

## WESTERHAM TOWN COUNCIL

Minutes of the Finance and General Purposes Committee  
held on Monday 19<sup>th</sup> June 2023 at 7 pm in Russell House,  
Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) – Chairman  
Mr A Hussain (AJH)  
Dr S Kay (SK)  
Mr N Proudfoot (NP)

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

Item		Action
1.	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Boyle – holiday.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Meeting held on 13<sup>th</sup> March 2023</u></b> Minutes of the Meeting held on 13 <sup>th</sup> March were approved at Council on 20 <sup>th</sup> May.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 5 Entrust – Agenda item for the next CHWMPF Trust meeting. 5.6 Nationwide - The Finance Officer reported that she had unable to submit the change of signatories agreed in order to re-invest money with Nationwide, as one of the signatories had stood down from being a councillor. Paperwork with new signatories would be commenced.	
5.	<b><u>Finance</u></b> <b>5.1 RFO's report</b> – The Report was received with thanks. The Finance Officer reported the following:- <ul style="list-style-type: none"> <li>• End of Year Accounts -The WTC accounts were closed on the 5<sup>th</sup> April; on receipt of our statements it was found that interest had been credited on the 31<sup>st</sup> March that we had not been advised of. Whilst the sum was not significant, for accuracy the AGAR Accounting Statement had been amended. The Finance Officer would seek ratification for this amendment from Full Council at the 10<sup>th</sup> July meeting.</li> <li>• External Audit – The year end accounts were nearing completion and would be submitted before the end of June.</li> </ul>	DM

	<ul style="list-style-type: none"> <li>Public Sector Deposit Fund (PSDF) - £100,000 had been invested in mid-March. Due to increases in the yield, currently at 4.5107%, WTC had already received £914 in interest. Continuation at the current rate will generate more interest than budgeted for in 2023/24.</li> <li>An online training session on Council Finance had been carried out for all new councillors on 14<sup>th</sup> June.</li> <li>CMWMPF Trust - The Trust had agreed for the Treasurer to become a signatory and to the introduction of online banking.</li> <li>Friends of the Long Pond - A letter had been provided for the Friends of the Long Pond to present to their bank to confirm that their increased funds had come from WTC, by way of the balance of unspent monies which WTC had held for them in WTC reserves.</li> </ul> <p>The Finance Officer also provided updates on employee remuneration that would be taken forward at the next HR Sub-Committee.</p> <p><b>5.2 Payments and receipts list to 31<sup>st</sup> May 2023</b> – Cllr Sheen had no issues to bring to the Committees attention, minor queries were explained. The Payment List would be recommended to Council for approval.</p> <p><b>5.3 Committee Accounts to 31<sup>st</sup> May 2023</b> – Cllr Sheen reported the accounts would be recommended to Council for approval. Expenditure on Office Expenses to be monitored closely.</p> <p><b>5.4 Internal Audit Report</b>– The Internal Audit for 2022/23 had been completed and a clear report received. Thanks were given to the Finance Officer for all her hard work.</p> <p><b>5.5 Insurance Provider</b> – The Finance Officer had circulated a paper detailing the three quotes that had been received. The recommendation was that the BHIB proposal should be discounted because it failed to meet the criteria of the tender. Following discussion it was agreed to renew WTC Insurance with Zurich for three years.</p>	DM
6.	<p><b><u>King George's Field</u></b></p> <p><b>6.1 KGF Funds Report</b> - The Project Officer had circulated the Funds Report; there were no queries.</p> <p><b>6.2 KGF Funds Project Report</b> – A Project Report had been circulated. The Project Officer reported that a start date for the Skatepark was expected shortly and the installation would take place in the Summer. The Clerk requested that Youth and Community Committee be involved with APFOS in re-siting the Youth Shelter, this was agreed.</p>	
7.	<p><b><u>Local Council Gold Award</u></b></p> <p>The Town Clerk reported that following the triage of the WTC submission a few points had been raised and a deadline of 9<sup>th</sup> June had been given for re-submission. This had not been possible due to the office being two weeks without internet. The Clerk had emailed NALC and an extension until 30<sup>th</sup> June had been granted. A timetable of each stage had been received and the result would be sent to WTC by 4<sup>th</sup> August.</p>	
8.	<p><b><u>Land Issues</u></b></p> <p><b>8.1 Doctors Surgery</b> – Cllr Sheen reported a draft lease had been received from WTC Solicitors which she and the Clerk would go through before it was sent to the Surgery for review.</p>	SS/AH

	<p><b>8.2 The Fountain</b> – The Clerk had obtained two quotes for repairing the vandalism on the small cover on The Fountain. Following discussion it was agreed to award the contract to H Rogers, Blacksmith, as it would be made out of resin not metal, for a sum of £497.53; to be taken out of the Vandalism Reserve Fund.</p> <p><b>8.3 Jubilee Clock</b> – The Clerk reported that the report had now been received following the annual service recommending installing additional lighting. Following discussion it was agreed to request that the WTC Lighting Contractor quote for the new lighting.</p>	AH
9.	<p><b><u>ECO Policy Action Plan</u></b> An updated Action Plan had been circulated. A list had been provided of all completed works together with the current Action Plan. All Cllrs were requested to provide suggestions for the Plan going forward. Following discussion it was agreed to request a quote for changing the lighting to LED in the small WTC office, the kitchen and plant room.</p>	
10.	<p><b><u>F&amp;GP Terms of Reference</u></b> The Terms of Reference had been circulated. Following discussion it was agreed to add : -</p> <ul style="list-style-type: none"> <li>• To periodically review and monitor the level of WTC reserves and then recommend approval of the Terms of Reference to Council.</li> </ul>	AH
11.	<p><b><u>Health and Safety Committee</u></b> <b>11.1</b> Following discussion it was agreed that Cllrs Boyle, Kay and Sheen would sit on the Health and Safety Committee. <b>11.2</b> The Health and Safety Committee Terms of Reference were noted.</p>	
12.	<p><b><u>HR Committee</u></b> <b>12.1</b> Following discussion it was agreed that Cllrs Boyle, Hussain and Sheen would sit on the HR Committee. <b>12.2</b> The HR Terms of reference were noted.</p>	
13.	<p><b><u>Russell House</u></b> <b>13.1 Landlord responsibilities</b> – A copy of the Russell House Maintenance Plan had been circulated. It was agreed to add the resurfacing of the car park. <b>13.2 Anti-social behaviour issues</b> – minor littering only.</p>	
14.	<p><b><u>Plan for the next four years</u></b> The WTC Chairman had circulated a paper regarding the process that would be discussed at the next Council meeting for deciding Councils priorities for the four year term. Following discussion it was agreed that the following would be raised at Council: -</p> <ul style="list-style-type: none"> <li>• Signing of the new lease for the surgery</li> <li>• Landlord responsibilities</li> <li>• Updating the Business Strategy</li> <li>• Succession Planning</li> <li>• Currant Hill Allotments</li> <li>• Better community communication – a new way of thinking</li> </ul>	

	<ul style="list-style-type: none"> <li>• Setting up a mail shot</li> <li>• Investigate WTC as a Living Wage employer</li> </ul>	
15.	<p><b><u>Policies and Procedures</u></b> The following Policies had been circulated: -</p> <p><b>15.1 Russell House Hiring Agreement</b> – Following discussion it was agreed to approve the Hiring Agreement.</p> <p><b>15.2 Russell House Charging Policy</b> – Following discussion it was agreed not to increase the Charging Policy.</p>	
16.	<p><b><u>Correspondence</u></b> None.</p>	
17.	<p><b><u>Reports from Councillors</u></b> Cllr Kay reported that he had represented WTC at the SDC Fly the Flag for Armed Forces Day on 19<sup>th</sup> June. Cllrs Hussain and Proudfoot had attended the virtual Finance Officer's Finance training on 14<sup>th</sup> June. Cllr Hussain had attended the virtual KALC Dynamic Councillor session on 15<sup>th</sup> June. Cllr Hussain had attended a virtual LGA training session for new Cllrs on 16<sup>th</sup> June. Cllr Sheen had attended a Sevenoaks Area KALC meeting on 14<sup>th</sup> April.</p>	
18.	<p><b><u>TN16, Crockham Hill Village newsletter and Website</u></b> Cllr Hussain suggested setting up a WTC mailshot for residents to sign up to. Cllr Hussain and the Clerk to investigate.</p>	AJH/AH
19.	<p><b><u>Matters for District and County Councillors</u></b> None.</p>	
20.	<p><b><u>Further Matters for Consideration at the next meeting</u></b> None.</p>	
21.	<p><b><u>Date of next meeting</u></b> Monday 18<sup>th</sup> September 2023</p>	

The meeting was concluded at 9.45 pm.

Minutes confirmed as a correct record:

Chairman