

WESTERHAM TOWN COUNCIL

Minutes of the Finance, Governance and General Purposes
Committee held on Monday 11th May 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 (RFO): Mrs D Marshall (DM)
One member of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Hussain – work commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 9th March 2025</u> Minutes of the Meeting held on 9th March were approved at Council on 16 th March.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4.0 Signatories – Nationwide - The Additional Information Form had now been re-completed and accepted – WTC account had been taken off hold and the updated signatories had been processed. Nationwide had decided that WTC were no longer able to 'hold' funds in this account, it could only be used to transfer funds into for investment. Therefore, the balance had to be reduced to £100,000 and the balance of £13,296.04 would be transferred to the WTC Santander current account. An authorisation form had been required signed by all four signatories. It was hoped the funds would be re-invested during May. Barclays - The account was up and running. Funds had been transferred in and this account would be used to pay WTC bills going forward. Additional signatories were being added to give WTC more flexibility. Direct debits also needed to be transferred. Both the Barclays and Santander Current accounts would be kept running in the short term until a Santander account was no longer required. 5.3 The water meters were being read at KGF but in the meantime the Bowls Club meter reading was extremely high. The Bowls Club were asked to check	

	that they did not have a water leak, in the meantime they had paid the invoice. A further meter reading was being sought to check usage. 7.8 The Clerk reported that the electrician had carried out the Electrical Installation Condition Report (EICR) and electrical work required from the Fire Risk Assessment. The work needed to be carried out by the Fire Protection Contractor had been booked for the 2nd June at a cost of £936. 7.9 The lift repairs had been booked in for 13th May.	DM/AH
5.	Finance 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - • WTC received £32,975.88 CIL funds in April for the period Oct 25 to Mar 26. This would be put into the KGF reserve as previously agreed by Council. • The accounts package was closed for the year on the 8th April 2026, and the 2025/26 accounts were generated. • The HMRC end of year payroll had been submitted. • The 2025/26 Pension return had been submitted. • It would appear, as no documentation or advice notices had been received from SDC, that Russell House had been one of the buildings re-evaluated for business rates. WTC business rates had reduced from £9,855 in 25/26 to £9,392.50 for 26/27. • The overtime claimed between April - March was noted. 5.2 Payments and receipts list to 31st March 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 January 2026 – The FG&GP Committee Accounts had been circulated and there were no queries. 5.4 End of Year Accounts 2025/26 - The End of Year Accounts had been circulated, there were no queries, the Accounts would be recommended to Council for approval. The RFO reported that there were no major areas of concern to bring to the Committee's attention, all committees had finished the year within budget as planned. 5.5 Internal Auditors Report – The RFO reported that the end of year Internal Audit took place on the 29th April. No matters were brought to WTC's attention so it was expected that the report would be clear. Thanks were given to the RFO for all her hard work. 5.6 Year end virements and rollovers – The RFO had circulated a paper on year-end virements and rollovers. The RFO reported that Virements were made to use underspent budget lines to meet over expenditure, as detailed in the paper provided. Following discussion it was agreed to recommend approval to Council. 5.7 Reserves – The RFO had provided an updated end of year Reserves position; under expenditure was used to boost reserves identified by each committee. It was noted that three items had been highlighted with an element of risk. 5.8 WTC credit card – The RFO reported that WTC needed to have a debit/credit card to enable staff to order items online for incidentals. Barclays had suggested applying for a business credit card to do this. Following	

	discussion, this was agreed. The RFO would review WTC Financial Regulations before applying for a credit card and the balance would be paid in full each month. 5.9 WTC Direct Debits – The RFO had circulated a paper outlining the current Direct Debits paid by WTC, this was approved for the next two years. 5.10 WTC Insurance Policy Renewal – The RFO reported that WTC Insurance Policy was due for renewal on 23rd June. The 25/26 premium was £8,266. WTC had been advised that the premium may increase by as much as 30% at the end of the 3-year contract, hence our budget for 2026/27 was set at £10,750. Fortunately, WTC previous high level of claims had now expired and were no longer affecting the premium. The result being that Zurich had quoted £9,759.24 for 1 year and £8,885.50 for a 3-year contract, which offered a considerable saving. The RFO had sought comparative quotations from Clear Councils, Gallagher and Forum Insurance, the only providers operating in our market. Despite chasing, Forum Insurance had not responded. Following discussion, it was agreed that the RFO would provide a paper for Council with details of all quotes. However, the Committee was of the opinion that Zurich had always provided a good level of personal customer service and a tailored insurance package that met WTC needs. A three year deal would be recommended. 5.11 Subscriptions 2026/27 – The Clerk had circulated details of the subscriptions that would be payable in 2026/27, this was agreed. It was further agreed that the Deputy Clerk and Assistant Clerk should join the Society of Local Council Clerks (SLCC). 5.12 Grant application from Air Ambulance – Cllr Sheen had circulated a Grant paper regarding a Grant to the Air Ambulance. Following discussion, it was agreed to recommend to Council a grant of £500. 5.13 KGF redevelopment – The Project Officer had provided the Committee with an update and following discussion it was agreed that the Project Officer would update Council.	DM DM DM
6.	<u>Governance</u> 6.1 Gold Award – A updated Plan had been circulated. The RFO would complete adding costings to the Strategic Business Plan Action Plan. Following discussion, it was agreed that the Working Group would meet to discuss how to progress reviewing the documents needed for the Award. 6.2 Action Plan for Strategic Business Plan – The updated Plan had been circulated. There was nothing to add. 6.3 ECO Plan – The updated Plan had been circulated. Following discussion, it was agreed to add the partnership working with the OSA Committee on the Russell House garden car park borders.	DM SS AH
7.	<u>General Purposes</u> <u>Land Issues</u> 7.1 Clerks Report – Thanks were given to the Clerk for her report and the items were noted. 7.2 Doctors Surgery Lease – The Clerk had spoken to the Surveyors who carried out the original valuation, and they had quoted £1,000 to update their report and then decided they did not have the necessary knowledge for medical practices to provide a valuation as the previous surveyor had left their	

	company. The Clerk had then obtained a quote from a Surveyor who specialised in NHS, this was for £1,400 and given the time scales was accepted. The Valuation was being carried out on 12th May. 7.3 Churchill School Lease – Cllr Lord had circulated a paper regarding correspondence with the Solicitors for the Aquinas Trust. Following discussion, it was agreed that Cllr Lord would respond that WTC's previous correspondence about the annual rent had been with the School and not with the Trust and that WTC had a responsibility to ensure that assets were well managed but would be prepared to accept the same rent as the School had been paying. WTC would be prepared to sign a 125 lease with a one-year option on the 1.6 acre area that may be required in order to develop the lower part of Currant Hill. However, WTC would want an upfront rent to cover all the legal costs involved in setting up a lease. Cllrs Lord and Sheen to review the draft lease when available. 7.4 KGF Footpath SR341 re-diversion – The Order to create and extinguish a PROW on KGF had now been issued and the invoice for the diversion received and paid. The invoice of £2,710 was less than quoted. 7.5 Currant Hill Allotments – An email had been received from SDC regarding comments on sites from KCC Archaeology, some sites required pre-allocation archaeological assessments. The WTC proposed site at Currant Hill did not require an assessment. Russell House 7.6. Maintenance Plan – The updated Maintenance Plan was noted. 7.7 Telephone contractor - Focus had been the WTC telephone provider for many years but recently the customer service had been very poor. Following discussion, it was agreed that the Clerk could obtain quotes for a new provider, but this could mean that there would be a charge to exit the contract. It was agreed that if there were sufficient savings from the new contract to offset the cost of changing the supplier then a new contract could be entered into.	JL/SS
8.	<u>Correspondence</u> None.	AH
9.	<u>Reports from Councillors</u> Cllr Sheen passed on information to Cllr Lord regarding an Air Ambulance Open Day.	
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> None.	
13.	<u>Date of next meeting</u> Monday 6th July 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 11 th May had been circulated and were approved.	

The meeting was concluded at 9.15 pm.

Minutes confirmed as a correct record:

Chairman

Santander Bank Current A/c

Receipts received between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis								
Receipt	Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
		Banked: 01/04/2026	400.00					
		Kent County Council	400.00			1010	205	400.00 Fees for filming on the
		Banked: 02/04/2026	317.97					
		PSDF	317.97			1090	101	317.97 Interest
		Banked: 09/04/2026	399.00					
		Westerham Society	399.00			1010	205	399.00 Hanging basket donation
		Banked: 10/04/2026	2,623.01					
		HMRC	2,623.01			105		2,623.01 Vat reclaim
		Banked: 28/04/2026	50,000.00					
Cashflow		Santander Bank Reserve A/c	50,000.00			203		50,000.00 Cashflow
		Banked: 01/05/2026	32,975.88					
		Sevenoaks District Council	32,975.88			1007	101	32,975.88 CIL payment
						329		32,975.88 CIL payment
						6001	101	-32,975.88 CIL payment
		Banked: 05/05/2026	309.01					
		PSDF	309.01			1090	101	309.01 Interest
		Banked: 07/05/2026	50.00					
		Allotment rent	50.00			1200	201	50.00 Plot 27 Faulkner
Total Receipts:			87,074.87	0.00	0.00			87,074.87

Date: 24/06/2026

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Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/04/2026	Classic Lifts	BACS	71.93		11.99	4035	101	59.94	Quarterly service charge RH
01/04/2026	Castle Water	BACS	135.98		22.66	4201	201	113.32	Bloomfield Allotments annual
01/04/2026	Castle Water	BACS	167.94			4201	201	167.94	Farley Allotments annual
01/04/2026	CF Corporate Finance	DD	128.32		21.39	4050	101	106.93	Office IT equipment lease
08/04/2026	Post Office Counter	DEBIT CARD	7.20			4030	101	7.20	Stamps
10/04/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00	Office telephone equipment
16/04/2026	EDF Energy Ltd	DD	111.12		5.29	4010	101	105.83	R.Hse electricity
16/04/2026	Drax Energy Ltd	DD	777.34		129.56	4200	301	647.78	H&L electricity
21/04/2026	Drax Energy Ltd	DD	423.21		70.54	4200	301	352.67	H&L electricity
23/04/2026	Sevenoaks District Council	DD	941.50			4020	101	941.50	R.Hse Business Rates
24/04/2026	BCM Electrical UK	BACS	1,359.24		226.54	4035	101	1,132.70	RHse circuiting EICR report
26/04/2026	Streetlights Ltd	BACS	54.00		9.00	4430	301	45.00	H&L repair
26/04/2026	KCS Education	BACS	37.54		6.26	4030	101	31.28	Stationery
26/04/2026	Streetlights Ltd	BACS	3,504.08		584.01	4400	301	2,920.07	1/2 yr maintenance contract
26/04/2026	Spy Alarms Ltd	BACS	194.40		32.40	4400	202	162.00	KFG hut annual contract 25
26/04/2026	Spy Alarms Ltd	BACS	207.60		34.60	4400	202	173.00	KFG hut annual contract 2026
26/04/2026	Heliocentrix Ltd	BACS	219.66		36.61	4050	101	183.05	IT Support Contract
26/04/2026	Heliocentrix Ltd	BACS	141.41		23.57	4050	101	117.84	Microsoft agreement
26/04/2026	Rialtas Business Solutions	BACS	1,088.40		181.40	4042	101	907.00	Year end closedown
26/04/2026	Weed Management	BACS	746.50		124.42	4420	205	622.08	Town centre weedkilling
26/04/2026	Jewson Ltd	BACS	9.46		1.58	4400	202	7.88	Materials
26/04/2026	Jewson Ltd	BACS	6.12		1.02	4400	202	5.10	Poo bin materials
26/04/2026	WHMC	BACS	63.75			4436	401	63.75	Community lunch hall hire
26/04/2026	KALC	BACS	42.00		7.00	4004	101	35.00	Planning training
26/04/2026	Rural Services Partnership Ltd	BACS	132.30		22.05	4045	101	110.25	Annual subscription
26/04/2026	Castle Water	BACS	31.25			4201	202	31.25	KGF water
26/04/2026	KALC	BACS	2,298.83		383.14	4045	101	1,915.69	Annual subscription
26/04/2026	CPRE	BACS	36.00			4045	101	36.00	Annual subscription
26/04/2026	Procurement Services Ltd	BACS	77.12		12.85	4030	101	64.27	RHse photocopier lease
26/04/2026	Rialtas Business Solutions Ltd	BACS	1,264.80		210.80	4050	101	1,054.00	Annual software/maint agree

Subtotal Carried Forward:

14,399.00

0.00

2,178.68

12,220.32

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Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
						4353	202	4.50	Disposable gloves
07/05/2026	Vista Print	DEBIT CARD	12.09		2.02	4502	301	10.07	Sticker for bus shelter
11/05/2026	At Your Service	BACS	80.00			4030	101	80.00	Glass hire ATM
12/05/2026	Thames Water Ltd	BACS	899.64			4201	201	899.64	CHill allotment water
12/05/2026	Thames Water Ltd	BACS	-0.30			4201	201	-0.30	C.Hill Allot water correction
12/05/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00	RHse telephone equip
14/05/2026	Zoom Comms	DEBIT CARD	155.88		25.98	4030	101	129.90	Zoom Annual Fee
19/05/2026	Drax Energy	DD	665.34		110.89	4200	301	554.45	Streetlights electricity
19/05/2026	Castle Water	DD	35.00			4010	101	35.00	RHse Water bill
20/05/2026	EDF Energy	DD	102.86		4.89	4010	101	97.97	RHse Electricity supply
21/05/2026	Sevenoaks Chamber of	DEBIT CARD	200.00			4045	101	200.00	Annual membership
23/05/2026	Castle Water	BACS	94.89			4432	401	94.89	FHill toilet water supply
23/05/2026	Castle Water	BACS	25.50			4201	202	25.50	KGF Pavilion water supply
23/05/2026	Streetlights Ltd	BACS	138.00		23.00	4430	301	115.00	H&L repair
23/05/2026	Wealden Services Ltd	BACS	929.36		154.88	4410	205	774.48	Grass cutting contract
23/05/2026	Weed Management Ltd	BACS	557.08		92.85	4420	205	464.23	Treatment at Verralls Corner
23/05/2026	Weed Management	BACS	609.06		101.51	4410	205	507.55	The Green herbicide treatment
23/05/2026	Dan Jordan Publishing Ltd	BACS	240.00		40.00	4011	101	200.00	Annual report printing
23/05/2026	D Marshall	BACS	32.10		0.46	4030	101	31.64	Meeting refreshments
23/05/2026	D Coen	BACS	9.90			4603	401	9.90	CHill coffee am refreshments
23/05/2026	I Breminer	BACS	35.52			4009	101	35.52	Travel expenses
23/05/2026	I Breminer	BACS	7.99			4890	301	7.99	H&L posts speed banner
23/05/2026	Chroma Vision Ltd	BACS	297.00		49.50	4035	101	247.50	CCTV software support
23/05/2026	Ian Sharp	BACS	300.00			4030	101	300.00	Buffet food ATM
23/05/2026	Procurement Services Ltd	BACS	91.66		15.28	4030	101	76.38	RHse photocopier charges
23/05/2026	SLCC Enterprises	BACS	52.90		0.90	4004	101	52.00	Clerks Manual 2023
23/05/2026	KALC	BACS	60.00		10.00	4004	101	50.00	Online course
23/05/2026	Jewson	BACS	55.25		9.21	4890	301	46.04	Equip for bus shelter repair
Subtotal Carried Forward:			86,950.20	0.00	2,996.38			83,953.82	

Date: 24/06/2026

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Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/05/2026	Thomas Jackson	BACS	200.00			4041	101	200.00	KGF pav refurb drawings
23/05/2026	Kent County Council	BACS	721.80		120.30	4042	101	601.50	2nd audit visit
23/05/2026	Brodex	BACS	467.40		77.90	4404	205	389.50	CHill water hygiene contract
						4435	401		
						327			
						6000	401		
		BACS							
		BACS				4000			
		BACS				4000			
		BACS				4000			
		BACS				4000			
		BACS				4001			
26/05/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	R.Hse business rates
26/05/2026	Drax Energy Ltd	DD	343.19		57.20	4200	301	285.99	H&L electricity
28/05/2026	Focus Group Ltd	DD	362.26		60.38	4030	101	301.88	R.Hse telephone calls
Total Payments:			103,114.45	0.00	3,312.16			99,802.29	

Barclays Community A/C

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
12/05/2026	CSG Global Education	BACS	42.22		7.04	4030	101	35.18	Stationery
12/05/2026	Black Spiral Design	BACS	60.00			4050	101	60.00	Website updates
12/05/2026	Heliocentrix Ltd	BACS	148.03		24.67	4050	101	123.36	Microsoft Office agreement
12/05/2026	Heliocentrix Ltd	BACS	219.66		36.61	4050	101	183.05	IT Support Agreement
12/05/2026	Heliocentrix Ltd	BACS	231.84		38.64	4050	101	193.20	Co-pilot agreement
12/05/2026	WHMC	BACS	233.75			4436	401	63.75	Community lunch hallhire
						4422	401	170.00	Family Fun day hall hire
12/05/2026	Dan Jordan Publishing Ltd	BACS	240.00		40.00	4011	101	200.00	TN16
12/05/2026	Goldservice Contract Cleaning	BACS	242.00		40.33	4030	101	201.67	R.Hse cleaning
12/05/2026	Goldservice Contract Cleaning	BACS	604.79		100.80	4432	401	503.99	F.Hill toilet cleaning
12/05/2026	Commercial Services	BACS	252.00		42.00	4404	205	210.00	C.Hill PF mowing
12/05/2026	Safeguard Pest Control	BACS	295.03		49.17	4410	202	245.86	KGF mole control
12/05/2026	Commercial Services	BACS	504.00		84.00	4410	202	420.00	KGF mowing
12/05/2026	Weed Management Ltd	BACS	719.92		119.99	4404	205	599.93	C.Hill PF weed and feed
12/05/2026	Weed Management Ltd	BACS	1,168.30		194.72	4410	202	973.58	KGF weed and feed
12/05/2026	Externiture Ltd	BACS	9,992.33		1,665.39	4502	301	4,000.00	London Rd bus stop
						329		-4,000.00	London Rd bus stop
						6000	301	4,000.00	London Rd bus stop
						4502	301	4,326.94	London Rd bus stop
						333		-4,326.94	London Rd bus stop
						6000	301	4,326.94	London Rd bus stop
Total Payments:			14,953.87	0.00	2,443.36			12,510.51	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1005 Rental Income	0	52,930	52,930			0.0%	
1007 CIL income	32,976	0	(32,976)			0.0%	32,976
1076 Precept	185,409	370,817	185,408			50.0%	96,927
1090 Interest	873	7,000	6,127			12.5%	
General Administration :- Income	219,258	430,747	211,489			50.9%	129,903
4000 Salaries	18,652	120,900	102,248		102,248	15.4%	
4001 Ers NI	2,172	14,380	12,208		12,208	15.1%	
4002 Ers Pension Contributions	3,581	23,215	19,634		19,634	15.4%	
4003 Bank charges	11	200	189		189	5.4%	
4004 Training	137	2,500	2,363		2,363	5.5%	
4009 Allowances/Expenses	82	750	668		668	11.0%	
4010 Utilities	1,355	3,200	1,845		1,845	42.3%	
4011 Community Engagement	463	2,500	2,037		2,037	18.5%	
4020 Rates	1,881	10,400	8,520		8,520	18.1%	
4030 Office Expenses	1,909	10,000	8,091		8,091	19.1%	
4035 Russell Hse Mtce and Repairs	1,440	5,000	3,560		3,560	28.8%	
4040 Insurance	0	10,750	10,750		10,750	0.0%	
4041 Professional Fees	2,910	2,000	(910)		(910)	145.5%	2,710
4042 Audit Fee (Internal/External)	(1,052)	3,400	4,452		4,452	(30.9%)	
4045 Subscriptions	2,262	3,500	1,238		1,238	64.6%	
4046 Chairman's Allowance	0	150	150		150	0.0%	
4050 PC/Software Support	2,128	7,000	4,872		4,872	30.4%	
4100 Grants	0	8,500	8,500		8,500	0.0%	
4889 Golden Jubilee Clock	0	325	325		325	0.0%	
4890 Contingencies	0	2,500	2,500		2,500	0.0%	
General Administration :- Indirect Expenditure	37,932	231,170	193,238	0	193,238	16.4%	2,710
Net Income over Expenditure	181,326	199,577	18,251				
6000 plus Transfer from EMR	2,710	0	(2,710)				
6001 less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	54,133	199,577	145,444				
201 Allotments							
1200 Allotment Rents	50	4,600	4,550			1.1%	
Allotments :- Income	50	4,600	4,550			1.1%	0
4025 Rent Payable	0	450	450		450	0.0%	
4201 Water	1,181	1,000	(181)		(181)	118.1%	
4300 Allotment Prizes	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Maintenance	6	2,950	2,944		2,944	0.2%	
Allotments :- Indirect Expenditure	1,186	4,600	3,414	0	3,414	25.8%	0
Net Income over Expenditure	(1,136)	0	1,136				
<u>202 King George's Field</u>							
1010 Sundry Income	0	200	200			0.0%	
King George's Field :- Income	0	200	200			0.0%	0
4200 Electricity	0	1,800	1,800		1,800	0.0%	
4201 Water	57	700	643		643	8.1%	
4350 Petrol	0	50	50		50	0.0%	
4353 New Equipment	5	1,000	996		996	0.5%	
4354 Emptying Dog Bins	0	2,500	2,500		2,500	0.0%	
4400 Maintenance	348	5,500	5,152		5,152	6.3%	
4410 Grass Cutting	1,639	7,500	5,861		5,861	21.9%	
King George's Field :- Indirect Expenditure	2,049	19,050	17,001	0	17,001	10.8%	0
Net Income over Expenditure	(2,049)	(18,850)	(16,801)				
<u>205 Other OSA</u>							
1010 Sundry Income	799	0	(799)			0.0%	
Other OSA :- Income	799	0	(799)				0
4400 Maintenance	0	1,200	1,200		1,200	0.0%	
4402 Crockham Hill Garden	0	1,300	1,300		1,300	0.0%	
4404 Crockham Hill Playing Field	1,955	6,000	4,045		4,045	32.6%	
4405 Russell House Contract (Garden	0	1,400	1,400		1,400	0.0%	
4410 Grass Cutting	1,746	8,000	6,254		6,254	21.8%	
4418 Hanging Baskets	0	2,300	2,300		2,300	0.0%	
4420 Weedkilling	622	2,400	1,778		1,778	25.9%	
4426 Westerham flowers	0	3,000	3,000		3,000	0.0%	
4427 Work on Trees	0	4,000	4,000		4,000	0.0%	
4500 Seats	0	1,900	1,900		1,900	0.0%	
4501 Notice Boards	0	100	100		100	0.0%	
4890 Contingencies	0	1,500	1,500		1,500	0.0%	
Other OSA :- Indirect Expenditure	4,324	33,100	28,776	0	28,776	13.1%	0
Net Income over Expenditure	(3,525)	(33,100)	(29,575)				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Highways & Lighting							
4200 Electricity	1,841	10,800	8,959		8,959	17.0%	
4400 Maintenance	2,920	5,900	2,980		2,980	49.5%	
4430 Repairs - existing light stock	160	1,500	1,340		1,340	10.7%	
4502 Bus Shelters	8,337	250	(8,087)		(8,087)	3334.8%	8,327
4712 Church Floodlighting	0	850	850		850	0.0%	
4890 Contingencies	54	500	446		446	10.8%	
Highways & Lighting :- Indirect Expenditure	13,312	19,800	6,488	0	6,488	67.2%	8,327
Net Expenditure	(13,312)	(19,800)	(6,488)				
6000 plus Transfer from EMR	8,327	0	(8,327)				
Movement to/(from) Gen Reserve	(4,985)	(19,800)	(14,815)				
401 Community Engagement							
4421 Youth Provision	0	9,800	9,800		9,800	0.0%	
4422 Play Provision	191	2,400	2,209		2,209	8.0%	
4431 Tourism	0	200	200		200	0.0%	
4432 Fullers Hill Toilet	599	10,300	9,701		9,701	5.8%	
4434 Summer Play Scheme	0	3,000	3,000		3,000	0.0%	
4435 Memory Cafe	20	0	(20)		(20)	0.0%	20
4436 Community Lunch	128	800	673		673	15.9%	
4437 CCTV	0	200	200		200	0.0%	
4601 Christmas Lights & tree	0	6,000	6,000		6,000	0.0%	
4603 Community Engagement	10	500	490		490	2.0%	
4890 Contingencies	11	500	489		489	2.2%	
Community Engagement :- Indirect Expenditure	958	33,700	32,742	0	32,742	2.8%	20
Net Expenditure	(958)	(33,700)	(32,742)				
6000 plus Transfer from EMR	20	0	(20)				
Movement to/(from) Gen Reserve	(938)	(33,700)	(32,762)				
Grand Totals:- Income	220,107	435,547	215,440			50.5%	
Expenditure	59,761	341,420	281,659	0	281,659	17.5%	
Net Income over Expenditure	160,346	94,127	(66,219)				
plus Transfer from EMR	11,057	0	(11,057)				
less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	41,500	94,127	52,627				

Finance, Governance and General Purposes March 2026

Item	Deliverable/Action	Cost/Funding	Timescale	Outcome
WTC Gold Award	Maintain – existing award will expire in 2027	Potentially IT Costs to improve website – IT budget	2027	Action Plan in place to ensure any new/revised requirements are actioned.
GP Surgery	Secure a long-term lease	Legal costs - Professional Fees Budget/Reserve	2027	ongoing
Churchill School	Resolution of Churchill School lease	Minimal if new lease agreed	2027	ongoing
Bloomfield Allotments	Continue to engage with landowner to secure a long-term lease	Potential legal costs - Professional Fees Budget/Reserve	2027	ongoing
Russell House	To consider installing double glazing to reduce costs (redcoration/heating)	Rental income/asset repair reserve	2027	To investigate costings when lease signed. To discuss March 2026 meeting.
Current Hill Allotments	Create a plan for the future of the allotments	Legal costs – Professional Fees Budget	2027	Key stages identified – subject to progress of Local Plan.

WESTERHAM TOWN COUNCIL

Finance Governance & General Purposes Committee

ECO ACTION PLAN 2023 - 2027

OPEN ACTIONS as at 30th June 2026

WESTERHAM TOWN COUNCIL							Progress Key
Finance Governance & General Purposes Committee							No Progress
ECO ACTION PLAN 2023 - 2027							In Progress/ongoing
OPEN ACTIONS as at 30th June 2026							Completed
							Closed - No Further Action
Area	Baseline	Proposal	Benefit/Impact	Cost	Timescale	Notes/Next Step	Progress
Russell House	Impact on Environment/Increasing Energy Costs	Review utility suppliers to assess the extent to which their supplies can be said to be eco-friendly. Note all RH Lights top floor now LED	The increasing cost may impact our ability to select greener suppliers.	Expected increase	Renew Gas 01/10/27	A new 3 Year Fixed Contract has been signed with EDF Energy commencing 1st October 2024.	Completed (Renewal action summer 27)
					Renew Electric 30/09/28	New Electricity contract agreed with DRAX energy from 30/09/25 for 3 yrs at 8.5% increase. .	Completed (Renewal action spring 28)
					Renew Electric 19/07/27	2 Yr Fixed Contract EDF from 19/07/25	Completed (renewal activity spring 27)
					Replace Gas Boiler		Government Policy changing - watching brief.
		Install double glazing when next due for repaint (2024/2025)	Outdoor windows/doors painted every 3 years under lease		Install Double Glazing	Planned for 26/27	
		Investigate improving insulation			New	Watching brief	
	Promote Eco-Friendly Planting	Work in partnership with OSA to potentially change planting in R Hse Garden			New		

WESTERHAM TOWN COUNCIL ECO ACTION PLAN

Finance Governance & General Purposes Committee

ECO ACTION PLAN 2023 - 2027

COMPLETED ACTIONS

ECO ACTION PLAN 2023 - 2027							Progress Key
							No Progress
							In Progress/ongoing
							Completed
							Closed - No Further Action
Area	Baseline	Proposal	Benefit/Impact	Cost	Timescale	Notes/Next Step	Progress
Contractors	Contractors chosen based on cost, locally based and use of existing satisfactory contractor.	Tenderers required to incorporate Council's commitment to ensuring that all procurements consider the environmental well-being of the Town and surrounding area, in their submissions. They will be required to provide evidence of compliance with relevant environmental standards with respect to themselves, their systems of work, equipment and supplies.	May lead to higher cost	Expected increase	When contracts are next reviewed	Procurement Policy Amended	
Russell Hse Paper Usage	100% recycled photocopying paper The office uses very little stationery and paper use has reduced due to many more functions being carried out online during Covid.	Compare annual usage year on year commencing 30/09/21 Request recycled paper for any external printing work for flyers, posters, questionnaires. To invest in technology in the Chamber	Biodiversity - save trees Improve efficiency			Process in place to monitor Standard request Completed	
Utilities	Suppliers chosen by cost only At present WTC is tied into 3-year contracts for the supply of gas and electricity so such a review must await contract expiry	Review utility suppliers to assess the extent to which their supplies can be said to be eco-friendly. To re-investigate feasibility of solar panels	The increasing cost may impact our ability to select greener suppliers.	Expected increase	When contracts are next reviewed - Electricity EDF 03/23	New Electricity contract agreed with SSE from 01/04/23 to 30/09/25 = 85.32% Increase . Part of OVO Group - committed to becoming a net zero carbon business by 2030.	
Russell House	Impact on Environment/Energy Costs	To reduce plastic waste generated by Council To consider change of internal lighting to LED for remaining rooms 1st floor (Council Chamber completed)	Eco friendly Initial cost v long term savings	Unknown	KCC offered opportunity to express interest by 15/03. Ongoing	Initial costings received c£6k. Discussed at May F&GP. Decision taken not to proceed due to cost. To only purchase non plastic items if at all possible. Completed.	

WESTERHAM TOWN COUNCIL ECO ACTION PLAN

Finance Governance & General Purposes Committee

ECO ACTION PLAN 2023 - 2027

COMPLETED ACTIONS

							Progress Key
							No Progress
							In Progress/ongoing
							Completed
							Closed - No Further Action
Russell House Refuse	No recycling of refuse from RH	Investigate business collections with SDC		Slight increase c£80 per annum		Completed	
Website	Nothing on website	1) Environmental section to be included on website		No cost		Completed	
		2) To investigate green credentials of host				Completed	
KALC Carbon Footprint Calculator		Introduce to Councillors				Completed	
Russell House - garden	No wildlife habitat	To explore introduction of wildlife habitats.		Unknown		Planning to leave area uncut with appropriate signage.	
Russell House	Impact on Environment/Increasing Energy Costs	To consider change of internal lighting to LED			Approved to change Chamber Lighting at Sep 22 Meeting	Completed Spring 2023	
Paper Usage	100% recycled photocopying paper The office uses very little stationery and paper use has reduced due to many more functions being carried out online	Reduce paper produced for committee meetings - councillors who are comfortable working from electronic copies at meetings to advise chair of Committee	Handover item for new Council to consider purchasing Tablets. Discussed in Sep Meeting.			To establish cost of purchasing one Tablet for use by all who may prefer electronic copies. Following November 2023 meeting it was decided not to proceed with purchasing a tablet. A WTC laptop would be made available for any Cllts to use at any meetings.	

Westerham Town Council (WTC or the 'Council')

Hire of Council Chamber

Booking Form and Conditions

	Information required:	Complete the boxes below
1.	Name and address of hirer: (Responsible person)	
2.	Name and address of hirer's authorised representative: (Complete only if hirer is a club or other form of organisation)	
3.	Purpose of booking:	
4.	Date(s) of hiring:	
5.	Time(s) required:	
6.	Telephone number(s): (a) hirer; (b) (if relevant) hirer's authorised representative	
7.	Email address(es) a) hirer; (b) (if relevant) hirer's authorised representative	

In order to comply with UK General Data Protection Regulation (GDPR), effective from 25th May 2018, WTC requires the signatory's consent to hold the personal information given on this form. Only relevant information is requested in order to facilitate the hire of the Council Chamber and its facilities. That personal data will never be shared with a third party. By completing this form, the signatory authorises WTC to holding and using such personal data in this way. The signatory may request its amendment or deletion at any time.

PLEASE READ AND SIGN BELOW

I, the undersigned:

- (a) represent and warrant that the information submitted to WTC on this form is correct;
- (b) confirm that I understand and accept the Council's attached Booking Conditions;
- (c) enclose payment in full of the hiring charges as specified in the Booking Form; and
- (c) *if the signatory is an authorised representative* represent and warrant that I have the full and unconditional authority of the hirer to make this booking.

Note: Please contact the Council's offices for a copy of/information concerning **WTC's no smoking, child protection and health and safety policies (see Booking Condition 3)** - Russell House, Market Square, Westerham, Kent. TN161RB (tel. 01959 562147),

Dated:

Signature.....

Print name

Booking Conditions

1. As soon as reasonably practicable after receipt of the duly completed Booking Form WTC will, by letter or email, notify the hirer (or, if applicable, the hirer's authorised representative) whether or not the requested booking (*the 'booking'*) is accepted and (where relevant) if the request to sell alcohol is agreed to.
2. The hirer shall not use the Council Chamber, its facilities or any other part of the Council's premises (all and any of the foregoing being the '*premises*') for any purpose other than that described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring into or onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol therein or thereon without written permission.
3. The hirer is responsible for complying with WTC's *no smoking, privacy, child protection and health and safety policies*.
4. The Hirer is also responsible also responsible for complying with any legislation, regulations and local authority or other requirements applicable to the booking and for obtaining any licences or permissions or other approvals or consents so applicable, including where relevant complying with such of the foregoing as may relate to:
 - (1) unobstructed access at all times to fire exits;
 - (2) safe use of the car parking area(s);
 - (3) safe use of the kitchen;
 - (4) fire regulation requirements; and
 - (5) the provision of alcohol (WTC permission required - whether for sale or otherwise) including, where required, obtaining a Temporary Event Notice from Sevenoaks District Council for the booking.

and the Hirer shall indemnify the Council from and against any and all liability of whatsoever nature and howsoever arising from the failure of the Hirer to comply with this condition whether by act omission or default and whether directly or indirectly, knowingly or unknowingly.

5. The Hirer is required to have Employers and Public Liability insurance cover with a reputable insurance company for at least two million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking. **(The British Insurance Brokers Association tel 0370 950 1790 will give assistance).**
6. The Hirer shall report any damage caused during the booking to WTC and shall be responsible for making good such damage however caused, and the Hirer shall not make any claim against WTC for any loss of or damage to the property or for injury to any person during the booking or for any event causing the Hall to be unusable for the booking.
7.
 - (1) The hirer shall ensure the good conduct of those using and/or attending the premises for the purposes of or in connection with the booking and shall deal appropriately with any complaint made, whether by a member of the public at large or by any other person and shall on demand allow access by any police officer and/or any representative of WTC and if required shall immediately cease using the premises if requested to do so by any such person.
 - (2) The hirer shall indemnify and keep indemnified WTC from and against any and all claims, actions or proceedings for the death of or personal injury to any person that may occur or arise in consequence, directly or indirectly, of the use of the

premises by the hirer for the purposes stated in the Booking Form or otherwise in connection with the booking.

8. At the end of the hire, the hirer must return all keys and leave the premises clean and tidy, the hirer acknowledging that if this is not done then the Council may charge the hirer for any resultant cleaning and associated costs and expenses it may incur.
9. No notices shall be attached to the building – WTC may be able to make spaces available inside WTC notice boards, which shall be maintained in accordance with current fire safety standards.

Adopted: 25th June 2018
Reviewed: 20th June 2022
Reviewed: 19th June 2023
Reviewed: 1st July 2024
Reviewed: 7th July 2025
REVIEWED: Annually

Westerham Town Council
Rates for hire of Council Chamber

£

Per hour	7.00 + VAT
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Per morning/afternoon/evening	20.00 + VAT
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A discount of 20% will be applied to Westerham Community Clubs and Organisations.

Exemption of charges will be considered for Charitable Organisations.

Reviewed annually

REVIEWED: 20th June 2022

REVIEWED: 19th June 2023

REVIEWED: 1st July 2024

REVIEWED: 7TH July 2025

Next review July 2027