

WESTERHAM TOWN COUNCIL

Minutes of the Finance, Governance and General Purposes
Committee held on Monday 6th July 2026 at 7 pm
in Russell House, Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) – Chair
Mrs P Biden (PB)
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)

Item		Action
1.	<u>Apologies for Absence</u> None.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 11th May 2026</u> Minutes of the Meeting held on 11 th May were approved at Council on 18 th May.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 5.8 The RFO had been advised incorrectly, and it was possible to have debit cards on the dual signatory account with the completion of an authorisation form. The form had been completed and the Town Clerk and RFO had now received debit cards. 5.10 The WTC Insurance had been renewed with Zurich.	
5.	<u>Finance</u> 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - CIL Funds – WTC had been allocated a further £326.67 of CIL (Community Infrastructure Levy) funds relating to French Street Nurseries for the period April 2026 to Sept 2026, which would be paid in October 2026. There was £5,702.60 remaining funds from the allocation in October 2021; this must be spent by October 2026, or WTC will lose the funds. Therefore, the RFO had taken £4,000 of the new bus shelter spend from these CIL funds and transferred the £4,000 allocated from the H&L reserve to the KGF	

Redevelopment reserve in their place. It was agreed this action should be ratified by Council. It was suggested that the remaining £1,702.60 be used to purchase items that would be needed for the pavilion refurbishment such as a water fountain/defibrillator. In April 2022 £50,539.77 was received which needed to be spent by April 2027. The RFO was asked to provide a CIL update for the September meeting. SDC anticipated that a CIL board to allocate the 75% of funds held by SDC would be held be in Spring 2027. Audit - The end of year Internal Audit report was clear. WTC would have a new Internal Auditor for the mid-year audit. Thanks were given to the RFO for a clear Audit. The External Audit was submitted to Mazars on the 7th June, well before the 30th June deadline. Nationwide -The balance was reduced to £100,000, as required by the Nationwide, and the funds re-invested in a 1-year fixed term deposit, as agreed. New Barclays Bank Account - The additional signatories had been added to the account and had now been set up for online banking. Payroll - Pay Award 2026/27 – the employers' full and final offer of a 3.3% increase to all spinal points and benefits was rejected by 2 of the 3 unions after consulting members and they were now planning industrial action. Cyber Insurance - The Zurich Insurance Policy did not include specific cover for cyber-attacks. Zurich did not offer this cover due to the increasing landscape of cyber incidents and ransomware. It was possible to purchase a specific cyber policy from Gallaghers who offer a policy through Coalition Risk Solutions Ltd at an annual cost of £672.32. Coalition specialized in Active Insurance by integrating technology and insurance to manage digital risks. Following discussion, due to complexity of different cyber risks it was agreed that the Town Clerk would seek advice from the WTC IT provider and report back to the next meeting. Overtime - The overtime claimed between April - May was noted. 5.2 Payments and receipts list to 31st May 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 May 2026 – There were no queries. 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. However, this would be easily covered by the savings in business rates and insurance. OSA – The annual allotment water was £181 overspent; this would be covered by the maintenance budget (or if necessary, the allotment reserve). Community Engagement and H&L – nothing to report. 5.4 Management of utilities – Cllr Sheen had circulated a report regarding the utilities used by WTC. Further work was needed on the water usage and Cllr Sheen agreed to undertake this work. 5.5 Mileage Rate – The RFO reported that the tax-free mileage allowance had increased from 45p per mile to 55p per mile for the 2026/27 tax year. This had been adopted by the Green Book and was recommended for adoption by	DM DM AH SS
---	---

	Council. This should be backdated to Councillors/members of Staff who had made a claim year to date. It was agreed to recommend adoption by Council. 5.6 KGF Pavilion quantity surveyor quote - The RFO provided an update, and details of quotes received from Surveyors. Following discussion, it was agreed to recommend the information presented to Council for agreement. 5.7 Grant application from St Mary's Church – Cllr Sheen had circulated a Grant paper regarding a Grant to St Mary's Church. Following discussion, it was agreed to recommend to Council a grant of £1,000. 5.8 Grant application from Westerham Town Partnership - Cllr Sheen had circulated a Grant paper regarding a Grant to Westerham Town Partnership for the September Fayre. Following discussion, it was agreed to recommend to Council a grant of £550.	DM
6.	<u>Governance</u> 6.1 Action Plan for Strategic Plan – A updated Plan had been circulated. Cllr Sheen was working on a report to detail funds received/funds spent on those projects included in the Strategic Plan and would have further information for the next meeting. 6.2 ECO Plan – The updated Plan had been circulated. The Town Clerk advised of the 'yellow fish' scheme to identify those drains which were directly linked to the River Darent. As soon as it was known if there were any drains linked to the River Darent this would be discussed at the Highways and Lighting Committee. 6.3 Council Register of Interests – From 29th June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 removed the requirement for a local government member's home address to be published in the council register of interests, unless an individual member explicitly requested it. The completed forms would still need to be declared and held internally by councils. The Sevenoaks District Council (SDC) Monitoring Officer confirmed that completed forms would still need to be sent to SDC without any redaction, but they would be redacted for publication. The Monitoring Officer confirmed that this work could commence immediately and SDC would be redacting their files when staffing permitted. Together with the Work Experience Student all forms on WTC website had been redacted and replaced. Policies and Procedures to review/approve: 6.4 Russell House Hiring Agreement – The agreement had been circulated and following discussion and review was agreed. 6.5 Russell House Charging Policy – The Current charging Policy had been circulated. Following discussion, it was agreed not to increase the charges. They would remain at £7 + VAT per hour and £20 + VAT for a session.	SS AH/JO
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 – Cllr Sheen reported that the valuation for WTC did not appear to have achieved the figure that WTC were hoping for. However, there were some inconsistencies between this report and the District Valuers	

	(DV) report completed in 2024 for the surgery requiring further investigation. It was planned to meet the Doctors in August with a report going to the September meeting. 7.3 Churchill School Lease – Cllr Lord apologized for the lack of a report. He had continued to have conversations with Aquinas who were not willing to pay an annual rent. KCC had leased the School, for 125 years, on a peppercorn rent. However, they were prepared to consider paying WTC legal costs for the new lease. Cllr Lord proposed that WTC would accept a peppercorn rent as WTC retained ownership of the land providing that: - • up to £3k was paid to cover WTC legal fees • the Lease stated that the Trust could not build or sub-let the land. • The Lease included a one-year option to release the specific strip of land that WTC may require • The Lease included a five-year option to exit the Lease Following discussion, this was agreed. 7.5 Currant Hill Allotments – No further update. Russell House 7.6. Maintenance Plan – The updated Maintenance Plan was noted. 7.7 Telephone contractor – The Clerk reported that this work was still ongoing to identify a new supplier.	AH AH JL
8.	<u>Correspondence</u> 8.1 KCC Budget Consultation had opened. Cllr Sheen requested feedback to inform the WTC response before 7th September. Cllr Biden and Lord to review.	SS/PB/JL
9.	<u>Reports from Councillors</u> Cllr Boyle reported he had attended a call out at RH as the alarm was going off but it was due to a power cut. Cllrs Breminer and Sheen had attended the Crockham Hill fete which both thought was excellent.	
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> CIL spend RH report Strategic Action Plan	
13.	<u>Date of next meeting</u> Monday 28th September 2026	

The meeting was concluded at 8.30 pm.

Minutes confirmed as a correct record:

Chairman

Detailed Income & Expenditure by Budget Heading 31/08/2026

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	13,233	52,930	39,698			25.0%	
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	2,468	7,000	4,532			35.3%	
General Administration :- Income	234,085	430,747	196,662			54.3%	129,903
4000 Salaries	37,515	120,900	83,385		83,385	31.0%	
4001 Ers NI	4,376	14,380	10,004		10,004	30.4%	
4002 Ers Pension Contributions	7,203	23,215	16,012		16,012	31.0%	
4003 Bank charges	24	200	176		176	11.8%	
4004 Training	989	2,500	1,511		1,511	39.6%	
4009 Allowances/Expenses	138	750	612		612	18.4%	
4010 Utilities	1,742	3,200	1,458		1,458	54.4%	
4011 Community Engagement	1,188	2,500	1,312		1,312	47.5%	
4020 Rates	4,698	10,400	5,703		5,703	45.2%	
4030 Office Expenses	4,048	10,000	5,952		5,952	40.5%	
4035 Russell Hse Mtce and Repairs	6,281	5,000	(1,281)		(1,281)	125.6%	
4036 Statues	(250)	0	250		250	0.0%	
4040 Insurance	7,870	10,750	2,880		2,880	73.2%	
4041 Professional Fees	6,902	2,000	(4,902)		(4,902)	345.1%	5,252
4042 Audit Fee (Internal/External)	(1,052)	3,400	4,452		4,452	(30.9%)	
4045 Subscriptions	3,555	3,500	(55)		(55)	101.6%	
4046 Chairman's Allowance	0	150	150		150	0.0%	
4050 PC/Software Support	3,435	7,000	3,565		3,565	49.1%	
4100 Grants	1,958	8,500	6,542		6,542	23.0%	
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	90,621	231,170	140,549	0	140,549	39.2%	5,252
Net Income over Expenditure	143,464	199,577	56,113				
6000 plus Transfer from EMR	5,252	0	(5,252)				
6001 less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	18,813	199,577	180,764				
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%	

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Allotment Prizes	34	200	166		166	17.0%	
4400 Maintenance	6	2,950	2,944		2,944	0.2%	
Allotments :- Indirect Expenditure	1,220	4,600	3,380	0	3,380	26.5%	0
Net Income over Expenditure	(1,170)	0	1,170				
202 King George's Field							
1010 Sundry Income	0	200	200			0.0%	
King George's Field :- Income	0	200	200			0.0%	0
4200 Electricity	381	1,800	1,419		1,419	21.2%	
4201 Water	85	700	615		615	12.2%	
4350 Petrol	0	50	50		50	0.0%	
4353 New Equipment	571	1,000	429		429	57.1%	
4354 Emptying Dog Bins	682	2,500	1,818		1,818	27.3%	
4400 Maintenance	1,146	5,500	4,354		4,354	20.8%	
4410 Grass Cutting	4,914	7,500	2,587		2,587	65.5%	
King George's Field :- Indirect Expenditure	7,778	19,050	11,272	0	11,272	40.8%	0
Net Income over Expenditure	(7,778)	(18,850)	(11,072)				
205 Other OSA							
1010 Sundry Income	6,574	0	(6,574)			0.0%	
Other OSA :- Income	6,574	0	(6,574)				0
4400 Maintenance	43	1,200	1,157		1,157	3.6%	
4402 Crockham Hill Garden	0	1,300	1,300		1,300	0.0%	
4404 Crockham Hill Playing Field	2,300	6,000	3,700		3,700	38.3%	
4405 Russell House Contract (Garden	0	1,400	1,400		1,400	0.0%	
4410 Grass Cutting	4,070	8,000	3,930		3,930	50.9%	
4418 Hanging Baskets	6,560	2,300	(4,260)		(4,260)	285.2%	
4420 Weedkilling	1,244	2,400	1,156		1,156	51.8%	
4426 Westerham flowers	132	3,000	2,868		2,868	4.4%	
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	14,349	33,100	18,751	0	18,751	43.4%	0
Net Income over Expenditure	(7,775)	(33,100)	(25,325)				

Detailed Income & Expenditure by Budget Heading 31/08/2026

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							
1010 Sundry Income	4,000	0	(4,000)			0.0%	4,000
Highways & Lighting :- Income	4,000	0	(4,000)				4,000
4200 Electricity	3,263	10,800	7,537		7,537	30.2%	
4400 Maintenance	2,920	5,900	2,980		2,980	49.5%	
4430 Repairs - existing light stock	1,329	1,500	171		171	88.6%	
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	15,903	19,800	3,897	0	3,897	80.3%	8,327
Net Income over Expenditure	(11,903)	(19,800)	(7,897)				
6000 plus Transfer from EMR	8,327	0	(8,327)				
6001 less Transfer to EMR	4,000	0	(4,000)				
Movement to/(from) Gen Reserve	(7,576)	(19,800)	(12,224)				
401 Community Engagement							
4421 Youth Provision	1,749	9,800	8,051		8,051	17.8%	
4422 Play Provision	191	2,400	2,209		2,209	8.0%	
4431 Tourism	0	200	200		200	0.0%	
4432 Fullers Hill Toilet	2,396	10,300	7,904		7,904	23.3%	
4434 Summer Play Scheme	2,758	3,000	242		242	91.9%	
4435 Memory Cafe	164	0	(164)		(164)	0.0%	164
4436 Community Lunch	255	800	545		545	31.9%	
4437 CCTV	0	200	200		200	0.0%	
4601 Christmas Lights & tree	0	6,000	6,000		6,000	0.0%	
4603 Community Engagement	55	500	445		445	11.1%	
4890 Contingencies	27	500	473		473	5.5%	
Community Engagement :- Indirect Expenditure	7,596	33,700	26,105	0	26,105	22.5%	164
Net Expenditure	(7,596)	(33,700)	(26,105)				
6000 plus Transfer from EMR	164	0	(164)				
Movement to/(from) Gen Reserve	(7,431)	(33,700)	(26,269)				
Grand Totals:- Income	244,709	435,547	190,838			56.2%	
Expenditure	137,467	341,420	203,953	0	203,953	40.3%	
Net Income over Expenditure	107,242	94,127	(13,115)				
plus Transfer from EMR	13,743	0	(13,743)				
less Transfer to EMR	133,903	0	(133,903)				
Movement to/(from) Gen Reserve	(12,918)	94,127	107,045				

Westerham Town Council (WTC)

Budget Process

for the

Financial Year 2027/2028

Committee Responsibilities

The Responsible Finance Officer (RFO) works with the Chair and Clerk of each committee during **late October/November** to formulate a first draft committee budget proposal for the following financial year and subsequent three years.

The draft budgets are presented to the committees at the **November meetings** for discussion and challenge by committee members.

Committees are urged to draft realistic budgets based on the anticipated costs of ongoing day to day management of their responsibilities and any specific deliverables in the Action Plan arising from the Council's 4-year Strategic Plan. Consideration should also be given to the need to increase the Council's reserves for future replacement/refurbishment of the Council's assets.

The Role of Finance, Governance & General Purposes Committee (FG&GP)

Based on above the RFO creates a draft composite budget in discussion with the Chair of FG&GP before being presented to the FG&GP meeting on **November 23rd 2026**. The draft composite budget states anticipated total income and expenditure and will include the proposed increases to the relevant Council reserves.

The net total represents the Precept amount which WTC will request from Sevenoaks District Council and the projected corresponding percentage increase in Council Tax.

The Role of Council

Following review and challenge, FG&GP will recommend the draft composite budget to Council on **December 7th 2026** for further review and challenge.

Council is urged to ensure the Precept will adequately contribute to supporting the maintenance of all Council assets in good order for future years.

Subsequent amendments will be reviewed by FG&GP and the final draft composite budget will be presented to Council on **January 18th 2027** for final challenge and approval.

Cllr Sheen Chair of FG&GP

Finance Governance & General Purposes				
Item	Deliverable/Action	Cost/Funding	Timescale	Updates/Outcome
WTC Gold Award	Maintain – existing award will expire in 2027	Potentially IT Costs to improve Website – IT budget	2027	
GP Surgery	Secure a long term lease	Legal costs - Professional Fees Budget/Reserve	2027	Final rental negotiations pre new lease
Churchill School	Resolution of Churchill School lease	Minimal if new lease agreed	End 2026	
Bloomfield Allotments	Continue to engage with landowner to secure a long term lease	Potential legal costs - Professional Fees Budget/Reserve		
Russell House	To consider installing double glazing to reduce costs (redcoration/heating)	Rental income/asset repair reserve	2027	
Russell House Car Park	To consider alternative parking arrangements	Cost neutral	2025	New signs and camera installed Completed
Current Hill Allotments	Create a plan for the future of the allotments			Awaiting final outcome of Local Plan/Working Group in place
Matters Raised from Consultation with Residents/Completed Actions				
Lower Council Tax	Lobby SDC	None		The level of Council tax set is dependent on the budgetary requirements of 5 different organisations, which WTC has no influence over – NO ACTION . Provide more information for residents.
Mosaic at Russell House	Repair mosaic at Russell House	Budget	2024	COMPLETED

WESTERHAM TOWN COUNCIL

Finance Governance & General Purposes Committee

ECO ACTION PLAN 2023 - 2027

OPEN ACTIONS as at 28th September 2026

Progress Key						
No Progress						
In Progress/ongoing						
Completed						
Closed - No Further Action						
Area	Baseline	Proposal	Benefit/Impact	Cost	Timescale	Notes/Next Step
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.
					Renew Electric 30/09/28	New Electricity contract agreed with DRAX energy from 30/09/25 for 3 yrs at 8.5% increase. .
					Renew Electric 19/07/27	2 Yr Fixed Contract EDF from 19/07/25
		Replace Gas Boiler				Government Policy changing - watching brief.
	Promote Eco-Friendly Planting	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				Watching brief
		Work in partnership with OSA to potentially change planting in R Hse Garden				
	Compliance with Food Waste Regs	Implement Food Waste Bin & Biodegradable Bags			NEW	Completed

WTC Risk Assessments Register

All Risk Assessment are reviewed at high level by the Health and Safety Committee. Individual Committees undertake annual detailed reviews.

Risk Assessment	Reviewing Committee	Frequency of Inspections/reviews	Checks performed by
Allotments	OSA	Quarterly	DC
Asbestos	FG&GP/OSA	As needed	GMO
BMX and Skateboard parks	OSAS	Weekly	GMO
Business Continuity	FG&GP	Annually	TC
Car Parks - Costells Meadow & Crockham Hill	OSA	Weekly	GMO
Cash Handling	FG&GP	Annually	RFO
Christmas Lights	Comm Eng	Annually	External Contractor
Christmas Lights Catenary	Comm Eng	Annually	External Contractor
Christmas Tree	Comm Eng	Annually	TC
Cleaning	FG&GP	Annually	External Contractor
CCTV	FG&GP	Weekly	AC
Council Offices	FG&GP	Annually	TC
Cricket	OSA	Quarterly	RA from Club
Crockham Hill Pavilion	OSA	Weekly	CHWMPFT
Cyber	FG&GP	Annually	TC
Defibrillators	FG&GP/OSA	Quarterly	Cllrs/First Responder
Display Screen Equipment	FG&GP	Annually	TC
Electricity	FG&GP	Annually	TC
First Aid	FG&GP	Annually	TC/DC
Financial	FG&GP	Annually	RFO
GDPR	FG&GP	Annually	TC
Gas Safety	FG&GP	Annually	TC
Grounds Maintenance	OSA	Weekly	TC
Hanging Baskets	OSA	Annually	External Contractor
Hazardous substances	OSA	Annually	TC
Hiring of Council Chamber	FG&GP	Annually	TC
Hiring of WTC Land/Pavilions	FG&GP/OSA	Annually	TC/DC
Home Working	FG&GP/HR	Annually	TC
Icy Surfaces	OSA/ H&L/ FG&GP	Annually	TC/DC/AC
Legionella	OSA/ FG&GP	Bi-Annually	External Contractor
Lift	FG&GP	Quarterly	External Contractor
Litter Picking	Comm Eng	Annually	TC
Lone Working	FG&GP/HR	Annually	TC
Manual Handling	FG&GP/HR	Annually	TC
Menopause Support	FG&GP/HR	Annually	TC
Noise and Vibration	OSA	Annually	TC

Risk Assessment	Reviewing Committee	Frequency of Inspections/reviews	Checks performed by
Office Activities	FG&GP	Annually	TC
Outdoor Gym	OSA	Weekly/Annually	GMO – Weekly ROSPA - Annually
Parks / Recreation Grounds / Trim trail	OSA	Weekly/Annually	GMO – Weekly ROSPA - Annually
Pavilions – KGF	OSA	Weekly	GMO
Preventative Sexual Harassment	FG&GP		TC and HR Committee
Public Conveniences	Comm Eng	Daily	External Contractor
Speedwatch	H&L	As needed	Sites assessed by Police
Speedwatch Volunteers	H&L	Annually	AC
Stress	FG&GP/HR	Annually	TC
Street Furniture/ Statues	OSA	See visual inspection list	OSA Committee
Use of Contractors	FG&GP	Annually	TC
Use of Volunteers	FG&GP	Annually	TC
Westerham Football Club	OSA	Quarterly	RA from Club
Work Equipment	FG&GP	Annually	TC
Work Experience	FG&GP	Annually	TC
WTC Land	OSA	See visual inspection list	OSA Committee

KEY	
TC	Town Clerk
DC	Deputy Clerk
RFO	Responsible Finance Officer
AC	Assistant Clerk
GMO	Grounds Maintenance Operative

Disclosure and Barring (DBS)

Finance and General Purposes Committee – 26th September 2016

5.7 DBS checks – Following the changes to the DBS checks it was only necessary to have DBS checks for regulated activities. Therefore, it was not necessary at this time for Cllrs or employees to be DBS checked. Following discussion, it was agreed that no further action was required and this decision would be reviewed annually.

A DBS had been requested by the Skateboard lesson provider for Cllr Thompson who helped at the sessions. This had been obtained and a copy sent to the provider.

Adopted: 26th September 2016

Reviewed: 25th September 2017 – no change

Reviewed: 24th September 2018 – no change

Reviewed: 23rd September 2019 – no change

Reviewed: 29th September 2020 – no change

Reviewed: 27th September 2021 – no change.

Reviewed: 26th September 2022 – no change

Reviewed: 25th September 2023 – no change

Reviewed: 9th September 2024 - no change

Reviewed: 29th September 2025 - no change

REVIEWED ANNUALLY

Next review date September 2026