



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

PRESENT Cllr. J Britt Chair presiding.
Cllrs. P Culver, D Garland, N Osborne, D Turner, A Walmsley and S Newell (Deputy Clerk)

Public Participation:

No public present.

1. APOLOGIES FOR ABSENCE

Apologies received from L Westcott (Clerk) and Cllr. K Hammond.

2. NOMINATIONS FOR SUBSTITUTIONS

Cllr. P Culver is attending in the place of Cllr. K Hammond.

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 27TH JANUARY 2025

The meeting was inquorate so could not proceed. Discussions were held to update attendees on project progress, notes of these discussions were agreed as being accurate.

6. FINANCIAL REPORT

S Newell reported that bank balances at the time of the meeting are as follows:

Current account = £51,919.82 Savings = 1,843,128.29

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

Payment for the nursery planning application has already been made to not delay this progressing
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. Review of Risk Management Policy including financial risk record – S Newell reported the draft policy which needs to be adopted for audit purposes. **ACTION** P Culver to look through and feed back to us before Full Council.

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

S Newell reported no CIL money has been received/ is due and no s106 monies have been applied for.
J Britt requested a breakdown/report of what S106 money we already have.

8. PROJECTS UPDATE

- a. **CCTV** – A Walmsley reported that he had a meeting with Cyber Eye. They have provided some quotes for the CCTV. J Britt advised that a report of all quotes from different companies needs to be created and then we can establish the best option from there.
S Newell advised to try and get this done by the next full council meeting. If not then the next F&GP meeting. Recommendation to full council to repair the camera/cabling for the Maidstone Road carpark camera.
- b. **Replacement Floor at 1A** – S Newell reported floor works had started. Making good progress. Also, that we had received 2 quotes for the new carpet. Will strive to get a third quote.
ACTION S Newell and L Westcott to try and get a third quote.
- c. **Reconfiguration of Public Toilets** – S Newell reported that work is progressing. Not much to update at present.
- d. **Lenham Nursery** – N Osborne reported the Nursery planning application sent. Waiting on validation. Also that we should be gaining support from the Lenham Primary School.
ACTION J Britt to write to the head teacher about this.
- e. **Extension to Maidstone Road Car Park** – J Britt advised a summary of the recent meeting was circulated on talks about the carpark extension. This resulted in a need for some initial investigations and to recommend to full council a portion of the capital budget to undertake these investigations.
ACTION S Newell to find out the remaining length of lease to the carpark.
- f. **Tree Works** – Works Complete at Royton Avenue. Moving onto cemetery works next.

9. CORRESPONDENCE

- a. N Osborne was approached by a member of the public, who asked what the Parish Council's views are on opening a kebab shop in the high street.
- b. S Newell reported a new application for Lenham Market has been submitted and LPC has received the consultation.
- c. S Newell received the first quote for Grounds Maintenance. Looking at getting some others for comparison.

10. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.
- b. Recommended for approval to fix the CCTV camera/cabling in the Maidstone Road Car Park.
- c. Recommended approval for a capital budget for initial investigations at Maidstone Road car park/RB Plant.

The meeting closed at 20.45

Signed as a true record on this day 5th March 2025.....

Chair of the Finance and General Purposes Committee

Appendix A – February Payment list:

FEBRUARY PAY RUN (27/01/25 to 24/02/25)

Name	Frequency	Description	Date	Amount	VAT
Nathan Beale	Monthly	Waste management	31/01/2025	751.00	0.00
DWN Property Services	Monthly	Handyman invoice - work at play parks, office and churchyard	06/02/2025	689.70	0.00
EDF	Monthly	Public Toilets	06/01/2025	134.60	0.00
Gallagher	One off	Insurance increase	11/02/2025	1541.03	0.00
Paul Haselup	One off	WC plumbing repairs	02/02/2025	144.00	24.00
Maidstone Borough Council	One off	Nursery planning application fee	14/02/2025	1226.00	0.00
Salus	Ad hoc	Salus - building control for replacement floor	20/02/2025	1050.00	175.00
SLCC	Monthly	Locum fees	18/02/2025	528.00	88.00
TreePro	Ad hoc	Royton Avenue Tree works	21/02/2025	900.00	150.00
Paul Waring	Quarterly	Grounds Maintenance	27/01/2025	1520.38	253.38
			SUB TOTAL	8484.71	
Direct Debits					
BT	Monthly	1A phone and broadband	19/01/2025	65.41	10.90
Business Stream (Q bill)	Monthly	1A High Street water	03/02/2025	18.41	0.00
Castle Water	Monthly	Picnic Site - in credit		0.00	
Countrystyle Recycling	Monthly	Rubbish Bin collection	31/01/2025	106.90	17.82
EDF	Monthly	Pop up Power (1 the Square)	06/02/2025	10.00	0.50
EDF	Monthly	1A High Street	06/02/2025	119.00	5.95
EDF	Monthly	Streetlights			
EDF	Monthly	Allotments buildings	04/02/2025	8.66	0.41
Hugofox	Monthly	Website hosting	21/01/2025	23.99	4.00
Lloyds Bank	Monthly	LPC Debit Card - as per statement			
MBC NNDR	Monthly	Lenham Cemetery Rates	03/02/2025	60.00	0.00
MBC NNDR	Monthly	Public Conveniences Rates	03/02/2025	103.00	0.00
MBC NNDR	Monthly	1A Office Rates	03/02/2025	288.00	0.00
South East Water	Monthly	Cemetery	03/02/2025	6.00	0.00
Service Charge	Monthly	Bank account charges	31/01/2025	12.00	0.00
Scribe	Monthly	Monthly subscription	01/02/2025	94.80	15.80
			SUB TOTAL	916.17	
Payroll					

HMRC	Monthly	HMRC payment	28/02/2025	1355.68	0.00
NEST	Monthly	Pensions	28/02/2025	1040.46	0.00
Staff Wages	Monthly	L Westcott & S Newell	28/02/2025	4447.77	0.00
			SUB TOTAL	6843.91	0.00
			TOTAL EXPENDITURE	16244.79	
Income - Current Account					
Frank Bradshaw	One off	Payment for print of REME photo	14/02/20225	25.50	
			TOTAL INCOME	25.50	0.00