

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 22nd January 2024 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 4th December 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 and consider the following minutes of Committees –

1)	Planning and Development	21.12.23	Annexed
2)	Planning and Development	04.01.24	Annexed
3)	Finance and General Purposes	08.01.24	Annexed
4)	Allotments, Playing Fields and Open Spaces	15.01.24	To follow
5)	Planning and Development	18.01.24	To follow

6. Finance

1)	To approve payment list to 31 st December 2023	Annexed
2)	To approve Committee Accounts to 31 st December 2023	Annexed
3)	To receive report from Internal Auditor	Annexed
4)	To consider grant to West Kent Mediation	Annexed

7. To set budgets and agree Precept 2024/25

Annexed

8. To consider Agenda for ATM – 8th May 2024

9. To consider surfacing along the top of The Green

10. Policies and Procedures to approve:

- | | | |
|----|--------------------------|------------|
| 1) | Investment Policy | Circulated |
| 2) | Internal Controls Policy | Circulated |
| 3) | Financial Regulations | Circulated |
| 4) | Procurement Policy | Circulated |
| 5) | The Town Green Policy | Circulated |

11. Correspondence

- 1) D-Day 8 – 6th June 2024

12. Reports from Councillors

13. TN16 & website

14. Matters for District and County Councillors

15. Further matters for consideration at the next meeting

16. Date of Next Meeting

Monday 18th March 2024