

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 20th March 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 23rd January 2023 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	02.02.23	Annexed
2)	Highways and Lighting	06.02.23	Annexed
3)	Planning and Development	16.02.23	Annexed
4)	Youth and Community	20.02.23	Annexed
5)	Planning and Development	02.03.23	Annexed
6)	Allotments, Playing Fields and Open Spaces	06.03.23	Annexed
7)	Finance and General Purposes	13.03.23	To follow
8)	Planning and Development	16.03.23	To follow

6. Finance

1)	To approve payment list to 28 th February 2023	Annexed
2)	To approve Committee Accounts to 28 th February 2023	Annexed
3)	To approve Internal Auditor for 2023/24	Annexed
4)	To review Effectiveness of Internal Audit	Annexed
5)	To review Financial Risk Assessment	Annexed
6)	To consider grant to Westerham Hall	Annexed
7)	To consider grant to Crockham Hill Church	Annexed
8)	To consider grant to WTP for Beating of the Bounds	To follow

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| 7. To resolve that WTC meets the criteria to apply for the Local Council Gold Award | Annexed |
| 8. King George's Field Re-development Project | |
| 1) To consider proposal from F&GP | Annexed |
| 9. Annual Town Meeting – to review draft report | To follow |
| 10. To approve plans for King's Coronation - update | |
| 11. Policies and Procedures: to approve/review | |
| 1) Code of Conduct | Circulated |
| 2) Asset Register | Annexed |
| 3) Strategic Business Plan | Circulated |
| 4) Standing Orders | Circulated |
| 12. Correspondence | |
| 1) Thank you for grant from Sevenoaks Volunteer Transport Group | |
| 13. Reports from Councillors | |
| 14. TN16 & website | |
| 15. Matters for District and County Councillors | |
| 16. Further matters for consideration at the next meeting | |
| 17. Date of Next Meeting | |
| Monday 15 th May 2023 – Annual Council Meeting | |
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| 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. To approve Staff Bonus | Annexed |