



	<p>The Pension report was noted. A data collection exercise was now being undertaken for all KCC Pension Fund members to provide details of changes in contractual hours during their employment. The purpose is to ensure that employees received the correct protection following the change from a final salary pension scheme to a career average pension scheme in 2014. The Finance Officer would submit details for all current employees and the retired groundsman.</p> <p><b>5.2 Payments and receipts list to 30th July 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 30<sup>th</sup> July 2023</b> – Cllr Sheen reported the accounts would be recommended to Council for approval. F&amp;GP expenditure on Office Expenses to be monitored closely. Cllr Hussain asked whether a year end forecast could be provided. The Finance Officer explained that to produce projected year-end figures would involve extensive manual workarounds. The additional time required cannot be covered within the Finance Officer's working hours. The Finance Officer monitors expenditure closely throughout the year and the individual Committee Accounts are reviewed at every Committee Meeting. Following discussion, it was agreed that the Chair of each Committee would be asked to highlight any concerns in their minutes and ensure the Finance Officer has the requisite information to provide a summary report for F&amp;GP. The Clerk informed the Committee that if an election was held the potential cost to WTC was £6 – 8K which has not been included in the F&amp;GP Budget for 2023/2024.</p> <p><b>5.4 External Audit Report</b> – A report was still awaited.</p> <p><b>5.5 Budget Process</b> – A paper had been circulated and following discussion it was agreed to recommend the paper to Council.</p> <p><b>5.6 Investments</b> – The Finance Officer reported that WTC account balances were currently as follows: Public Sector Deposit Fund (PSDF) £100,000 – fully accessible and current yield was 5.1139% Nationwide £107,048.34 - fully accessible and current interest rate was 1.5% Lloyds £107,767.39 – bond matures 27/09/23 - £2,478.63 interest will be applied (rate 2.3%) Metro Bank £107,048.37 – fully accessible and current interest rate was 1.1% The Finance Officer made the following recommendations: -</p> <ul style="list-style-type: none"> <li>• WTC would need to access some of its funds in order to progress the perimeter path around King George's Field. The Finance Officer suggested reducing the amount held in both Nationwide and Lloyds down to £85,000 each, so that WTC was fully covered under the Financial Compensation Scheme.</li> <li>• To re-invest £85,000 in a Nationwide 1-year bond – interest rate 5.5%</li> <li>• To re-invest £85,000 in a Lloyds 1 year bond on maturity – interest rate 5.5%</li> <li>• To reduce the balance held at Metro Bank to £50,000 as this doesn't offer bonds/fixed deposits and therefore offers the lowest return.</li> </ul>	DM
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	<ul style="list-style-type: none"> <li>To maintain £100,000 in the PSDF as this offers a high return for accessible monies.</li> </ul> <p>This would then offer a good balance of £150,000 of fully accessible funds and £170,000 invested for 1 year and increase funds held at Santander by £104,000 to put towards the perimeter path.</p> <p>Following discussion, the recommendations were agreed.</p> <p>Cllr Sheen had visited Metro Bank in Tunbridge Wells but had been informed that two signatories were required to delete signatories and request a bank transfer. Following discussion, it was agreed to resolve the following:</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>To delete from the account previous Cllrs Ogden, Ashley and Wesley</li> <li>To add the following signatories to the account – Cllrs Kay and Lord</li> <li>To instruct the bank to transfer c£57,000 to the WTC current account at Santander.</li> </ul>	
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 CIL Board application for KGF Circumference Path</b> – The Finance Officer reported that the CIL Bid had been submitted and the date of the CIL Board was 29<sup>th</sup> November. It was agreed the Cllr Kay would present WTC's submission to the Board.</p>	
7.	<p><b><u>Land Issues</u></b></p> <p><b>7.1 Doctors Surgery</b> – Cllr Sheen reported that the final draft lease had been reviewed by Cllrs Kay, Sheen and the Clerk. The proposed lease would now be sent to the Doctors.</p> <p><b>7.2 Churchill School</b> – A response had still not been received from KCC regarding the land adjacent to the School which the School leased from WTC. It was agreed that Cllr Kay would contact KCC Cllr Chard for a response.</p> <p><b>7.3 Jubilee Clock</b> – At the last meeting the Clerk had been requested to find out if the WTC Lighting Contractor would be able to quote to replace the clock lights. Unfortunately, this was specialist work. The quote was to replace the current lighting which was deemed as dim and to upgrade to LED at a cost of £2,397 plus VAT. Following discussion, it was agreed not to proceed with this work.</p> <p><b>7.4 Currant Hill Allotments</b> - Following discussion it was agreed to set up a Working Group composed of one member from APFOS, F&amp;GP and Planning together with the two Officers, Deputy Clerk and Finance Officer. The Working Group would be tasked with drawing up an Action Plan for the way forward and Terms of Reference. It was agreed that Cllr Boyle would be the F&amp;GP representative on the Working Group. The Clerk to draft Terms of Reference for the Working Group.</p>	<p>SK</p> <p>AH</p>
8.	<p><b><u>Local Council Award</u></b></p> <p>Cllr Sheen reported WTC had been awarded the Local Council Gold Award and congratulations were noted for all involved.</p> <p>WTC application was considered to be excellent and consequently Cllr Kay</p>	

	<p>had been invited to the upcoming NALC Parliamentary Reception hosted by Baroness Scott. This prestigious event would take place on 29 November 2023 at the House of Lords.</p> <p>The reception would recognise the local (parish and town) council sector's positive impact on communities across England.</p>	
9.	<p><b><u>HR Sub Committee Minutes</u></b></p> <p>The minutes from the meeting of 7<sup>th</sup> July 2023 were approved.</p>	
10.	<p><b><u>ECO Policy Action Plan</u></b></p> <p>An updated Action Plan had been circulated. Following discussion, it was agreed the Clerk would obtain costings for a tablet, to be discussed at the next meeting. The Committee felt it would be more appropriate to purchase one tablet for use by any cllr who preferred to work on electronic copies but was unable to 'bring their own device'.</p>	AH
11.	<p><b><u>Risk Assessments</u></b></p> <p>The Risk Assessment table had been circulated. Following discussion, it was agreed that amendments were needed. However, Cllr Sheen would review the Stress at Work RA. The Health and Safety Committee to be advised.</p>	SS
12.	<p><b><u>Russell House</u></b></p> <p><b>12.1 Landlord responsibilities</b> – A copy of the Russell House Maintenance Plan had been circulated. It was agreed to add the PAT testing and car parking barrier.</p> <p>The Doctors Surgery had requested reassurance that the building was not affected by RAAC (Reinforced autoclaved aerated concrete). The Town Clerk had spoken to a WTC contractor who confirmed that there was no RAAC in the roof. Following discussion, it was agreed that the Clerk would investigate the old files and if no further information was forthcoming then quotes from surveyors would be sought.</p> <p><b>12.2 Tenant request for building improvements</b> - A request had been received from the Doctors Surgery requesting the windows and door be replaced with double glazing and a disabled entrance explored. This would be considered when the new lease was in place.</p> <p><b>12.3 Office LED and emergency lighting quotes</b> - Quotes had been received for LED lights in the small office, kitchen and toilet together with emergency lights adjacent to the fire escape stairs. Following discussion, it was agreed that the Clerk would obtain another quote and the lowest quote would be accepted for this work.</p> <p><b>12.4 Anti-social behaviour issues</b> – minor littering only.</p> <p>More residents were walking their dogs on the green space beyond the staff and doctor's car park. Following discussion, it was agreed to erect a sign stating 'private' so that the area behind the building was not accessed due to privacy issues for the Doctors rooms.</p>	SS/AH  AH  AH  AH
13.	<p><b><u>Policies and Procedures</u></b></p> <p>The following Policies had been circulated: -</p> <p><b>13.1 Disclosure and Barring Policy</b> – Following discussion it was agreed that no</p>	

	changes were necessary. <b>13.2 Grant application form</b> – Cllr Sheen presented the slightly amended Grant application form and it was agreed to recommend to Council.	AH
14.	<b><u>Correspondence</u></b> 14.1 KCC Budget Consultation 2024/25 - Cllr Sheen and the Clerk had responded on behalf of WTC. WTC would not support cuts to community facilities such as community wardens, libraries etc.	
15.	<b><u>Reports from Councillors</u></b> Cllr Sheen had attended a zoom meeting with the WTC Solicitor regarding the Russell House lease. Cllr Kay had been dealing with internal council issues.	
16.	<b><u>TN16, Crockham Hill Village newsletter and Website</u></b> Gold Award	
17.	<b><u>Matters for District and County Councillors</u></b> Land at Churchill School Future CIL payments	
18.	<b><u>Further Matters for Consideration at the next meeting</u></b> None.	
19.	<b><u>Date of next meeting</u></b> Monday 27 <sup>th</sup> November 2023	
	<b>Part 2</b> 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.	
20.	<b><u>Performance Management Policy</u></b> A draft Performance Management Policy had been circulated and following discussion was agreed, with a two-year review date.	
21.	<b><u>Long Service Award</u></b> A paper had been circulated regarding the Long Service Award and following discussion it was agreed to implement the recommendations.	AH/DM
22.	<b><u>Living Wage Accreditation</u></b> Following discussion, it was agreed to set up an Action Plan to establish that WTC contractors were either paying the Living Wage or working towards it for inclusion with WTC accreditation.	DM
23.	<b><u>Overtime/Absence</u></b> The overtime figures provided by the Finance Officer were noted.	

24.	<p><b><u>Change to overtime/contracted hours</u></b>  A paper had been circulated and following discussion it was agreed that there was no benefit in taking this forward.</p>	
25.	<p><b><u>HR Terms of Reference</u></b>  A minor draft amendment had been circulated however it was not possible to have any cllrs other than F&amp;GP cllrs on the HR Sub-Committee.</p>	

The meeting was concluded at 10.10 pm.

Minutes confirmed as a correct record:

Chairman