Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 20th January 2025 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 December 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)	Health and Safety	29.11.24	Annexed
2)	Planning and Development	05.12.24	Annexed
3)	Planning and Development	19.12.24	Annexed
4)	Planning and Development	02.01.25	Annexed
5)	Finance and General Purposes	06.01.25	Annexed
6)	Allotments, Playing Fields and Open Spaces	13.0125	To follow
7)	Planning and Development	16.01.25	To follow

6. Finance

1)	To approve payment list to 31st December 2024	Annexed
2)	To approve Committee Accounts to 31st December 2024	Annexed
3)	To receive report from Internal Auditor	Annexed
4)	To approve Street Lighting electricity contract	Annexed
5)	To approve grant to West Kent Mediation	Annexed

7. To set budgets and agree Precept 2025/26 — Annexed

8. To agree members for a Working Group to review town signage

WESTERHAM TOWN COUNCIL
Russell House, Market Square,
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Tel 01959 562147
Email office@westerhamtowncouncil.gov.uk

9. To approve Parking Control – Russell House car park — Annexed

10. Consultations

1) Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England' — Circulated
2) Government Local audit reform: a strategy for overhauling the local audit system in England — Circulated

11. Policies and Procedures to approve:

1) Internal Controls Policy — Circulated
2) Strategic Business Plan — Circulated
3) Sexual Harassment Policy and Preventative Risk Assessment — Annexed

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 17th March 2025

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