



Report of the Finance and General Purposes Committee Monday 21st July 2025 7:30pm

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

Public Participation:

No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr. A. Walmsley.

2. NOMINATIONS FOR SUBSTITUTIONS

Cllr. P. Culver substituting for Cllr. A. Walmsley.

3. DECLARATIONS OF INTEREST ON THE AGENDA

Cllr. N Osborne declared an interest in Lenham Nursery.

Cllr. J. Britt declared an interest in 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 were determined as confidential.

5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON MONDAY 23RD JUNE 2025

The notes of the F&GP meeting held on 23rd June were agreed as being accurate.

6. UPDATE ON CCLA APPLICATION

L Westcott reported that the application form has been received and some of the questions were discussed. It was agreed that cllrs. with access to the bank (Cllr. J. Britt, A. Walmsley, N. Osborne, D. Turner and D. Garland) are to be directors and signatories.

ACTION L. Westcott to contact CCLA regarding 2 signatories and further explanation of process.

7. TO CONSIDER THE APPLICATION FOR A GRANT FROM THE LENHAM GARDENING SOCIETY FOR £250

All agreed to recommend the grant be awarded towards the August gardening show.

8. RFO FINANCIAL REPORT AND UPDATE ON WORK IN PROGRESS

a. Review payment list for recommendation to full council

All transactions are presented in Appendix A.

All agreed to recommend payments be made to full council at September's meeting.

Cllrs. D Garland and D. Turner reviewed and signed the invoices.

b. Bank Reconciliation Report and budget statement for June

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 for June have been signed.

L Westcott presented the budget report for Q1.

c. Capital Grant Policy

Discussions were raised around the need for a Capital Grant Policy.

ACTION Officers to review and add conditions to existing grant policy regarding managing expectations of monies and amounts as well as difference between capital and revenue grant.

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

No updates.

10. UPDATE ON STREETLIGHTS

L Westcott reported that works are being programmed by contractors.

11. UPDATE ON PUBLIC TOILET REFURBISHMENT

- a. L Westcott discussed the draft management plan.
Cllr. N Osborne reported that the community centre used ANP to monitor alarm.
If alarm is pulled, it has not been decided what happens - does the door open automatically?
3 or 4 cllrs. may need to be on a call out list.
Key press to be fitted for housing keys for external contractors.
- b. Hygiene Bin – best quote from Direct 365, all agreed to set up contact.
- c. Slimline Heritage bin – all agreed to purchase bin with Glasdon for £337.59

12. PLAY PARK VISUAL INSPECTIONS

Inspections all updated and set up.

13. PURCHASE OF DOG WASTE BIN

All agreed to purchase a dog waste bin from Glasdon for the pole outside Maidstone Road car park for £268.79.

14. GRANT APPLICATION FROM LWFC

L. Westcott summarised the email from LWFC regarding the grant application. LWFC have again failed to recognise the support that LPC provide to them by allowing them to use the WPF free of charge. All agreed not to respond due to the tone of the email and as the required information had already been outlined to them and LWFC have not provided this.

An email about the proposed locations of the exercise equipment will be sent.

Cllrs. were reminded to not engage or have any conversations out of LPC meetings. All responses to go through full Council/ office and be appropriately recorded.

15. PROJECTS UPDATE

- a. **CCTV & Wifi** – All minded to accept AMIGA quote - there is an urgent requirement for the WCs payment system, but everyone would like Cllr. J Murray's opinion.
ACTION Cllr. J Britt to speak to Cllr. J Murray.
ACTION Officers to draft agenda for an Extra-ordinary meeting to be called to specifically agree Wifi and CCTV contractors ASAP.
- b. **Lenham Nursery** – Cllr. N. Osborne has liaised with MBC Cllr. Kathy Cox regarding the strategic CIL bid launch (Sept.-November 2025). Result due early to mid 2027. Cllr. N Osborne to meet with Kathy Cox to discuss.
- c. **Playpark Refurbishment** – Ham Lane play park is near completion and should be open this week.
- d. **Extension of Maidstone Road car park** – reports needing interpretation to check viability.
ACTION Cllr. A Ratcliffe to draft email to Evans and Langford for fee proposal.

16. CORRESPONDENCE

- a. Cllr. Osborne has been approached for Hatch Chairty to fund wheelchair.
- b. Hatch Charity to reinstate railings around graves in Lenham Cemetery removing dead box hedge.
- c. P & I committee meeting on 20th August
- d. F & GP committee meeting on Wednesday 27th August due to bank holiday on the Monday.
L Westcott to confirm with Community Centre room is booked
- e. Extra-ordinary Meeting potentially 6th August. Cllr. Britt to check with Cllr. Murray

17. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 8a.
- b. Acceptance of Amiga quote.
- c. Acceptance of 2 bin purchases (Slimline for toilets and dog waste).
- d. Acceptance of Hygiene bin contract.

The meeting closed at 21:35

Signed as a true record on this day 3rd September
Chair of the Finance and General Purposes Committee

JULY PAY RUN (24/06/25-21/07/25)

Name	Frequency	Description	Invoice Date	Amount	VAT
Chair's expenses	ad hoc	Travel, carpark, printing ink cartridge	01/07/2024	49.50	
CSG	ad hoc	Soakaway & Gully cleaning Maidstone Road Carpark	27/06/2025	823.80	137.30
Down to Earth	Monthly	Grass cutting - St Mary's churchyard, hedges and clematis removal	30/06/2025	860.00	
JK Construction	ad hoc	1A High Street - replacement floor project	03/07/2025	1360.80	226.80
JK Construction	ad hoc	Toilets	03/07/2025	7098.00	1183.00
JK Construction	Interim	Toilets	03/07/2025	24000.00	4000.00
KALC	ad hoc	Officer Training - new clerk's finance	25/07/2025	42.00	7.00
Lenham Christmas Lights	one-off	Grant Application	09/06/2025	2000.00	
Lenham Community Centre	Monthly	Meeting room bookings	12/06/2025	185.00	
Lenham Gardening Society	one off	Grant Application	30/06/2025	250.00	
Lotus Print	one off	No parking sign	11/07/2025	151.20	25.20
Nathan Beale	Monthly	Waste Management and watering	30/06/2025	883.51	
Safeplay	Bi-monthly	Bi- monthly inspections (Ham Lane and Cherry Close)	26/06/2025	120.00	20.00
Paul Waring	Monthly	WPF Mow with tractor & gang mowers x9	21/07/2025	205.49	34.25
TCR - window cleaning	monthly	External window cleaning at 1A High Street	16/07/2025	16.00	
			TOTAL	38045.30	
Direct Debits					
BT	Monthly	1A phone and broadband	18/06/2025	80.72	13.45
Business Stream (Q bill)	Monthly	1A High Street water	10/06/2025	18.41	
Business Stream (Q bill)	Quarterly	Toilets	10/06/2025	32.20	
Countrystyle Recycling	Monthly	Rubbish Bin collection	30/06/2025	80.74	13.46
EDF	Monthly	Maidstone Road public toilets	07/07/2025	110.98	
EDF	Monthly	Pop up Power (1 the Square)	07/07/2025	10.00	0.07
EDF	Monthly	1A High Street	22/07/2025	188.88	9.45
EDF	Monthly	Streetlights	07/07/2025	421.59	20.08
EDF	Monthly	Allotments buildings	07/07/2025	7.88	0.38
Hugofox	Monthly	Website hosting	28/06/2025	23.99	4.00
Lloyds Bank	Monthly	LPC Debit Card - as per statement	16/07/2025	191.91	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	02/06/2025	60.00	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	02/06/2025	103	
MBC NNDR	Monthly	1A Office Rates	02/06/2025	289.00	
South East Water	Monthly	Cemetery	02/06/2025	6.00	
Service Charge (UNITY)	Monthly	Monthly service charge	30/06/2025	11.85	

Service Charge	Monthly	Bank account charges (paying in chq)	17/06/2025	0.30	
Scribe	Monthly	Monthly subscription	01/07/2025	94.80	15.80
			TOTAL	1732.25	
Payroll					
HMRC	Monthly	HMRC payment	28/07/2025	401.69	
NEST	Monthly	Pensions	28/07/2025	871.80	
Staff Wages	Monthly	L Westcott, S Newell & A Ratcliffe	28/07/2025	4971.02	
			TOTAL	6244.51	0.00
			TOTAL EXPENDITURE	46022.06	
Income - Current Account					
HMRC	Q1	VAT (Quarterly)	14/07/2025	23619.53	
Cleverley & Spencer	ad hoc	Memorial fee	08/07/2025	200.00	
			TOTAL INCOME	23819.53	