

WESTERHAM TOWN COUNCIL

Minutes of the Finance, Governance and General Purposes
Committee held on Monday 5th January 2026 at 7 pm
in Russell House, Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) - Chair
Mr E Boyle (EB)
Mr I Breminer (IB)
Dr J Lord (JL)

In attendance: Town Clerk: Mrs A Howells (AH)
Responsible Finance Officer : Mrs D Marshall (DM)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Hussain – business commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 24th November 2025</u> Minutes of the Meeting held on 24 th November were approved at Council on 1 st December.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4.0 Signatories – The RFO was still continuing to pursue changing signatories and opening the new bank account with Barclays plc to facilitate dual authorisation of payments. Cllrs with existing connections to Barclays would be prioritized as this would make the process faster. The signatory changes to the Nationwide were still to be concluded; Cllr Sheen to contact Nationwide direct. 7.7 The small office had been painted during the Christmas holiday and new carpet was awaited before the filing cabinets and files could be reinstated. 7.7 The plumbing work in the toilets had been completed.	DM SS AH
5.	<u>Finance</u> 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - The CIL report for 2024/25 has been lodged with Sevenoaks District Council. Crockham Hill Business Rates - WTC had received confirmation that the appeal lodged for Crockham Hill had been upheld and that the site should	

	The Clerk had attached details of the current defibrillators and dates of the life of the pads and batteries. Manufacturers recommended replacement of units every ten years. It was noted that the defibrillator in the High street was installed in 2014 and therefore needed replacing. It was agreed to request Community Engagement Committee place replacement defib on their next agenda. It was also agreed that oversight of replacement requirements for all the defibrillators should be monitored by this Committee. 8.2 Doctors Surgery Lease – At the last meeting in September 2024 the Surgery advised that negotiations with the Integrated Care Board may take up to 12 months. Cllr Sheen had drafted a letter for the Surgery requesting a meeting and following discussion it was agreed to send the letter with the proposed additional wording of the importance of a new signed lease before any additional works could be undertaken. It was agreed that Cllrs Sheen, Lord and the Clerk would attend. 8.3 Churchill School Lease – The Clerk reported that Aquinas Academy had confirmed that they recently obtained the academy order from the DFE for Churchill to convert and join Aquinas. The proposed date of conversion was 1 May 2026. Aquinas stated they would prefer to take over the lease of the land adjacent to the School on a DFE 125-year model lease. Following discussion, it was agreed to recommend to Council that WTC enter a 125-year lease as long as tree management, insurance and no subletting without permission were included. This would be for a nominal rent. Legal advice would need to be sought. 8.4 KGF Footpath SR341 re-diversion – The Clerk reported that a response had been received from Public Rights of Way (PROW) that informal consultation had been undertaken and no objections had been received. The PROW Officer planned to visit the site in early January in order to draft an Equality Impact Assessment. Following that, the Officer was happy to draft a report recommending Orders were made. 8.5 Currant Hill Allotments – Cllr Lord reported that the Call for Sites form had been submitted to SDC regarding the 0.67 hectare site at Currant Hill allotments for the draft Local Plan. Cllr Lord had also reviewed the file on the Currant Hill Allotments and it was a Statutory Allotment; it was registered in 1929. There was also a restricted covenant on the site and legal advice would be required. Following discussion, it was agreed that Cllr Lord would prepare a file note and no further action would be taken at this time. Russell House 8.6. Maintenance Plan – The updated Maintenance Plan was noted. The Clerk reported that Thames Water had returned and cleared out the external stop cock so that it could be turned off. The plumber then returned and sorted out the internal stop cocks and following this replaced the taps in the ladies and installed isolators and installed isolators in the disabled/men's toilet. The following had been booked/carried out: - • Pat Testing scheduled for 20th January 2026 • Fire Risk Assessment scheduled for 20th January 2026 • Fire Extinguishers – checked 17th December 2025 at a cost of £193.70 for RH which included a new fire blanket, replacement of an old fire	AH AH/SS/JL AH/JL JL
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	blanket and replacement of fire extinguisher. Extinguishers were also checked in CH pavilion and Groundman's Hut. 8.7 SGN Quote for moving gas pipes – The Clerk had circulated a quote from SGN for moving the gas pipes close to Russell House. Following discussion, it was agreed to raise this issue at the meeting with the Surgery.	AH
9.	<u>Health and Safety Minutes – 03/12/25</u> The Health and Safety minutes from 3rd December had been circulated and would be recommend to Council for approval.	
10.	<u>Correspondence</u> None.	
11.	<u>Reports from Councillors</u> None.	
12.	<u>TN16, Crockham Hill Village newsletter and Website</u> None.	
13.	<u>Matters for District and County Councillors</u> None.	
14.	<u>Further Matters for Consideration at the next meeting</u> None.	
15.	<u>Date of next meeting</u> Monday 9th March 2026	

The meeting was concluded at 9.33 pm.

Minutes confirmed as a correct record:

Chairman