An updated Action Plan had been circulated, with completed items transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12. 1 request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Citr Ogden had a meeting with Mr H Warde on 28th February. 14. IN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Manday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1940. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudical to the public interest by reason of the confidential nature of the business concerned. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of traxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in accordance with the new salary arrangements.		10.1 Coder of Conduct - Following discussion it was agreed to recommend	
and it was agreed to recommend its approval to Council. 10.3 Remuneration Policy - Following discussion it was agreed to approve the Policy. 11. ECO Policy Action Plan An updated Action Plan had been circulated, with completed items transferred to a WIC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WIP. A response was awaited from the Landowner. 12. Correspondence 12. 1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. Anala Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1940. 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. 18. HR Committee 18. 1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18. 2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		9	
10.3 Remuneration Policy - Following discussion it was agreed to approve the Policy. 11. ECO Policy Action Plan An updated Action Plan had been circulated, with completed items Transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Citr Ogden had a meeting with Mr H Warde on 28th February. 14. IN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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 prejudical to the public interest by reason of the confidential nature of the business concerned. 18. HR Committee 18.1 Minutes = 10/03/23 - The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18. Long Service Award = Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		10.2 Asset Register – The Asset Register had been circulated and reviewed	
 Policy. ECO Policy Action Plan An updated Action Plan had been circulated, with completed items transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. Correspondence 12. 1 A request had been received for Work Experience in the office in July, this was approved. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. TN16. Crockham Hill Village newsletter and Website Annual Report. Matters for District and County Councillors School land. Further Matters for Consideration at the next meeting None. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 [2] of the Public Bodies (admission meetings) Act 1940. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudical to the public interest by reason of the confidential nature of the business concerned. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in 		and it was agreed to recommend its approval to Council.	
11. ECO Policy Action Plan An updated Action Plan had been circulated, with completed items transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. TN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes - 10/03/23 - The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award - Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM.		10.3 Remuneration Policy - Following discussion it was agreed to approve the	
An updated Action Plan had been circulated, with completed items transferred to a WTC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Cllr Ogden had a meeting with Mr H Warde on 28th February. 14. IN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1940. 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM.		Policy.	
transferred to a WIC ECO Plan of completed items. The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. IN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM.	11.	ECO Policy Action Plan	
The Clerk had discussed the community orchard project, one of the items raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. TN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1940. 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. 18. HR Committee 18. 18 Minutes - 10/03/23 - The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18. 2 Long Service Award - Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		· ·	
raised by residents on the green consultation, with WTP. A response was awaited from the Landowner. 12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Cillr Ogden had a meeting with Mr H Warde on 28th February. 14. TN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes - 10/03/23 - The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award - Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM.		•	
awaited from the Landowner. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. IN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes - 10/03/23 - The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award - Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		· · · · · · · · · · · · · · · · · · ·	
12. Correspondence 12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Cllr Ogden had a meeting with Mr H Warde on 28th February. 14. TN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting adving 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Cilr Ogden had a meeting with Mr H Warde on 28th February. 14. IN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting auring 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		awaited from the Landowner.	
12.1 A request had been received for Work Experience in the office in July, this was approved. 13. Reports from Councillors Clir Ogden had a meeting with Mr H Warde on 28th February. 14. IN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 2023 Part 2 Pusuant 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	12.	Correspondence	
13. Reports from Councillors Cllr Ogden had a meeting with Mr H Warde on 28th February. 14. TN16. Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		12.1 A request had been received for Work Experience in the office in July, this	
Clir Ogden had a meeting with Mr H Warde on 28th February. 14. IN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		was approved.	
Clir Ogden had a meeting with Mr H Warde on 28th February. 14. IN16, Crockham Hill Village newsletter and Website Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	13.	Reports from Councillors	
Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
Annual Report. 15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	14	TN16 Crockham Hill Village newsletter and Website	
15. Matters for District and County Councillors School land. 16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	14.		
School land. Further Matters for Consideration at the next meeting		7 tillodi Kopoli.	
16. Further Matters for Consideration at the next meeting None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	15.		
None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		School land.	
None. 17. Date of next meeting Monday 19th June 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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	16.	Further Matters for Consideration at the next meeting	
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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	17	Date of next meeting	
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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	'''		
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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		Menady 17 cente 2020	
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. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		Part 2 Pursuant to Section 1 (2) of the Public Radies (admission meetings) Act 1960. The Public	
grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned. 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
 18. HR Committee 18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in 		grounds that publicity would be prejudicial to the public interest by reason of the confidential	
18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		nature of the business concerned.	
18.1 Minutes – 10/03/23 – The Minutes were approved. The Clerk and Finance Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
Officer to review the Performance Management Process and report back to the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in	18.		
the next meeting. 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
 18.2 Long Service Award – Following discussion this was approved subject to clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in 		·	
clarification of taxable benefit implications. Two awards would be presented at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		<u> </u>	
at the April ATM. 19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in			
19. Bonus 2022/23 Following discussion it was agreed to recommend to Council for payment in		· ·	
Following discussion it was agreed to recommend to Council for payment in		αι πο αρπατίνι.	
· · ·	19.	Bonus 2022/23	
accordance with the new salary arrangements.		· · ·	
		accordance with the new salary arrangements.	

The meeting was concluded at 10.05 pm.

Minutes confirmed as a correct record: Chairman