

WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 15th May 2023 at 7.00pm in Russell House, Market Square, Westerham

Present: Councillors: Dr S Kay (SK) - Chairman
Mrs L Bird (LB), Mr E Boyle (EB),
Mrs D Coen (DC), Mr W Davies (WD),
Mr A Hussain (AH), Dr J Lord (JL),
Mr N Robson (NR), Mrs L Rodgers (LR),
Mrs S Sheen (SS), Mr P Storey (PS)
and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)
Finance Officer: Mrs D Marshall (DM)
Former Chairman Cllr H Ogden – until item 2

Item		Action
1.	<p>Former Chairman Helen Ogden chaired the meeting for the first item and congratulated everyone on their election to the Council. As retiring Chairman Helen had one duty this evening, under Sections 12 and 22 of the Local Government Act 1972 and WTC's Standing Orders to ensure the election of a new Chairman and outlined the process to be carried out.</p> <p><u>Election of a Chairman</u> Two nominations had been received for Chairman of Westerham Town Council for 2023 – 2024. Cllr Kay had been proposed by Cllr Coen and seconded by Cllr Sheen. Cllr Lord had been proposed by Cllr Boyle and seconded by Cllr Bird. Both nominees spoke to Cllrs regarding their reasons for wanting to be WTC Chairman and there were questions raised. A secret ballot was held and was adjudicated by Cllr Ogden and the Town Clerk; Cllrs Boyle and Sheen acted as scrutineers. Result of ballot - 8 votes to Cllr Kay and 4 votes to Cllr Lord. Cllr Kay was duly elected as Chairman of Westerham Town Council.</p>	
2.	<p><u>Chairman's Declaration and Acceptance of Office</u> Cllr Kay read the Declaration of Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.</p> <p>Cllr Kay thanked Cllrs and stated that he had two rules - everyone should have a chance to speak and everyone should be respectful of colleagues.</p>	

3.	<p><u>Election of a Vice-Chairman</u> Cllr Coen proposed that Cllr Boyle be appointed Vice-Chairman of Westerham Town Council for 2023/24; this was seconded by Cllr Sheen. There were no other nominations. Voting: Unanimous Cllr Boyle read the Declaration and Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.</p>																															
4.	<p><u>Declaration and Acceptance of Office for Councillors</u> All remaining Councillors signed their Declaration of Acceptance of Office in the presence of the Proper Officer.</p>																															
5.	<p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr Proudfoot – holiday.</p>																															
6.	<p><u>Declarations of Interest not previously declared</u> None.</p>																															
7.	<p><u>Membership and Chairman of Committees</u> A list of proposed membership of Committees and Chairman was circulated; this was agreed. Resolved: To agree the membership of Committees.</p>																															
8.	<p><u>Representatives on outside bodies</u> Confirmed as:</p> <table border="0" data-bbox="236 1137 1310 1816"> <tr> <td>Parish Paths</td> <td>Stewart Kay/Neil Proudfoot</td> </tr> <tr> <td>Crockham Hill Hall Committee Trustee</td> <td>Deborah Coen</td> </tr> <tr> <td>KALC – Sevenoaks Area</td> <td>tbc</td> </tr> <tr> <td>Westerham Hall Management Committee</td> <td>tbc</td> </tr> <tr> <td>Police Liaison Councillor</td> <td>Member of Y&C</td> </tr> <tr> <td>Youth Councillor</td> <td>Member of Y&C</td> </tr> <tr> <td>Westerham Town Partnership</td> <td>Member of Y&C</td> </tr> <tr> <td>CPRE Kent</td> <td>Member of Planning</td> </tr> <tr> <td>Edenbridge Partnership</td> <td>Deborah Coen</td> </tr> <tr> <td>Barley Charity</td> <td>Council Chairman, Vice-Chairman, Chairman of either Y&C F&GP</td> </tr> <tr> <td>Edenbridge & Westerham Citizens Advice</td> <td>Sharon Sheen</td> </tr> <tr> <td>Westerham Sports Association</td> <td>Member of APFOS</td> </tr> <tr> <td>Flood Warden</td> <td>Keith Thompson</td> </tr> <tr> <td>Rural Market Towns</td> <td>Member of Y&C</td> </tr> <tr> <td>Crockham Hill WMPF Trust</td> <td>3 APFOS Committee/ + Crockham Hill Cllr /cllr</td> </tr> </table>	Parish Paths	Stewart Kay/Neil Proudfoot	Crockham Hill Hall Committee Trustee	Deborah Coen	KALC – Sevenoaks Area	tbc	Westerham Hall Management Committee	tbc	Police Liaison Councillor	Member of Y&C	Youth Councillor	Member of Y&C	Westerham Town Partnership	Member of Y&C	CPRE Kent	Member of Planning	Edenbridge Partnership	Deborah Coen	Barley Charity	Council Chairman, Vice-Chairman, Chairman of either Y&C F&GP	Edenbridge & Westerham Citizens Advice	Sharon Sheen	Westerham Sports Association	Member of APFOS	Flood Warden	Keith Thompson	Rural Market Towns	Member of Y&C	Crockham Hill WMPF Trust	3 APFOS Committee/ + Crockham Hill Cllr /cllr	
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9.	<p><u>Minutes of the Council Meeting on 20th March 2023</u> It was resolved to approve and sign the minutes of the meeting held on 20th March 2023.</p>																															

10.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 7 Local Council Gold Award – The Clerk reported that the WTC application had been submitted.</p>	
11.	<p><u>Public Session</u> There were no members of the public present.</p>	
12.	<p><u>Power of General Competence</u> A paper had been circulated regarding the Power of General Competence and following discussion it was agreed that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965, WTC would adopt the General Power of Competence. Resolved: That from this date, until the next relevant annual meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) Order 2012 No. 965, WTC would adopt the General Power of Competence.</p>	
13.	<p><u>To receive and consider the following Minutes of Committee:</u> Cllr Robson presented the Minutes. 13.1 <u>Planning and Development – 30.03.23</u> Cllr Robson gave a brief overview of the situation with Covers Farm and SDC Local Plan and agreed to write a briefing note for new Cllrs. Resolved: that the minutes be adopted. 13.2 <u>Planning and Development – 11.04.23</u> Resolved: that the minutes be adopted. 13.3 <u>Planning and Development – 27.04.23</u> Resolved: that the minutes be adopted. 13.4 <u>Planning and Development – 11.05.23</u> Members of the Planning Committee approved the Minutes Resolved: that the minutes be adopted. 13.5 <u>Youth and Community – 04.04.22</u> Cllr Coen presented the Minutes. A meeting raising awareness around County Lines and how it impacted individuals, families & Communities was being held on Wednesday evening at Crockham Hill Village Hall if any Cllrs wished to attend. Resolved: that the minutes be adopted. 13.6 <u>Annual Town Meeting- 26.04.23</u> Cllr Kay presented the Minutes. Resolved: that the minutes be adopted.</p>	NR
14.	<p><u>Finance</u> 14.1 <u>Payment List to 31.03.23</u> Cllr Sheen had no issues to bring to the Council's attention. There were no queries. 14.2 <u>Committee End of Year Accounts 2022/23</u> Cllr Sheen reported that WTC had managed its financial activities within its</p>	

	<p>annual budget. Following discussion the accounts were approved. The Finance Officer had circulated a briefing paper for new Cllrs to help with their understanding of last years finances, the Annual Governance and Accounting Statements.</p> <p>14.3 Annual Governance Statement 2022/23 The Annual Governance Statement was read out by the Finance Officer; there were no queries. Following discussion the Annual Governance statements were approved. Resolved: to approve and sign the Annual Governance Statement 2022/23.</p> <p>14.4 Annual Accounting Statement 2022/23 The Annual Accounting Statement was read out by The Finance Officer; there were no queries. Following discussion the Annual Accounting Statement were approved. Resolved: to approve and sign the Annual Accounting Statement 2022/23.</p> <p>14.5 Reserves These were noted.</p> <p>13.6 Virements/rollovers The Finance Officer had circulated a list of virements and rollovers. These were all agreed. Resolved: All virements, accruals and rollovers were agreed.</p> <p>13.7 Subscriptions 2023/24 A list of Subscriptions for 2023/24 had been circulated and was agreed.</p> <p>13.8 Insurance Policy The Finance Officer reported that she had obtained three quotes for the WTC Insurance Policy which expired in June 2023: -</p> <ul style="list-style-type: none"> • One quote was still awaited. • One quote had been received for £14,000. • One quote had been received from Zurich, WTC's current provider for £7,432.30 per year for three years. Due to claims the excess at Crockham Hill would be £1,000. Cllrs agreed to change the personal accident cover for employees to salary based for an additional premium of £16.07. <p>Council were satisfied with the current provider; unless the third quote was significantly cheaper Council were minded to remain with the current provider. Council were asked to delegate the decision of who would insure WTC for the next three years, as a decision was needed before the next Council meeting, to Cllr Sheen, the Finance Officer and Town Clerk; this was agreed. Cllrs would be kept informed.</p> <p>13.9 Bank Signatories The Finance Officer reported that current bank signatories were Cllrs Boyle, Sheen and Kay and signatories needed to be available during the daytime. It was agreed to add Cllr Lord as a signatory. Cllr Robson to continue to sign reconciliations.</p>	
15.	<p>Correspondence</p> <p>15.1 A thank you email for the WTC Grant had been received from West Kent Mediation.</p> <p>15.2 A thank you letter for the WTC grant had been received from Holy Trinity</p>	

	Church, Crockham Hill.	
16.	<u>Date of next meeting</u> Monday 10 th July 2023	

The meeting was concluded at 8.45 pm

Minutes confirmed as a correct record:

Chairman