



Report of the Finance and General Purposes Committee Monday 25th November 2024 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. D Garland, K Hammond, N Osborne, 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 and Cllr. A Ratcliffe.

2. NOMINATIONS FOR SUBSTITUTIONS

None

3. DECLARATIONS OF INTEREST ON THE AGENDA

Cllr. N Osborne declared an interest for Lenham Nursery.

Cllr. J Britt declared an interest in the payment run.

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 21st OCTOBER 2024

The minutes of the F&GP meeting held on 21st October were agreed as being accurate. Points to note:

- a. Cllr. N Osborne reported that MBC are working on a new policy on strategic CIL.

6. FINANCIAL REPORT

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

Current account = £87,281.82 Savings = £1,048,746.26

- a. Review payment list - All transactions are presented in Appendix A.
All agreed to recommend payments be made to full council.
L Westcott reported that EDF have not provided LPC with the normal monthly invoice or taken a payment for the streetlights since September. Cllr. A Walmsley asked if EDF can be asked to reduce the bill due to LED bulbs being installed. **ACTION** S Newell to contact EDF.
Investment was discussed. **ACTION** L Westcott to contact CCLA and invite them to a meeting.
- b. Current Budget Report (as circulated) – L Westcott presented the report.
- c. Bank Reconciliation Report for October - L Westcott presented the bank reconciliation report for October. This was agreed by the committee and the chair signed a copy for file.
- d. Update on external audit – L Westcott reported correspondence from the auditor, they will be in contact soon. They are not waiting for anything from LPC.
- e. To consider draft budget – L Westcott presented the draft budget and this was discussed and adjusted accordingly.
Cllr. A Walmsley suggested moving forward with new CCTV at the WPF as there is still available budget. This will be recommended to full council.

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.

8. TO CONSIDER PENSION CONTRIBUTIONS

L Westcott summarised the report circulated. All agreed the LPC contribution requires review – this will be agreed at full council.

9. TO REVIEW ACTION PLAN FROM TOURISM WORKING GROUP

Cllr. K Hammond reported on the action plan produced by the group.
Works required may need a separate budget line.

10. TO CONSIDER PROPOSALS AND QUOTES FOR PLAY PARKS

S Newell reported on proposals for Cherry Close and Ham Lane play parks - surfacing needs replacing and some of the equipment needs updating. There was a discussion about removing the exercise equipment from the play parks as it is not appropriate for them to be there.

ACTION S Newell to produce a report for full council

ACTION S Newell to contact A Barr about Ham Lane hedge.

11. RECONFIGURATION OF PUBLIC TOILETS – TO CONSIDER TENDER SUBMISSIONS

L Westcott reported on the variety of tender submissions.
All agreed that JK Construction provided the best quotation.

12. PROJECTS UPDATE

- a. Replacement Floor at 1A – A quote is being sought for building regulations approval.
- b. Lenham Nursery – Cllr. N Osborne will produce a report on ownership following a recent meeting.
- c. Extension to Maidstone Road car park – no update, Cllr. J Britt reported that the next meeting will be in January 2025.
- d. CCTV – WPF upgrade to be recommended to full council.

13. CORRESPONDENCE

- a. Cllr. J Britt reported on the request to defer the payment due from Countryside to January, all agreed to recommend this to full council.
- b. L Westcott reported on request for a meeting with LWFC on 17th December. Cllrs. J Britt and A Walmsley will attend.
- c. Cllr. J Britt reported on a request from SOHL, this report will be circulated to full council.

14. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.
- b. Recommend approval of CCTV upgrade at WPF.
- c. Recommend approval of building regulations approval costs.
- d. Recommend approval of deferred payment from Countryside.
- e. To consider pension contributions.

The meeting closed at 22:10

Signed as a true record on this day 4th December 2024.....

Chair of the Finance and General Purposes Committee

Appendix A – November Payment list:

NOVEMBER PAY RUN (21/10/24 to 25/11/24)

Name	Frequency	Description	Date	Amount	VAT
Nathan Beale	Monthly	Waste management	31/10/2024	735.00	0.00
John Britt	Annually	Chair allowance	21/11/2024	450.00	0.00
Coolings	6 monthly	Winter plants and bulbs	21/10/2024	362.91	60.49
CPRE	Annually	Annual Membership	21/11/2024	154.00	0.00
Down to Earth	Monthly	Churchyard grass cutting and high street borders	31/10/2024	960.00	0.00
DWN Property Services	Monthly	Handyman invoice - work at cemetery, Picnic site, WCs and 1A	15/11/2024	371.55	0.00
EDF	Monthly	Public Toilets	06/11/2024	38.62	1.93
KALC	Ad hoc	New Clerks Finance training (S Newell)	08/11/2024	42.00	7.00
KALC	Ad Hoc	Finance for Councillors (D Garland, D Turner & J Murray)	08/11/2024	126.00	21.00
Len Valley Health Walks	One off	Grant application	17/10/2024	250.00	0.00
Lenham Christmas Lights	One off	Grant application	07/10/2024	1000.00	0.00
Lotus	Ad hoc	H&S signs for WPF and Ham Lane play park	21/11/2024	210.00	35.00
Printerland	Ad hoc	Printing ink	12/11/2024	231.86	38.64
SLCC	Monthly	Locum fees	21/11/2024	1344.00	224.00
St Mary's Parochial Church	6 monthly	Churchyard floodlights electricty	29/10/2024	106.16	0.00
Paul Waring	Monthly	WPF maintenance	20/11/2024	417.04	69.50
Paul Waring	Quaretly	LPC grounds maintenance	22/10/2024	3143.04	523.84
			TOTAL	9942.18	981.40
Direct Debits					
BT	Monthly	1A phone and broadband	18/10/2024	91.80	11.82
Countrystyle Recycling	Monthly	Rubbish Bin collection	31/10/2024	104.58	17.43
EDF	Monthly	Pop up Power (1 The Square)	06/11/2024	10.00	0.50
EDF	Monthly	1A High Street	04/10/2024	119.00	5.95
EDF	Monthly	Streetlights (no bill or direct debit since September 2024)			
EDF	Monthly	Allotments buildings (St Johns)	06/11/2024	8.14	0.39
Hugofox	Monthly	Website hosting	26/10/2024	23.99	4.00
MBC NNDR	Monthly	Lenham Cemetery Rates	01/11/2024	60.00	0.00
MBC NNDR	Monthly	Public Conveniences Rates	01/11/2024	103.00	0.00
MBC NNDR	Monthly	1A Office Rates	01/11/2024	288.00	0.00
South East Water	Monthly	Cemetery	01/11/2024	6.00	0.00
Service Charge	Monthly	Bank account charges	31/10/2024	8.55	0.00

Lloyds Bank	Monthly	LPC Debit Card - as per statement	31/10/2024	65.17	
Scribe	Monthly	Monthly subscription	01/11/2024	94.80	15.80
			TOTAL	983.03	
Payroll					
HMRC	Monthly	HMRC payment	30/11/2024	TBC	
NEST	Monthly	Pensions	30/11/2024	TBC	
Staff Wages	Monthly	J Bate, L Westcott & S Newell	30/11/2024	TBC	
			TOTAL	0.00	
			TOTAL EXPENDITURE	10925.21	
Income - Current Account					
VAT refund	Quarterly	April to September 2024	24/10/2024	4126.89	
MBC	6 monthly	PSS Grant	31/10/2024	5108.91	
Spears	Ad hoc	Cemetery fee	04/11/2024	300.00	
			TOTAL INCOME	9535.80	0.00