



## Report of the Finance and General Purposes Committee Wednesday 28<sup>th</sup> May 2025 7:30pm

**PRESENT** Cllr. J Britt Chair presiding.  
Cllrs. D Garland, N Osborne, A Ratcliffe D Turner & A Walmsley  
S Newell (Deputy Clerk & RFO)

**Public Participation:**  
No public present.

### 1. APOLOGIES FOR ABSENCE

Apologies received from Cllr. K Hammond.

### 2. NOMINATIONS FOR SUBSTITUTIONS

None.

### 3. DECLARATIONS OF INTEREST ON THE AGENDA

Cllr. N Osborne declared an interest for Lenham Nursery.

Cllr. A Ratcliffe declared an interest on payments for A Ratcliffe Services.

### 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 23<sup>rd</sup> APRIL 2025

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

**ACTION** Carried over from last month – L Westcott to transfer 50% of the precept to the savings account.

### 6. FINANCIAL REPORT

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

Current account = £330,899.53      Savings = £1,854,620.25

- a. **Review payment list** - All transactions are presented in Appendix A.  
All agreed for recommend payments to be made to full council.  
Cllrs. D Garland and N Osbourne reviewed the invoices.
- 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. **Initial update from audit** – Cllr. J Britt gave an update from the latest audit report. This was a successful outcome and passed all the requirements needed.

To note for next audit – there will be checks made on correct use of email addresses and website to be either .org or .gov. This is already in place but to remind all Cllr's and officers to use council emails provided.

Also, we were reminded of the S137 spending limits. £11.10 per elector (£32,700.60 for Lenham). It was agreed that ahead of the next interim audit a Capital Grants Policy to be drafted for discussion.

**ACTION** S Newell to start the draft of policy.

Next interim audit is booked for Thursday 16<sup>th</sup> October 2025.

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

For noting: S Newell reported that two amounts of S106 money have been approved and received from MBC.

First amount for Cherry Close Play Area = £51,597.85

Second amount for Ham Lane Play Area = £118,424.06

No CIL money applied for or due.

## **8. PROJECTS UPDATE**

- a. **CCTV** – Cllr D. Garland gave an explanation on report for Wi-Fi and CCTV. The aim is to provide a revised report with the following included to full council:

What current systems are in place?

What currently works and what doesn't?

What is proposed as a replacement including set up and ongoing cost.

**ACTION** S Newell to pursue enquiries on how much a phone line will cost to be put in to service the door payment system.

**ACTION** S Newell to speak with the church about there new payment system and how it works regarding Wi-Fi / phone line.

- b. **Replacement Floor at 1A** – S Newell reported that the decorating of the downstairs in 1A is progressing well. The aim is for it to be finished by early next week (w/c 02/06).

Desks to be made over the preceding weekend.

The final finishing touches and move from upstairs back downstairs by the end of play 6<sup>th</sup> June.

- c. **Reconfiguration of Public Toilets** – Cllr. A Ratcliffe ran through report of works so far – report circulated with additional recommendations (see below)

- **Recommendation to full council: agree to fund the installation of a roller shutter door. (This is an additional cost on top of the toilet quotes) at £3750.00 + VAT**
- **Recommendation to full council: agree to fund the partial tiling of the three toilet cubicles at £1565 + VAT**

**ACTION** A Ratcliffe & L Westcott to arrange clematis pruning with neighbour of toilets.

A discussion took place regarding the colour the doors will be for the toilets. A decision was made on 'Signal Blue'.

Another discussion was had about costs of use for the toilet and cleaning for when complete.

Further discussions to be had.

- d. **Lenham Nursery** – S Newell reported that there had been an email received with conditions. Cllr. A Ratcliffe and Cllr. N Osbourne said they will look at these and report back with response. Nothing more to report.

- e. **Playpark Refurbishment** – S Newell reported that we are still waiting for start dates for both parks to go ahead with the work. But as above the money has been received from S106 and also approval of using capital for the top up. Will send out an update to all with breakdown of costs and start dates/times when received.

- f. **Extension of Maidstone Rd car park – allocation of initial works** – J Britt reported that quotes have been accepted, and initial works will be taken to see if project is viable before going ahead.

g. **Maidstone Road Car park Drainage Quotes** – S Newell reported 3 quotes had been obtained for the drainage in the car park.

- **Recommended to full council to go ahead with quote from CSG at a cost of £762.86. (this is the cheapest quote)**

## 9. CORRESPONDENCE

- a. Cllr. D Garland asked on behalf of the Meadows trust if we can sell duck food at the parish office.  
**ACTION** To be recommended to full council for approval.
- b. Cllr. A Ratcliffe received an email about the REME Memorial plaque in the Lenham Cemetery that has further errors on it. This has already been amended once at the cost of REME. Is this something that the Parish can fund and/or contribute to this time round.  
**ACTION** Cllr. A Ratcliffe to get a cost to bring to Full Council for approval.

## 10. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6a.
- b. Recommendation to full council to choose the roller shutter door for toilet store cupboard.
- c. Recommendation to full council to go ahead with quote from CSG for carpark drainage.
- d. Recommendation to full council to approve selling duck food at the office on behalf of Lenham Meadows Trust.

**The meeting closed at 21:15**

Signed as a true record on this day 4<sup>th</sup> June 2025.....

Chair of the Finance and General Purposes Committee

## Appendix A – May Payment list:

### MAY PAY RUN (23/04/25 to 23/05/25)

Name	Frequency	Description	Invoice Date	Amount	VAT
Amazon	ad hoc	White card - debit card	29/04/2025	10.98	1.83
Amazon	ad hoc	Litter Pickers - debit card	29/04/2025	23.32	3.88
Amazon	ad hoc	Office Blind	23/05/2025	23.51	3.92
Audey Ratcliffe	ad hoc	Wine for Annual Parish Meeting / refreshemnts for VE80	06/05 & 12/05	63.24	
Audrey Ratcliffe	ad hoc	Annual Parish Meeting Food	04/05/2025	250.00	
CPS Management Services	ad hoc	Skate ramp repair	09/05/2025	1296.00	216.00
Down to Earth	Monthly	Grass cutting - St Mary's churchyard & weeding boarders	30/04/2025	980.00	
EDF	Monthly	Wc's Electiricty	17/05/2025	43.30	
JK Construction	ad hoc	Healthmatic Doors	02/05/2025	21073.50	3512.25
Lenham Community Centre	Monthly	Room hire	22/04/2025	204.00	
Nathan Beale	Monthly	Waste Management	30/04/2025	788.51	0.00
Orchids	ad hoc	Rental of mugs and Urn for VE80	20/05/2025	26.75	
Paul Waring	Quarterly	Mowing Field with tractor - William Pitt Field	13/05/2025	205.49	34.25
Printerland	ad hoc	Toner cartridges	15/05/2025	326.02	54.34
Safeplay	Bi-monthly	Play area inspections	30/04/2025	180.00	30.00
Sainsburys	ad hoc	Easter eggs - debit card	11/04/2025	88.12	
St Mary's Church. Lenham	6 monthly	Churchyard floodlights	15/04/2025	94.29	
Streetlights	6 monthly	Street Light maintenace	04/05/2025	419.33	69.89
Topworktops	ad hoc	Office 'desks'	09/05/2025	477.00	79.50
UK Debt Management Office	Monthly	Loan repayment	08/04/2025	5461.50	
JK Construction	ad hoc	Interim Payment for Lenham Toilets	28/05/2025	33708.69	5618.12
<b>Direct Debits</b>					
BT	Monthly	1A phone and broadband	19/04/2025	70.92	11.82
Castlewater (account in credit)	Monthly	Toilets	07/05/2025	0.00	
Castlewater	Monthly	1a Waste water	03/04/2025	18.41	
Countrystyle recyling	Monthly	Rubbish bin collection	30/04/2025	116.58	19.43
EDF		Unmetered Supply Streetlights ocotebr '24-April '25	01/05/2025	3488.14	20.52
Hugo Fox	Monthly	Website Subsription	21/04/2025	23.99	4.00

