Notice is hereby given that a meeting of the **Finance, Governance and General Purposes Committee** will be held at Russell House commencing at 7 pm on Monday 23rd November 2026 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Town Clerk

Membership of Committee

Chair: Mrs S Sheen Mrs P Biden, Mr E Boyle, Mr I Breminer and Dr J Lord

Open Forum

The first ten minutes of the meeting are available for members of the public and the press to raise any issues with the Committee. If there are no members of the public present at 7pm the meeting will commence.

AGENDA

1. 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 28th September 2026 were approved at Council on 5th October 2026. Annexed

4. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

5. Finance

1)	To receive RFO's report	Annexed
2)	To review income & payments to 31st October 2026	Annexed
3)	To review Committee accounts to 31st October 2026	Annexed
4)	To receive Internal Auditors Report	Annexed
5)	To consider draft F&GP and Committee budgets 2027/28	Annexed
6)	To consider first consolidated draft budget 2027/28	Annexed
7)	Reserves update	Annexed
8)	To agree CIL Funding expenditure	
9)	To consider Grant Application for Hi-Kent	Annexed
10)	To re-consider Grant Application for Westerham Hall	Annexed
11)	To approve cost of cleaning General Wolfe statue	Circulated
12)	To approve additional drainage costs for the survey for KGF	Circulated
13)	To approve costs arising from the KGF drain survey	Circulated
14)	Results of KCC budget consultation	Circulated

WESTERHAM TOWN COUNCIL
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6. Governance

1) Gold Award – to approve actions
2) Review Action Plan for Strategic Business Plan - update — Annexed
3) Eco Policy Action Plan – update — Annexed

7. General Purposes

Land Issue Updates

1) Doctors Surgery Lease - update
2) Churchill School Lease - update
3) Currant Hill Allotments -update

Russell House

5) Maintenance Plan – update — Annexed
6) To consider quotes for Telephone services — To follow
7) To consider quotes for air con in the council chamber — Annexed
8) To consider quotes for double glazing — Circulated
9) To consider quotes for car park re-surfacing — Circulated

8. Correspondence

9. Reports from Councillors on relevant activities

10. TN16, Crockham Hill Village Newsletter, social media & website

11. Matters for District and County Councilors

12. Further matters for consideration at the next meeting

13. Date of Next Meeting – Monday 11th January 2027

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 item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.

14. To approve Annual Review of staff salaries for 2027/28 — Annexed

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