



**Report of the Finance and General Purposes Committee**  
**Monday 20<sup>th</sup> May 2024 7:30pm**

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

**Public Participation:**

No public present.

**1. APOLOGIES FOR ABSENCE**

No apologies received. Cllr. K Hammond is running late.

**2. NOMINATIONS FOR SUBSTITUTIONS**

There were none.

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

Cllrs. N Osborne declared a conflict of interest with the Alms Houses – neighbour to the proposed car park extension.

**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> APRIL 2024**

The minutes of the F&GP meeting held on 22<sup>nd</sup> April were agreed as being accurate.

**6. FINANCIAL REPORT (by RFO)**

a. Review payment list for May for recommendation to full council:

Name	Frequency	Description	Date	Amount
Clerks to Council Direct	One off	Freedom of the Parish scroll	23/04/2024	168.80
Down to Earth	Monthly	Church grass, High Street borders, tree base clearance	23/04/2024	990.00
DWN Property Service	Monthly	Handyman work (picnic site works)	10/05/2024	1601.63
KALC	Annual	Finance conference	25/08/2024	84.00
Nathan Beale	Monthly	Waste management and WC cleaning	30/04/2024	780.00
Paul Waring	Ad hoc	Mowing WPF field with ride on mower	22/04/2024	90.60
Paul Waring	Ad hoc	Mowing WPF field with tractor and gang mower	16/05/2024	96.96
Lisa Westcott	One off	Salary top up (payslip did not manage paid amount)	30/04/2024	48.10
HMRC	One off	Employment taxes owed	30/04/2024	1109.18
			<b>TOTAL</b>	£ 4,969.27
Item authorised in April, but still needs paying online...				
KALC	Annual	Annual KALC membership subscription	01/04/2024	£1595.87

*Cllr. K Hammond arrived (19:45).*

Cllr. J Britt asked why L Westcott's salary was underpaid, J Bate explained this was due to a change in National Insurance contributions and the standing order will be updated to reflect this next month.

J Bate explained he had received a letter from HMRC to say money was owed for underpayment in December 2023. This was immediately paid to avoid any interest charges. A review of HMRC payments over the last year revealed that four payments had not been made. It was discussed how this can be avoided going forward.

Cllrs. requested that HRMC amounts be included in the quarterly financial reports.

J Bate reported that the VAT reclaim for Quarter 3 has been submitted and Quarter 4 is being compiled.

L Westcott reported that a new bill will be sent from EDF for the allotments buildings.

**ACTION** Recommend approval at LPC to make payments.

**ACTION** J Bate to contact HMRC to understand the money owed and check authorisation on account.

**ACTION** J Bate to set Cllrs. K Hammond and D Turner up with Quickbooks.

**ACTION** J Bate to create monthly payment checklist to ensure future HMRC payments are not missed.

b. Year-end 23-24 budget report

J Bate presented the end of year report for the budget. Some bills require re-allocation as they are under the wrong budget line – electricity, NNDR and WC into 1A.

**ACTION** Cllr. A Walmsley to review CCTV.

c. Review AGAR for recommendation to full council

All agreed to be signed at 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 QUOTE FOR GERANIUMS FOR £630**

Cllr. D Garland outlined the quotes received for geraniums and the best one is from Coolings for £630. All agreed to recommend this to full council.

**9. TO CONSIDER QUOTE FOR TREE SURVEY FOR £2100**

Cllr. D Garland outlined the quote for the tree survey to be carried out following the autumn one. All agreed to recommend to full council.

**10. TO CONSIDER QUOTE FOR PAINTING STREET FURNITURE**

Cllr. D Garland outlined the quote received for painting street furniture, there would be an additional cost for scaffolding. All agreed that this was a lot of money and should be considered for next year's budget.

**11. PLANS FOR THE VILLAGE SHOWCASE (SATURDAY 1<sup>ST</sup> JUNE)**

L Westcott reported that the village showcase is on 1<sup>st</sup> June and cllrs. were keen to have a stand. Cllr. J Britt volunteered to set up, Cllrs. K Hammond and N Osborne will also be there.

**ACTION** L Westcott to organise posters and information to display.

**12. REME FREEDOM OF THE PARISH EVENT**

Cllr. A Ratcliffe summarised the recent actions completed. Cllr. K Hammond volunteered to carry out the letter drop, these will be ready to go this week. Cllr. J Britt has spoken to the BBC.

**13. UPDATE ON RECRUITMENT PROCESS FOR DEPUTY CLERK**

It was agreed that the new staffing committee will proceed with recruitment.

**14. PROJECTS UPDATE TO INCLUDE:**

- a. WCs – Asbestos survey complete, the detailed specification will go out to tender.
- b. Update on Maidstone Road car park extension – no update since P&I.
- c. Nursery – Cllr. A Ratcliffe has sent off the soil investigation to get accurate costings for the build.
- d. Planters – Cllr. D Garland has written a report on the state of the planters.
- e. Noticeboard in the Square – L Westcott reported that the carpenter has finally got round to fixing this as planned.

**15. CORRESPONDENCE**

- a. L Westcott reported that there were concerns regarding pedestrian access to the WPF, Cllr. A Walmsley stated that access will be retained throughout the works.

- b. L Westcott reported that the floor in 1A requires replacing as per the circulated report. Quotes will be obtained for this work.
- c. Nettles have been reported along the Maidstone Road/ Ham Lane footpath. L Westcott will look to get these cleared.
- d. L Westcott suggested a leaving card and gift be bought for the departing community warden. All agreed to donate to a collection.

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

- a. Authorisation of payments as detailed in item 6.
- b. Recommend signing of AGAR at full council.
- c. Recommend approval at LPC to accept quote for geraniums of £630.
- d. Recommend approval at LPC to accept quote for tree survey of £2100.

**The meeting closed at 22:00**

Signed as a true record on this day 5<sup>th</sup> June 2024.....

Chairman of the Finance and General Purposes Committee