



Minutes of the Finance, Governance and General Purposes
Committee held on Monday 28th September 2026 at 7 pm
in Russell House, Market Square, Westerham

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

[illegible]

5.	<u>Finance</u> 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - Audit - The mid-year audit took place with a new internal auditor on Tuesday 22nd September. Nothing major was raised so it was hoped that the report would be clear or only raise minor issues. Payroll - Pay Award 2026/27 – the employers' full and final offer of a 3.3% increase to all spinal points and benefits had now been accepted and would be back paid to staff in September's payroll. KFG Redevelopment Update Padel: • The Padel lease had been signed and returned to WTC solicitor. • The Planning Application had been submitted and accepted as a valid application. Currently the consultation period was taking place. • The Project Officer had advised residents of the proposed development via WTC website and social media. • A letter with further details was delivered to all residents in Costells Meadow, some of Quebec Avenue and some of Hollingsworth (dependent on their proximity to the site). Residents were invited to contact the Project Officer if they had concerns or questions – 4 queries were received and answered. One property advised that they would object on traffic/noise grounds. • Meetings had been held with both the WSA and the Bowls Club Pavilion: • A new site had been agreed for the Youth Shelter so that it could be re-installed and removed from the pavilion. First a contractor needed to be sought who could install a suitable base. • The Project Officer had met with the Quantity Surveyor on site for the initial site meeting. The structural engineer's availability to confirm the ability to proceed with the proposed design was awaited. Following that an outline costing would be produced to ensure that WTC had sufficient funds to proceed. Overtime - The overtime claimed between April - May was noted at the HR meeting. 5.2 Payments and receipts list to 31st August 2026 – Cllr Sheen had no issues to bring to the Committee's attention. The Payment List would be recommended to Council for approval. 5.3 Committee Accounts to 31st August 2026 – There were no queries and the Accounts would be recommended to Council for approval. The RFO reported the following 2026/27 Budget – In year budget concerns: - FG&GP: Travel allowance budget may be up to £150 overspent by year end due to the increased mileage allowance. Russell House budget was overspent - £6,281 expenditure vs £5,000 budget. This was due to repairs over and above routine expenditure, such as replacing emergency lighting and lift shaft lighting. Subscriptions budget was £55 over for the year. This may be due to an error, the RFO to investigate.	DM
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	These costs would be covered by the savings in business rates and insurance and the contingency budget. OSA: allotment water was £181 overspent, which would be covered by maintenance budget under expenditure. H&L: the lighting repairs budget was 88% spent, £1,329 vs £1,500 budget. End of year over expenditure would be met by the contingency budget and the H&L reserve if needed. Community Engagement: nothing to report. 5.4 Budget Process – Cllr Sheen had circulated an updated Budget Process and it was agreed to recommend this to Council for approval. 5.5 Cil Funds – The RFO had circulated a report, and this was noted. 5.6 WTC Water meter reads and RH water meter – Cllr Sheen reported that she had reviewed the water usage for WTC and set up a table to monitor the water usage detailing the site, meter numbers, usage, account details and last meter reading together with some background information. Cllr Sheen was thanked for all her hard work. Following discussion, it was agreed to monitor the water usage and to obtain water readings before the end of the year for all sites. The Town Clerk had discovered that there was only one water meter into Russell House; WTC paid a set rate for water and sewage. This could be investigated by completing a Business Assessment Form but following discussion, it was agreed not to pursue the matter. 5.7 Cyber Insurance – The Town Clerk had circulated a report from WTC IT Contractor regarding Cyber Essentials (a Government backed Cyber Security accreditation) and Insurance. Following discussion, it was agreed that preventative action and not just cyber insurance on its own was necessary. WTC's IT Contractor would put processes in place for a cost of: • Cyber Essentials – annual cost of £675 + £300 completion cost • Business Premium Licenses – an additional £7.32 per month x 4 • Configure laptops – one of cost of £480 It was further agreed that the Chair of the HR Committee would be upgraded to a Business Premium Licence at an additional cost of £7.32 a month to ensure confidential information was protected. 5.8 Grant application from Westerham Hall – Cllr Sheen had circulated a Grant paper regarding a Grant to Westerham Hall. Following discussion, it was agreed to go back to the Hall Trustees and request additional information. 8 Grant application from Citizens Advice - Cllr Sheen had circulated a Grant paper regarding a Grant to Citizens Advice. Following discussion, it was agreed to recommend to Council a grant of £1,500.	AH AH
6.	<u>Governance</u> 6.1 Action Plan for Strategic Plan – An updated Plan had been circulated. Following discussion, it was agreed to show Russell House Car park arrangements as completed due to the installation of the new signs and cameras. 6.2 ECO Plan – The updated Plan had been circulated. Following discussion, it was agreed to discuss planting of the Russell House garden at the back of the public parking area to tidy the area up with the OSA Committee. 6.3 Risk Assessments – The Town Clerk had circulated the list of WTC Risk	SS AH

	Assessments. Cllr Sheen and the Clerk had reviewed the Risk Assessments for FG&GP and suggested some minor amendments to the Gas Safety, Electricity and cash handling Risk Assessment, these were agreed. Two new Risk Assessments had been circulated regarding Menopause Support and Work Experience and it was agreed to recommend approval to the Health and Safety Committee. Policies and Procedures to review/approve: 6.4 Disclosure and Barring (DBS) Policy – The Policy had been circulated and following discussion, it was agreed to amend the Policy due to a councillor requiring a DBS.	AH AH
7.	<u>General Purposes</u> Land Issues 7.1 Doctors Surgery Lease – Cllr Sheen reported that the Independent valuation which WTC had received had been shared with the Surgery to inform their negotiations with the NGS District Valuer. The Committee should note the valuation was less than the current rent Cllrs Sheen and Lord were meeting the Doctors on 30th September to discuss further. 7.2 Churchill School Lease – Cllr Lord reported that the Academy had agreed to cover WTC's legal costs up to a value of £3,000 as long as the rent was a peppercorn. However, there had been no further contact from them. Cllr Lord to chase. 7.3 Currant Hill Allotments – No further update. 7.4 Crockham Hill War Memorial Playing Field Trust Management Agreement – Thanks were given to the RFO for all her hard work. The RFO had circulated the proposed Management Agreement between CHWMPFT and Westerham Town Council. Following discussion, it was agreed to recommend approval of the proposed Management Agreement to the Crockham Hill War Memorial Playing Field Trust. Russell House 7.5. Maintenance Plan – The updated Maintenance Plan was noted. Following discussion, it was agreed that the Town Clerk would obtain quotes for re-surfacing and re-lining the RH car park. 7.6 Telephone contractor – The Town Clerk reported that it had been discovered that the broadband was on the old analogue line in error. The broadband had now been removed from this line and re-configured. The Town Clerk had also informed the contractor that WTC did not want the contract to roll when it was up for renewal in May 2027. WTC leased the telephones and this contract would end on 8th June 2027. Following discussion, it was agreed to look at quotes for a new provider at the November meeting. 7.7 Air Con in the Chamber – The Town Clerk had sourced two quotes for air con in the council chamber due to the high temperature during the summer months. Cllr Lord had reviewed the quotes and circulated a paper with a recommendation. Following discussion, it was agreed to review the quote at the November meeting when costings would be known for the double glazing and car park resurfacing. It was noted that the air con unit could also heat the room if required in the future.	SS/JL JL AH AH

	7.8 Double glazing – The Town Clerk had obtained a full quote from one of the contractors who had previously provided an estimate for replacing the windows and doors. Following discussion, it was agreed to obtain two further quotes to review at the November meeting.	AH
8.	<u>Correspondence</u> None.	
9.	<u>Reports from Councillors</u> Cllrs Biden and Sheen had attended the GDPR training on 7 th September.	
10.	<u>TN16, Crockham Hill Village newsletter and Website</u> None.	
11.	<u>Matters for District and County Councillors</u> None.	
12.	<u>Further Matters for Consideration at the next meeting</u> Budgets.	
13.	<u>Date of next meeting</u> Monday 23 rd November 2026	
	Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.	
14.	<u>HR Minutes</u> The HR minutes from the meeting on 24 th September had been circulated and were approved.	
15.	<u>Policies and Procedures to review and approve: -</u> 15.1 Annual Leave Policy 15.2 Maternity Leave and Pay Policy 15.3 Paternity Leave and Pay Policy 15.4 Sickness and Absence Policy 15.5 Whistleblowing Policy 15.6 Dignity at Work Policy Following discussion, it was agreed to approve the above policies subject to minor amendments with the Whistleblowing Policy being recommended to Council for approval. 15.7 Menopause Impact Assessment – the comments from the HR Committee were approved. The Town Clerk to discuss the Assessment with staff and then the Assessment would be referred back to the HR Committee.	

The meeting was concluded at 9.15 pm.

Minutes confirmed as a correct record:

Chairman