

Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 18<sup>th</sup> March 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 22<sup>nd</sup> January 2024 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	01.02.24	Annexed
2)	Highways and Lighting	05.02.24	Annexed
3)	Planning and Development	15.02.24	Annexed
4)	Youth and Community	19.02.24	Annexed
5)	Planning and Development	29.02.24	Annexed
6)	Allotments, Playing Fields and Open Spaces	04.03.24	Annexed
7)	Finance and General Purposes	11.03.24	To follow
8)	Planning and Development	14.03.24	To follow

### 6. Finance

1)	To approve payment list to 29 <sup>th</sup> February 2024	Annexed
2)	To approve Committee Accounts to 29 <sup>th</sup> February 2024	Annexed
3)	To approve Internal Auditor and Plan for 2024/25	Annexed
4)	To review Effectiveness of Internal Audit	Annexed
5)	To review Financial Risk Assessment	Annexed
6)	To consider grant to St Mary's Church	Annexed
7)	To consider grant to Crockham Hill Church	Annexed
8)	To consider grant to Sevenoaks Volunteer Transport Group	Annexed
9)	To consider grant to WTP for Beating of the Bounds - 2024/25	Annexed

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|------------------------------------------------------------------------------------------|------------|
| 7. To receive results of Housing Needs Survey                                            | Circulated |
| 8. To consider results of survey                                                         | Annexed    |
| 9. Currant Hill Allotment Working Group – to approve F&GP recommendation for next steps  | Annexed    |
| 10. To receive Crockham Hill War Memorial Trust minutes – 20 <sup>th</sup> February 2024 | To follow  |
| 11. Policies and Procedures to approve:                                                  |            |
| 1) Asset Register                                                                        | Circulated |
| 2) Strategic Business Plan                                                               | Circulated |
| 3) Standing Orders                                                                       | Circulated |
| 4) Equality, Inclusion and Diversity Policy                                              | Circulated |
| 5) CCTV Policy                                                                           | Circulated |
| 12. Correspondence                                                                       |            |
| 13. Reports from Councillors                                                             |            |
| 14. TN16 & website                                                                       |            |
| 15. Matters for District and County Councillors                                          |            |
| 16. Further matters for consideration at the next meeting                                |            |
| 17. Date of Next Meeting                                                                 |            |
| Monday 8 <sup>th</sup> July 2024                                                         |            |