

Notice is hereby given that a meeting of the **Finance and General Purposes Committee** will be held at Russell House commencing at 7 pm on Monday 13<sup>th</sup> March 2023 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Clerk

## Membership of Committee

Chairman: Mrs S Sheen Mr E Boyle, Mr C Elsdon-Wortley, Dr S Kay and Mrs H Ogden

## Open Forum

The first ten minutes of the meeting are available for members of the public and the press to raise any issues with the Committee. If there are no members of the public present at 7pm the meeting will commence.

## AGENDA

### 1. 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 9<sup>th</sup> January 2023 were approved at Council on 5<sup>th</sup> December.

Annexed

### 4. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

### 5. Finance

- |    |   |         |
|----|---|---------|
| 1) | To receive RFO's report   | Annexed |
| 2) | To approve income & payments to 28 <sup>th</sup> February 20223 | Annexed |
| 3) | To approve Committee accounts to 28 <sup>th</sup> February 2023 | Annexed |
| 4) | To approve Internal Audit Plan 2023/24                          | Annexed |
| 5) | To review Effectiveness of Internal Audit                       | Annexed |
| 6) | To review Financial Risk Assessment                             | Annexed |

### 6. Land Issues

- |    |   |         |
|----|---|---------|
| 1) | Doctors Surgery Lease - update                      |         |
| 2) | Churchill School Lease - update                     |         |
| 3) | Lease for Bloomfield Allotments - update            |         |
| 4) | Lease North of King George's Playing Field – update |         |
| 5) | Buildings Insurance Valuation report                | Annexed |

WESTERHAM TOWN COUNCIL

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7. Application for Local Council Gold Award
- 1) To consider that WTC meets the criteria for the Gold Award Annexed
  - 2) To agree Registration fee £50 to be paid
8. King Georges Playing Field - update
9. Russell House
- 1) Landlord responsibilities – update Annexed
  - 2) Anti-social behaviour issues – update
10. Policies and Procedures to approve:
- 1) Code of Conduct Circulated
  - 2) Asset Register Annexed
  - 3) Remuneration Policy To follow
11. Eco Policy Action Plan for F&GP - update Annexed
12. Correspondence
13. Reports from Councillors on relevant activities
14. TN16, Crockham Hill Village Newsletter and website
15. Matters for District and County Councillors
16. Further matters for consideration at the next meeting
17. Date of Next Meeting – Monday 19<sup>th</sup> 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 minutes of meeting 10/03/23
- 1) To approve recommendation for Long Service Award To follow
19. Bonus Update Annexed