



## Report of the Finance and General Purposes Committee Monday 21<sup>st</sup> October 2024 7:30pm

**PRESENT** Cllr. J Britt Chairman presiding.  
Cllrs. D Garland, N Osborne & 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 Cllrs. K Hammond, A Ratcliffe and 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 determined as confidential.

### 5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON 23<sup>rd</sup> SEPTEMBER 2024

The minutes of the F&GP meeting held on 23<sup>rd</sup> September were agreed as being accurate. Points to note:

- a. Cllr. J Britt reported that as per the sale agreement, Vistry have 18 months to complete works at WPF.
- b. Croft Garden enquiry – Cllr. N Osborne is unsure which area of land the enquiry referred to, he will have another look.

### 6. FINANCIAL REPORT

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

Current account = £99,988.61 Savings = £1,048,746.26

The VAT refund has been submitted for April – September 2024 at £4126.89.

- 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.  
Discussions regarding the picnic site water bill.
- b. Current Budget Report (as circulated) – L Westcott presented the report and showed Cllrs. where to find it on Scribe (Summary Reports tab, Summary Report).
- c. Bank Reconciliation Report - L Westcott presented the bank reconciliation report for September. This was agreed by the committee and the chair signed a copy for file.
- d. Update on Scibe accounting software – L Westcott has provided access to all Cllrs. on F&GP with read only access. L Westcott will review where the projects from reserves can be recorded.  
**ACTION** L Westcott to send the information on the budget training.
- e. Update on External Audit – L Westcott has responded to the latest correspondence received from the external auditor, we are awaiting a response.
- f. To consider adopting Internal Controls Policy (as circulated). Some small changes were suggested, all agreed to recommend the Policy for approval at full council.

- g. Internal Auditor Options – L Westcott reported that a quote for an internal auditor has been received from Mulberry. Auditing Solutions are unable to provide services for 25/26.  
**ACTION** L Westcott to research another internal auditor in hope to get three quotes.
- h. Budget planning 25/26 – L Westcott reported that the locum has started work on the budget, all agreed to form a working group to report to November’s F&GP. The working group will be L Westcott along with Cllrs. D Garland, J Murray & N Osborne.
- i. **ACTION** L Westcott to set up working group meeting.

**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. There is a questionnaire on the strategic CIL from MBC, this requires an LPC response.  
**ACTION** All to send comments to L Westcott.

**8. TO CONSIDER GRANT APPLICATION FROM LENHAM CHRISTMAS LIGHTS COMMITTEE FOR £1000**

Cllr. A Walmsley proposed, Cllr. D Garland seconded and all agreed to recommend approval of the grant to full council.

**9. TO CONSIDER QUOTE FOR REPAIRS TO SKATE RAMP FOR £1080**

Cllr. N Osborne proposed, Cllr. D Garland seconded and all agreed to recommend approval for the skate ramp to be repaired in line with the quote submitted from CPS.

**10. TO CONSIDER GOV.UK WEBSITE AND EMAIL OPTIONS**

L Westcott summarised the benefits of a gov.uk domain. Guidance from the current email provider has been circulated. Concerns were raised about changing a system that “works”.  
**ACTION** L Westcott and S Newell to review experience from other parish councils.

**11. PROJECTS UPDATE**

- a. Reconfiguration of the public toilets – Cllr. D Garland is arranging a meeting with a builder. Planning permission not yet permitted.  
**ACTION** L Westcott to produce a draft tender document to advertise.
- b. CCTV – Cllr. J Murray produced a tender document for project, further discussions required. Capital costs will be required for the budget.
- c. Replacement Floor at 1A – Cllr. D Garland will speak to builder about a start date. LBC permission still awaited.
- d. Lenham Nursery – Cllr. N Osborne reported that he has spoken to Kathy Cox and KCC. The business plan has been updated.  
**ACTION** Cllr. N Osborne to research how to extend planning permission that expires in December 2024.
- e. Extension to Maidstone Road car park – Cllr. J Britt reported that TSP can act on LPC’s behalf. The information from Sibley Pares has been sent. A meeting will be held with the RB Plant trustees. It was agreed that Cllrs. J Britt, D Garland and A Walmsley will be on the working group.

**12. CORRESPONDENCE**

- a. L Westcott reported on correspondence received regarding the Scenic Trail.
- b. D Garland has been sent the decay test for the tree at picnic site. This will be circulated.

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

- a. Authorisation of payments as detailed in item 6.
- b. Recommend approval of Internal Controls Policy.
- c. Recommend approval of grant for Christmas Lights Committee.
- d. Recommend repairs to skate ramp at a cost of £1080

**The meeting closed at 21:45**

Signed as a true record on this day 6<sup>th</sup> November 2024.....

Chair of the Finance and General Purposes Committee

## Appendix A – October Payment list:

### OCTOBER PAY RUN (23/9/24 to 21/10/24)

Name	Frequency	Description	Date	Amount	VAT
Nathan Beale	Monthly	Waste management	30/09/2024	735.00	0.00
Chaucer Landscape Management	One off	Tree decay test at Picnic site	21/10/2024	450.00	0.00
Down to Earth	Monthly	Churchyard grass cutting	30/09/2024	550.00	0.00
DWN Property Services	Monthly	Handyman invoice - work at cemetery, Picnic site, WCs and 1A	15/10/2024	679.25	0.00
EDF	Monthly	Public Toilets	07/10/2024	36.36	1.73
Hi Kent	One off	Grant application	02/10/2024	480.00	0.00
Lenham Community Centre	Quarterly	Room bookings	30/09/2024	276.00	0.00
Lenham Community Centre	One off	Grant application	02/10/2024	1500.00	0.00
Morgan Fire Protection Ltd	Annual	Annual check of fire extinguishers in office	03/10/2024	299.50	49.91
PMC Planning	Ad hoc	Planning consultant fee for Warren Lands appeal	19/10/2024	1200.00	0.00
Safeplay	Ad hoc	Repairs to swings and investigation of tea cup roundabout	26/09/2024	703.56	117.26
Saffeplay	Ad hoc	Repairs to teacup roundabout	17/10/2024	582.60	97.10
SLCC	Monthly	Locum fees	10/10/2024	864.00	144.00
Streetlights	6 monthly	Streetlights contract	01/10/2024	403.20	67.20
Torcal	One off	Structural report on floor of 1A (completed January 2024)	18/10/2024	720.00	120.00
Tree Pro	One off	Grant application for HLAA tree works at allotments	11/10/2024	540.00	90.00
Paul Waring	Monthly	WPF grass cutting x2	16/10/2024	193.92	32.32
			<b>TOTAL</b>	10213.39	
<b>Direct Debits</b>					
BT	Monthly	1A phone and broadband	19/09/2024	70.90	11.82
Business Stream	Monthly	1A High Street	01/10/2024	19.26	0.00
Castle Water	Monthly	Picnic Site	03/10/2024	7.28	1.22
Countrystyle Recycling	Monthly	Rubbish Bin collection	30/09/2024	77.14	12.86
EDF	Monthly	Pop up Power	07/10/2024	10.00	0.50
EDF	Monthly	1A High Street	01/10/2024	119.00	5.95
EDF	Monthly	Streetlights	01/10/2024	288.00	14.40
EDF	Monthly	Allotments buildings	07/10/2024	7.88	0.40
Hugofox	Monthly	Website hosting	26/09/2024	23.99	4.00
MBC NNDR	Monthly	Lenham Cemetery Rates	01/10/2024	60.00	0.00
MBC NNDR	Monthly	Public Conveniences Rates	01/10/2024	103.00	0.00

MBC NDR	Monthly	1A Office Rates	01/10/2024	288.00	0.00
South East Water	Monthly	Cemetery	01/10/2024	3.00	0.00
Service Charge	Monthly	Bank account charges	30/09/2024	31.35	0.00
UK Debt Management Office	6 monthly	PWLB	07/10/2024	5497.00	0.00
Scribe	Monthly	Monthly subscription	01/10/2024	94.80	15.80
Lloyds Bank	Monthly	LPC Debit Card - as per statement and receipts	16/10/2024	292.95	
			<b>TOTAL</b>	6993.55	
<b>Payroll</b>					
HMRC	Monthly	HMRC payment for July	31/10/2024	TBC	0
NEST	Monthly	Pensions	31/10/2024	TBC	0
NEST	One off	Catch up payments	04/10/2024	283.96	0
Staff Wages	Monthly	J Bate, L Westcott & S Newell	31/10/2024	TBC	0
			<b>TOTAL</b>	283.96	
			<b>TOTAL EXPENDITURE</b>	17490.90	
<b>Income - Current Account</b>					
LWFC	Monthly	WPF maintenance fee	10/10/2024	80.80	
<b>Income - Savings Account</b>					
Interest	Quarterly		30/09/2024	7735.64	
			<b>TOTAL INCOME</b>	7816.44	