



## Report of the Finance and General Purposes Committee Wednesday 28<sup>th</sup> August 2024 7:30pm

**PRESENT** Cllr. J Britt Chairman presiding.  
Cllrs. D Garland, K Hammond, N Osborne, A Ratcliffe, D Turner & A Walmsley  
L Westcott (clerk), S Newell (deputy clerk)

**Public Participation:**

No public present.

**1. APOLOGIES FOR ABSENCE**

Apologies received from J Bate RFO.

**2. NOMINATIONS FOR SUBSTITUTIONS**

None

**3. DECLARATIONS OF INTEREST ON THE AGENDA**

Cllr. N Osborne declared an interest for Lenham Nursery.

**4. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1990, S1, THE COUNCIL IS TO DETERMINE WHICH ITEMS, IF ANY, SHOULD BE TAKEN WITH THE PUBLIC AND PRESS EXCLUDED.**

No items determined as confidential.

**5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON 22<sup>nd</sup> JULY 2024**

The minutes of the F&GP meeting held on 22<sup>nd</sup> July were agreed as being accurate. Points to note:

- a. L Westcott reported that all utilities contact information has been updated and account information saved in a shared file. EDF have created one log on to access all four accounts.
- b. L Westcott has received a download of all the bank data from June 2021 in excel.
- c. The Paddocks s106 – Cllr. J Britt reported that advice is still awaited from MBC legal department. L Westcott will provide the response to the consultation in line with comments drafted and agreed at the P&I committee meeting on 21<sup>st</sup> August.

**6. FINANCIAL REPORT**

L Westcott reported that bank balances at the time of meeting are as follows:

current account = £52,899.56, savings = £1,116,010.62

L Westcott reported that the locum has experience with CCLA.

**ACTION** L Westcott and locum to gather further information on CCLA.

- a. Review payment list for recommendation to full council  
All transactions are presented in Appendix A.  
Grass cutting at WPF: L Westcott reported that the two cuts on this months payment list brings the total number this year to nine. This is the limit of what LPC agreed to pay for, future cuts will be invoiced to LWFC.  
Cllr. A Ratcliffe asked if an account can be set up at Fixings Warehouse.  
**ACTION** L Westcott and S Newell to look at setting up an account with Fixings.
- b. Bank Reconciliation Report - L Westcott presented the bank reconciliation reports for April, May, June and July as prepared by the locum using Scribe. These were agreed by the committee and the chair signed a copy of each.
- c. Quarter 1 flex budget report - L Westcott presented the report, the layout and figures were discussed. Cllrs. were keen to note their thanks to the locum for efficiently completing all the reports.

- d. Insurance update - L Westcott reported that the insurance quote has been received and the renewal documents require a detailed review.  
**ACTION** Cllr. N Osborne and L Westcott will review the renewal documents.
- e. Review of bank mandate - L Westcott asked if the mandate should be updated to allow her to make changes to the bank account.  
All agreed. **ACTION** L Westcott to update bank mandate.
- f. Financial Regulations - L Westcott has circulated the updated Financial Regulations.  
**ACTION** All to review for September F&GP.

**7. UPDATE ON SECTION 106 AND CIL MONIES DUE/ APPLICATIONS FOR FUNDS MADE**

L Westcott reported no CIL money has been received/ is due and no s106 monies have been applied for. Cllr. N Osborne spoke to Cllr. K Cox (MBC) about the strategic CIL money, she will be speaking to MBC Cllrs.

**8. TRAINING PLANS – TO CONSIDER TRAINING AS FOLLOWS**

- a. All agreed for L Westcott to attend “Introduction to CiLCA” at £50
- b. All agreed for L Westcott to register for “Building your Portfolio” webinars at £250.
- c. All agreed for S Newell to complete ILCA at £120.
- d. All agreed for L Westcott and Cllr. J Britt to attend the KALC Financial Conference at £70 each.

All the above training is recommended for approval at LPC.

S Newell has produced an action plan based on the Local Council Awards Scheme. This will be circulated for discussion at LPC. **ACTION** S Newell to circulate action plan.

**9. PROJECTS UPDATE TO INCLUDE:**

- a. WCs – Cllr. D Garland reported that he has received updated quotes from two builders.  
The quotes will be circulated for a decision at LPC.  
**ACTION** Cllr. A Ratcliffe to finalise the planning application and submit.
- b. Lenham Nursery – Cllr. N Osborne suggested LPC hold a meeting with the nursery to discuss ownership of the building and the heads of terms.  
**ACTION** Cllr. N Osborne to set up meeting with nursery.
- c. St Mary’s churchyard – Cllr. J Britt reported that he met with a trustee of Lenham Meadows Trust to discuss management of the churchyard. Cllr. J Britt will attend a future meeting of the LMT, date TBA.
- d. Tree survey – Cllr. D Garland has requested quotes for required works.
- e. CCTV – Cllrs. D Garland, N Osborne and A Walmsley met with a CCTV supplier who has suggested a column be installed in the car park with four cameras attached. The streetlights are too unstable. Cllr. A Ratcliffe asked how other areas are able to have cameras on buildings and can we do more research on this option to avoid having a column.
- f. Maidstone Road Car park extension – recommended from P&I to proceed with a quote for advice.
- g. 1A Floor – Cllrs. D Garland and A Ratcliffe have asked building contacts for a quote to replace the floor. One quote has been received of approximately £20,000.

**10. DISCUSSION ON HARROW INN**

Cllr. J Britt reported the Harrow has been empty for 2 years and subjected to anti social behaviour. The site is not secure and is up for sale. A member of the public has asked if it can be registered as an Asset of Community Value. Further information is awaited.

**11. CORRESPONDENCE**

- a. L Westcott reported on correspondence received regarding the nursery. The letter states that LPC or Lenham Nursery representatives have not sought their view on the proposed project. Many members of LPC have indeed spoken to the person, as well as him attending relevant open days. L Westcott suggested a letter is written to make this clear.
- b. L Westcott has received a report of speeding along Arrow Way and also Faversham Road.

**12. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL**

- a. Authorisation of payments as detailed in item 6.
- b. Recommend approval of training plan.

**The meeting closed at 22:00**

Signed as a true record on this day 4<sup>th</sup> September 2024.....

Chairman of the Finance and General Purposes Committee

**Appendix A – August Payment list:**

| <b>Name</b>               | <b>Frequency</b> | <b>Description</b>  | <b>Date</b>  | <b>Amount</b> | <b>VAT</b> |
|---------------------------|------------------|---|--------------|---------------|------------|
| Nathan Beale              | Monthly          | Waste management  | 31/07/2024   | 892.50        | 0.00       |
| Business Stream           | Monthly          | Water bill for 1A High Street                               | 20/08/2024   | 17.04         | 0.00       |
| Down to Earth             | Monthly          | Churchyard grass cutting                                    | 31/07/2024   | 380.00        | 0.00       |
| EDF                       | Monthly          | Public Toilets  | 05/08/2024   | 118.48        | 5.93       |
| KALC (eventbrite)         | Ad hoc           | Cllr. training - nuts and bolts of parish councils          | 22/07/2024   | 60.00         | 10.00      |
| KALC                      | Ad hoc           | 2x tickets for financial conference                         | 31/07/2024   | 168.00        | 28.00      |
| Local Council Consultancy | Monthly          | Locum fees  | 19/08/2024   | 624.00        | 104.00     |
| Paul Waring               | Monthly          | Mowing WPF field with tractor and gang mower x2             | 14/08/2024   | 193.92        | 32.32      |
| Paul Waring               | Quarterly        | Grounds maintenance - various sites                         | 29/07/2024   | 4231.20       | 705.20     |
| Nick Osborne              | One off          | Chain and padlock for picnic site from Fixings Warehouse    | 29/07/2024   | 79.80         | 13.30      |
| Andy Ratcliffe            | One off          | Refreshments for volunteers and printing for REME event     | 21/06/2024   | 37.20         | 5.04       |
| SLCC                      | Ad hoc           | Training - Introduction to CiLCA (L Westcott)               | 02/08/2024   | 60.00         | 10.00      |
| SLCC                      | Ad hoc           | Training seminars - portfolio course for CiLCA (L Westcott) | 02/08/2024   | 300.00        | 50.00      |
|                           |                  |   | <b>TOTAL</b> | 7162.14       |            |
|                           |                  |   |              |               |            |
|                           |                  |   |              |               |            |
| <b>Direct Debits</b>      |                  |   |              |               |            |
| BT                        | Monthly          | 1A phone and broadband                                      | 02/08/2024   | 85.06         | 14.18      |
| Countrystyle Recycling    | Monthly          | Rubbish Bin collection (August)                             | 31/07/2024   | 115.62        | 19.27      |
| Countrystyle Recycling    | Monthly          | Rubbish Bin Collection (July)                               | 30/06/2024   | 113.62        | 18.94      |
| EDF                       | Monthly          | Pop up Power (6 monthly bill)                               | 01/08/2024   | 10.00         | 0.50       |
| EDF                       |                  | Allotments buildings  | 21/08/2024   | 18.90         | 0.95       |
| EDF                       | Monthly          | 1A High Street  | 01/08/2024   | 119.00        | 5.95       |
| EDF                       | Monthly          | Streetlights  | 22/08/2024   | 417.15        | 19.86      |
| Hugofox                   | Monthly          | Website hosting   | 19/08/2024   | 23.99         | 4.00       |
| Lloyds Bank               | Monthly          | LPC Debit Card - as per statement                           | 16/08/2024   | 239.51        | 47.30      |

|                                 |           |  |                          |          |       |
|---------------------------------|-----------|--|--------------------------|----------|-------|
| MBC NNDR                        | Monthly   | Lenham Cemetery Rates (annual bill)                                      | 01/08/2024               | 60.00    |       |
| MBC NNDR                        | Monthly   | Public Conveniences Rates (annual bill)                                  | 01/08/2024               | 103.00   |       |
| MBC NNDR                        | Monthly   | 1A Office Rates (annual bill)  | 01/08/2024               | 288.00   |       |
| South East Water                | Monthly   | Cemetery   | 01/08/2024               | 3.00     |       |
| Service Charge                  | Monthly   | Bank account charges - data download                                     | 29/07/2024               | 12.00    | 0.00  |
| Scribe                          | Monthly   | Monthly subscription   | 01/08/2024               | 94.80    | 15.80 |
|                                 |           |  | <b>TOTAL</b>             | 1703.65  |       |
|                                 |           |  |                          |          |       |
| <b>Payroll</b>                  |           |  |                          |          |       |
| HMRC                            | Monthly   | HMRC payment for August  | 31/08/2024               | 929.56   |       |
| NEST                            | Monthly   | Pensions   | 31/08/2024               | 454.13   |       |
| Staff Wages                     | Monthly   | J Bate, L Westcott & S Newell  | 31/08/2024               | 4356.85  |       |
|                                 |           |  | <b>TOTAL</b>             | 5740.54  |       |
|                                 |           |  | <b>TOTAL EXPENDITURE</b> | 14606.33 |       |
|                                 |           |  |                          |          |       |
| <b>Income - Current Account</b> |           |  |                          |          |       |
| Lenham Wanderers Football Club  | Quarterly | Payment for WPF maintenance (offset against payment made to Paul Waring) | 07/08/2024               | 403.16   | 0.00  |
|                                 |           |  |                          |          |       |
|                                 |           |  | <b>TOTAL INCOME</b>      | 403.16   | 0.00  |