



Report of the Finance and General Purposes Committee Wednesday 20th April 2022 at 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. M Cockett, D Garland, K Hammond, N Osborne & A Walmsley
James Bate (RFO) & L Westcott (Clerk)

Public Participation:

No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies for absence received and accepted from Cllrs. M Lowe and A Ratcliffe.

2. DECLARATIONS OF INTEREST ON THE AGENDA

None declared.

3. MINUTES FROM F&GP 16th MARCH 2022

The minutes of the F&GP meeting held on 16th March 2022 were agreed as being accurate.

Point to note:

- a. Boundary Commission Consultation – Cllr. J Britt reported that he and Cllr. K Hammond attended the MBC council meeting to present the petition. This was not accepted as it would look like MBC did not agree with their own response. MBC Cllrs. T Sams and J Sams have sent the petition to the Boundary Commission. There will likely be another consultation in June/July.

4. FINANCIAL REPORT (Written report provided by J Bate to Cllrs.)

- a. Banking – 21/22 year end account at £97,460.88 with some bills still to pay.
- b. VAT office have paid £32,433.05 to LPC.
- c. Internal audit has been booked for 31st May to be signed at June LPC meeting with the public information on display from 13th June until 22nd July (30 working days).
- d. Salary award – The National Joint Council has agreed the new rates of pay applicable from 1st April 2021. All agreed to recommend this to full council.
- e. National Insurance Rise – Cllr. J Britt asked what impact this will have.
ACTION J Bate to review the difference.
- f. Donation to RFO laptop – J Bate reported that he had to purchase a new laptop in order to complete his own work plus LPC work. A donation was suggested to be made in November (minute 21/93) and Cllr. M Cockett suggested £240 is reasonable. All agreed this should be recommended to full council.
- g. J Bate reported that as he is now an employee, he is entitled to annual leave which he has not taken. J Bate suggested this could be claimed as overtime at £485.12. All agreed this should be recommended to full council.
- h. Asset Register – L Westcott presented the work completed on the asset register and knowledge base to date, this is still work in progress, but all Cllrs. can have access if they require it.

5. PROJECTS

- a. Toilets – Cllr. J Britt reported that the lease has been received from Halletts via MBC. Cllrs. J Britt and A Walmsley signed the lease with J Bate as witness. One quote for the works has been received, two more are required.
- b. The Cross – Cllr. A Ratcliffe organised a meeting with volunteers who want to be involved in a management group. It was decided to aim for a clean up day in July.
ACTION L Westcott to get an update on the gates and steps timescales.
- c. Sports and Recreation Group – Cllr. A Walmsley reported that the project was on hold until the associated East Lenham Farm planning application has progressed. Cllr. M Lowe proposed at April LPC that 50% of the first payment received from the sale of the land at WPF be set aside to progress the sports and recreation ground when it can progress.
- d. Sale of strip of land at WPF – Cllr. J Britt suggested that LPC use a different Solicitor to deal with the S106 agreement. All agreed to recommend to full council
ACTION Cllr. J Britt to liaise with proposed and former Solicitors.
- e. The Paddocks – Cllr. J Britt has circulated the email from Halletts regarding the S104.
ACTION Cllr. J Britt to reply to email.
- f. Annual Parish Assembly – L Westcott reported that lots of groups have booked a table/display for the assembly and the invitation has been sent on emails, social media, website and in the Lenham Focus.

6. POLLARDING OF THE LIME TREES IN THE SQUARE

Cllr. N Osborne reported that he was unsure if the person who usually pollards the lime trees was still working.
ACTION L Westcott to contact them to discuss best time of year for the works and get a quote if possible.

7. UPDATE ON SECTION 106 & CIL MONIES DUE

Cllr. D Garland reported that we have received a payment from MBC for Baldock Barn (CIL) of £6851.94. There is a pending amount of S106 monies of £204,979 is available.
ACTION J Bate and L Westcott to ensure CIL has been allocated to report to MBC in June.

8. CORRESPONDENCE RECEIVED

- a. L Westcott reported that a consultation has been received from MBC for a street traders licence for the Lenham Market. All in support of this.
- b. Victim Support have requested a donation.
- c. A request has been made to site a plant/seed swap station – this will have to be carefully located and managed to ensure it remains in a good state of repair.
- d. Elmer the Elephant will be on tour in the Library from 9th May to 3rd June.
- e. A response has been received from MBC CEO stating that a meeting will have to be held after 21st May, following the elections and MBC AGM.

9. SUMMARY OF CARRY FORWARD ACTIONS

None

10. SUMMARY OF RECOMMENDATIONS TO COUNCIL

- a. Salary award – The National Joint Council has agreed the new rates of pay applicable from 1st April 2021.
- b. Suggested donation of £240 to RFO laptop
- c. Suggested RFO annual leave taken as overtime at £485.12.
- d. Suggestion that LPC use a different Solicitor to deal with the S106 agreement at WPD.

The meeting closed at 21:40