



	<ul style="list-style-type: none"> <li>the Pay Award 2023 had been back dated and paid in November's payroll.</li> <li>WTC had still not received an invoice from SDC for the May 2023 Election costs.</li> <li>The works to construct a perimeter path around KGF had started at the end of November. Good progress had been made. The works should be completed end of Jan/early Feb. The contractor had proved flexible and reliable: to date the works had been completed to a high standard, with no issues.</li> </ul> <p><b>5.2 Payments and receipts list to 31<sup>st</sup> December 2023</b> – The Finance Officer had no issues to bring to the Committee's 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> December 2023</b> – The Accounts had been circulated and there were no queries. The Accounts would be recommended to Council for approval.</p> <p>The Finance Office reported the following concerns regarding budgets –</p> <ul style="list-style-type: none"> <li>Office expenditure and travel allowance budgets would both be overspent. This expenditure would be funded by the underspend in the insurance budget and increased interest received – it would not affect F&amp;GP bottom line. Both budgets had been increased for 2024/25.</li> <li>The £1,200 water bill for Currant Hill allotments, which exceeded the budget set, did not seem to have been caused by a leak, but by increased usage. APFOS would discuss how to manage this going forward.</li> </ul> <p><b>5.4 Internal Auditor interim Report</b> – The Finance Officer reported that the mid-year internal audit was completed on 16<sup>th</sup> November. Although no matters were brought to WTC's attention, the formal report had still not been received.</p>	DM
6.	<p><b><u>Precept</u></b></p> <p><b>6.1 Draft budgets 2024/25</b> – The draft Committee budgets had been circulated and were noted.</p> <p><b>6.2 The RFO Precept Recommendation Report</b> – This had been circulated and it was noted that there had been a slight increase in the tax base. Following lengthy discussion, it was agreed to recommend to Council an increased precept to £317,725, an increase of 21 pence per week.</p>	DM
7.	<p><b><u>Land Issues</u></b></p> <p><b>7.1 Doctors Surgery</b> – The Finance Officer reported that the Doctor's Surgery had only paid the previous rent and not the increase, despite having been given notice of the increase in February. Following discussion, it was agreed that the Finance Officer would write a formal letter to request the additional rent. If this was not complied with a letter would be sent to the Senior Partner. The draft lease had been sent to the Surgery in November, which in turn had been sent to their Solicitors. No response had been received. Following discussion, it was agreed that the Town Clerk would request a timeline for a response.</p> <p>An email had been received from the Surgery regarding improvements and it was agreed that no items would be discussed until the lease had been agreed.</p>	DM

	<b>7.2 Churchill School</b> – The Town Clerk reported that she had been unable to get an alternative recommendation from local clerks for a solicitor dealing with lease/land issues. Following discussion, it was agreed that the Town Clerk would discuss with the current WTC Solicitor whether she was able to take on this work given the length of time it had taken to deal with the Doctors Surgery lease.	AH
8.	<p><b><u>Russell House</u></b></p> <p><b>8.1 Maintenance Plan</b> – The Maintenance Plan was noted.</p> <p><b>8.2 Car park line refresh</b> – The Town Clerk had circulated a quote for refreshing the lines in the car park. It was noted that weekend work was 20% more expensive. Following discussion, it was agreed to obtain a quote for re-surfacing the car park and then decide a timetable of action.</p> <p><b>8.3 chamber furniture</b> – The Town Clerk had circulated examples of meeting room furniture. Following discussion, it was agreed to spend more on the chairs and obtain a quote for re-furbishing the tables.</p> <p><b>8.4 Anti-social behaviour issues</b> – minor littering only.</p>	AH/DM  AH
9.	<p><b><u>Policies and Procedures</u></b></p> <p>The following Policies had been circulated: -</p> <p><b>9.1 Internal Controls Policy</b> – Following discussion it was agreed that as there had been no new legislation and WTC practices had not changed, no changes were necessary. The Policy would be recommended to Council for approval.</p> <p><b>9.2 Investment Policy</b> – Following discussion it was agreed that as there had been no new legislation and WTC practices had not changed, no changes were necessary. The Policy would be recommended to Council for approval.</p> <p><b>9.3 Financial Regulations</b> – Following discussion it was agreed that as there had been no new legislation and WTC practices had not changed, no changes were necessary. The Policy would be recommended to Council for approval.</p> <p><b>9.4 Procurement Policy</b> - Following discussion it was agreed that as there had been no new legislation and WTC practices had not changed, no changes were necessary. The Policy would be recommended to Council for approval.</p>	
10.	<p><b><u>ECO Policy Action Plan</u></b></p> <p>The ECO Action Plan had been circulated. Cllr Proudfoot requested that reducing 'plastic' stationery be added to the Plan, this was agreed.</p>	AH
11.	<p><b><u>Correspondence</u></b></p> <p>None.</p>	
12.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Proudfoot raised the issue of housing stock in Westerham, the Town Clerk to request details from SDC.</p>	AH
13.	<p><b><u>TN16, Crockham Hill Village newsletter and Website</u></b></p> <p>None.</p>	
14.	<p><b><u>Matters for District and County Councillors</u></b></p>	

	Food Waste timescale Housing stock	
15.	<b><u>Further Matters for Consideration at the next meeting</u></b> None.	
16.	<b><u>Date of next meeting</u></b> Monday 11 <sup>th</sup> March 2024	

The meeting was concluded at 8.27 pm.

Minutes confirmed as a correct record:

Chairman