



Report of the Finance and General Purposes Committee Monday 24th March 2025 7:30pm

PRESENT Cllr. J Britt Chair presiding.
Cllrs. D Garland, K Hammond, N Osborne & A Walmsley
L Westcott (Clerk & RFO)

Public Participation:
No public present.

1. APOLOGIES FOR ABSENCE

Apologies received from S Newell (Deputy Clerk and RFO) and Cllr. D Turner.

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 were determined as confidential.

5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON MONDAY 24th FEBRUARY 2025

The notes of the F&GP meeting held on 24th February were agreed as being accurate.

6. FINANCIAL REPORT

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

Current account = £38,192.78 Savings = £1,843,128.29

The asset register has been finalised and will be put onto scribe for year end to be included on the AGAR.

ACTION CCLA to attend a meeting to discuss savings options.

a. Review payment list - All transactions are presented in Appendix A.

All agreed to recommend payments be made to full council.

b. Bank Reconciliation Report – Cllr. J Britt reported that he has reviewed the bank statements, and these reconcile with the accounting software statement. The bank statements and bank reconciliations have been signed.

c. To review action plan for 25/26 – L Westcott presented the proposed action plan for 2025/26. Some additions and amendments were proposed, but agreed to recommend this for approval 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 PROPOSALS FOR PLAY PARK REFURBISHMENT

L Westcott reported that 8 tenders have been received and recommended that a small working group was formed to assess these and make a recommendation to full council. Cllrs. D Garland and A Walmsley offered to be part of the group, all agreed to meet on Monday 31st March at 10am.

9. TO CONSIDER PLANS FOR AN EASTER TRAIL EVENT IN THE VILLAGE UP TO £300

L Westcott summarised the plans for the event. All agreed to recommend using £300 from the 25/26 events budget.

10. TO MAKE ARRANGEMENTS FOR THE ANNUAL PARISH MEETING – 14TH MAY

L Westcott reported on the plans for the annual parish meeting. Discussions were held on how to market it slightly differently to get more members of the public to attend. Cllr. J Britt will include information in his Focus article.

11. PROJECTS UPDATE

- a. **CCTV** – Cllr. D Garland reported that they are waiting for the Wifi project to in order to use this for CCTV.
- b. **Replacement Floor at 1A** – Cllr. D Garland reported on progress, a finish date will be sought.
- c. **Reconfiguration of Public Toilets** – No update.
- d. **Lenham Nursery** – N Osborne reported that there are issues with the BNG part of the planning application, advice is being sought.
- e. **Extension to Maidstone Road Car Park** – J Britt reported that RB Plant are drafting a Memorandum of Understanding and a project manager is being sought. Next meeting is 15th April.
- f. **Tree Works** – L Westcott reported that these works were recently completed and the invoices are included in the payment list. R Greenwood has requested the lime trees at the bottom of this garden in the churchyard be trimmed, now all priority tree work has been completed, this will be reviewed.

12. CORRESPONDENCE

- a. L Westcott reported that Safeplay have requested confirmation for continuation of operational inspections for 25/26. All agreed to continue and review this following the upgrade to play parks.
- b. L Westcott reported on correspondence from the church regarding a grant application, a form has been sent for them to complete.
- c. L Westcott reported on complaints received about the lock on the bottom gate at the picnic site. This has been locked due to safety concerns raised with the footpath leading onto the road, but other people would rather risk the path than walk up the road. Advice to be sought.
ACTION Cllr. A Walmsley to ask KCC for advice.
- d. L Westcott reported on a request for a memorial bench at Cherry Close play park. All agreed this was agreeable and to recommend to full council to be installed during the play park refurbishment.

13. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.
- b. Recommend using £300 from events budget for easter trail event.
- c. Recommend continuing with Safeplay for operational play park inspections for 25/26.

The meeting closed at 21:30

Signed as a true record on this day 2nd April 2025.....

Chair of the Finance and General Purposes Committee

Appendix A – March Payment list:

MARCH PAY RUN (24/02/25 to 24/03/25)

Name	Frequency	Description	Date	Amount	VAT
Nathan Beale	Monthly	Waste management	28/02/2025	751.00	0.00
DM Payroll Services Ltd	6 monthly	Payroll services	02/03/2025	88.00	
EDF	Monthly	Public Toilets	06/03/2025	141.11	
KALC	Annual	Annual subscription	19/03/2025	1733.94	288.99
Lenham Community Centre	Monthly	Meeting Room hire costs	28/02/2025	104.00	
Lenham Focus Magazine	Annual	Advert in Lenham Focus	18/03/2025	226.80	
Lisa Westcott	Annual	Reimbursement - MS 365 subscription	26/02/2025	84.99	14.16
Maidstone Borough Council	One off	Additional cost for nursery planning application	17/03/2025	359.00	
Nick Osborne	One off	Armoured padlock for picnic site	06/03/2025	41.99	7.00
Safeplay	Bi monthly	Play park inspections	07/03/2025	178.20	20.00
Salus	Ad hoc	Salus - building control for replacement floor, stage 2	12/03/2025	1050.00	175.00
Salus	Ad hoc	Salus - building control for public toilet refurbishment, stage 1	18/03/2025	1050.00	175.00
Tree Pro	Ad hoc	Tree works - Glebe Way as per report	14/03/2025	1320.00	220.00
Tree Pro	Ad hoc	Tree works - Maidstone Road car park	14/03/2025	1200.00	200.00
Tree Pro	Ad Hoc	Tree works - Lenham Cemetery	14/03/2025	2400.00	400.00
			TOTAL	10729.03	
Direct Debits					
BT	Monthly	1A phone and broadband	19/02/2025	66.76	10.90
Business Stream (Q bill)	Monthly	1A High Street water	03/03/2025	18.41	
Castle Water	Monthly	Picnic Site		0.00	
Countrystyle Recycling	Monthly	Rubbish Bin collection	28/02/2025	89.62	14.94
EDF	Monthly	Pop up Power (1 the Square)	06/03/2025	10.00	0.50
EDF	Monthly	1A High Street	06/03/2025	119.00	5.95
EDF	Monthly	Streetlights			
EDF	Monthly	Allotments buildings	06/03/2025	6.82	
Hugofox	Monthly	Website hosting	21/02/2025	23.99	4.00
Lloyds Bank	Monthly	LPC Debit Card - as per statement	28/02/2025	163.46	
MBC NNDR	Monthly	Lenham Cemetery Rates		0.00	
MBC NNDR	Monthly	Public Conveniences Rates	03/03/2025	103.00	
MBC NNDR	Monthly	1A Office Rates		0.00	
South East Water	Monthly	Cemetery	03/03/2025	6.00	0.00
Service Charge	Monthly	Bank account charges	28/02/2025	10.35	0.00

Scribe	Monthly	Monthly subscription	01/03/2025	94.80	15.80
			TOTAL	712.21	
Payroll					
HMRC	Monthly	HMRC payment	31/03/2025	1355.68	0.00
NEST	Monthly	Pensions	31/03/2025	1040.46	0.00
Staff Wages	Monthly	L Westcott & S Newell	31/03/2025	4447.77	0.00
			TOTAL	6843.91	0.00
			TOTAL EXPENDITURE	18285.15	
Income - Current Account					
LWFC	Ad hoc	WPF maintenance fee for January and February	24/02/2025	493.97	
AW Court	Ad hoc	Cemetery fees - New ashes plot and burial fee	13/03/2025	450.00	
Cleverley and Spencer	Ad hoc	Cemetery fees - memorial	14/03/2025	200.00	
Ham Lane Allotment Association	Annual	Allotment rent	13/03/2025	320.00	
			TOTAL INCOME	1463.97	0.00