



Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 4th December 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 2nd October 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 cllr resignation and note process

Circulated

6. To discuss making all future meetings paperless

7. To receive and consider the following minutes of Committees –

1)	Planning and Development	12.10.23	Annexed
2)	Planning and Development	26.10.23	Annexed
3)	Highways and Lighting	06.11.23	Annexed
4)	Planning and Development	09.11.23	Annexed
5)	Youth and Community	13.11.23	Annexed
6)	Allotments, Playing Fields and Open Spaces	20.11.23	Annexed
7)	Planning and Development	23.11.23	Annexed
8)	Finance and General Purposes	27.11.23	Annexed
9)	Health and Safety	01.12.23	To follow

8. Finance

1)	To approve payment list to 31 st October 2023	Annexed
2)	To approve Committee Accounts to 31 st October 2023	Annexed
3)	To consider first draft budget 2024/25	Annexed
4)	To receive report from External Auditor	Annexed

WESTERHAM TOWN COUNCIL

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5)	To receive Interim report from Internal Auditor	To follow
6)	Reserves update	Annexed
7)	To consider Grant Application - Hi Kent	Annexed
8)	To consider Grant Application - Citizens Advice	Annexed
9)	To consider Grant Application - Congregational Church	Annexed
10)	To consider Grant Application – Kent Mediation Services	Annexed

9. To approve draft response to SDC Local Plan Reg 18 part 2 To follow

10. SDC Liaison Meeting - update

11. King George's Field Re-development Project

1)	To review KGF project Report	Annexed
2)	To review KGF Funds Report	Annexed

12. To approve Terms of Reference

1)	Curran Hill Working Group	Annexed
2)	Youth and Community Committee	Annexed
3)	Highways and Lighting Committee	Annexed

13. Policies and Procedures to approve:

1)	Freedom of Information Act - Publication Scheme 2023	Circulated
2)	Training Strategy	Annexed
3)	Complaints Procedure	Annexed

14. Correspondence

15. Reports from Councillors

16. TN16, Crockham Hill Village Newsletter and website

17. Matters for District and County Councillors

18. Further matters for consideration at the next meeting

19. Date of Next Meeting

Monday 22nd January 2024

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.

20. To review pay award 2024/25