



Report of the Finance and General Purposes Committee Wednesday 23rd April 2025 7:30pm

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

Public Participation:

No public present.

1. APOLOGIES FOR ABSENCE

No apologies received.

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 were determined as confidential.

5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON MONDAY 24th MARCH 2025

The notes of the F&GP meeting held on 24th March were agreed as being accurate.

Cllr. J Britt will contact CCLA to invite them to the next F&GP.

KCC has confirmed they own the steps up to the gate at Cherry Downs picnic site. Cllr. N Osborne will report the hazard to KCC.

6. FINANCIAL REPORT

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

Current account = £248,800.32 Savings = £1,854,620.25

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

All agreed to recommend payments be made to full council plus transfer of half of the precept to the savings account.

Cllrs. D Garland and A Walmsley 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. To receive the annual report for 24/25 – L Westcott presented the annual report for 24/25. All agreed the format was good. Some suggestions were made to the text.

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

L Westcott reported no CIL money has been received.

MBC has approved the use of s106 funds of £118,000 towards the refurbishment of Ham Lane play park.

8. PLAY PARK REFURBISHMENTS

L Westcott reported on additions and changes made to the proposed plans for the play park. Due to increasing the wet pour surface, the budget will go up. All agreed to recommend making up for the shortfall with LPC capital money, details will be provided to full council.

9. TO CONSIDER GRANT APPLICATION FROM ST MARY'S CHURCH FOR THE PROPOSED COMMUNITY HUB PROJECT

L Westcott reported that the application is for £53,000 which is over the grant budget allocation for the whole of 25/26 despite this being increased significantly. Cllr. J Britt stated that it will be best to meet the project team to discuss.

ACTION L Westcott to organise a meeting.

10. TO CONSIDER LENHAM WANDERERS FOOTBALL CLUB BUSINESS PLAN AND PROPOSAL

Cllr. J Britt reported on the proposed plan from LWFC. This is more of a wish list rather than a business plan. L Westcott reported that LWFC have requested a meeting and we are waiting for them to confirm date and time.

ACTION Cllr. N Osborne will organise a trip to see Biddenden's recreation ground.

11. PROJECTS UPDATE

- a. **CCTV** – Cllr. D Garland reported that he is attending a meeting tomorrow with Cllr. J Murray.
- b. **Replacement Floor at 1A** – L Westcott reported that this has been finished and we are awaiting decoration and a new desk.
- c. **Reconfiguration of Public Toilets** – Cllr. D Garland reported on the building inspector visit. Demolition is ongoing and the doors are being measured next week.
- d. **Lenham Nursery** – Cllr. N Osborne reported that the planning decision is due on 18th May.

12. CORRESPONDENCE

- a. Cllr. A Walmsley reported on the land registry charge consultation for the WPF, the map appears to be incorrect.
ACTION Cllr. J Britt will contact the solicitor to get advice
- b. Cllr. J Britt reported that the Lenham market would like to set up a new committee, this needs connectivity with residents in Lenham and mirror the previous arrangement. Cllrs. D Turner and K Hammond expressed an interest in being involved. **ACTION** Cllr. J Britt to email market managers.

13. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6a.
- b. Recommend using capital funds to make up for shortfall for play park projects.

The meeting closed at 22:00

Signed as a true record on this day 7th May 2025.....

Chair of the Finance and General Purposes Committee

Appendix A – April Payment list:

APRIL PAY RUN (24/03/25 to 23/04/25)

Name	Frequency	Description	Invoice Date	Amount	VAT
Audrey Ratcliffe Services	One off	Furniture for office (1A High Street)	25/04/2025	150.00	
Nathan Beale	Monthly	Waste Management	31/03/2025	781.00	0.00
Paul Culver	One off	Reimbursement - padlock for gates at the Cross	05/04/2025	66.00	
Down to Earth	Monthly	Grass cutting - St Mary's churchyard	25/03/2025	190.00	
Hopkins	One off	LPC contribution to Lenham Community Centre Defibrillator	24/04/2025	1200.00	200.00
JK Construction	Ad hoc	1A floor replacement	23/04/2025	26064.00	4344.00
JK Construction	Ad hoc	Public toilet refurbishment	23/04/2025	33205.59	5534.26
KALC	One off	CiLCA training - L Westcott	28/03/2025	360.00	60.00
Lenham Community Centre	Monthly	Meeting room bookings	31/03/2025	128.00	
Sarah Newell	One off	Reimbursement - Easter Eggs for Lenham Easter trail	28/03/2025	42.50	
Nick Osborne	One off	Reimbursement - rubbish removal from Lock Up (Anyjunk Limited)	04/04/2025	80.98	
Salus	One off	Salus - building control for public toilet refurbishment, stage 2	17/04/2025	1050.00	
SLCC	Annual	L Westcott Annual subscription to SLCC	17/04/2025	300.00	175.00
SLCC	One off	CiLCA registration for June intake - L Westcott	30/04/2025	450.00	
St Mary's Church	6 monthly	Churchyard electricity	15/04/2025	94.29	
Paul Waring	Monthly	WPF maintenance	31/03/2025	331.44	55.24
Paul Waring	Quarterly	LPC grounds maintenance	31/03/2025	926.22	154.37
			TOTAL	65420.02	
Direct Debits					
BT	Monthly	1A phone and broadband	19/03/2025	74.05	12.34
Business Stream (Q bill)	Monthly	1A High Street water	03/03/2025	18.41	
Castle Water	Monthly	Picnic Site	09/04/2025	0.00	
Countrystyle Recycling	Monthly	Rubbish Bin collection	31/03/2025	100.90	16.82
EDF	Monthly	Pop up Power (1 the Square)	07/04/2025	10.00	
EDF	Monthly	1A High Street	07/04/2025	188.88	
EDF	Monthly	Streetlights			
EDF	Monthly	Allotments buildings	06/03/2025	8.14	
Hugofox	Monthly	Website hosting	21/03/2025	23.99	4.00
ICO	Annual	Information Commissioner's Office - Data Protection Fee	17/04/2025	47.00	
Lloyds Bank	Monthly	LPC Debit Card - as per statement	16/04/2025	87.36	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	28/02/2025	58.80	

MBC NNDR	Monthly	Public Conveniences Rates (12 months)	28/02/2025	102.03	
MBC NNDR	Monthly	1A Office Rates	28/02/2025	293.20	
South East Water	Monthly	Cemetery	03/03/2025	6.00	
Service Charge	Monthly	Bank account charges	31/03/2025	10.05	
Scribe	Monthly	Monthly subscription	01/04/2025	94.80	15.80
			TOTAL	1123.61	
Payroll					
HMRC	Monthly	HMRC payment	30/04/2025	1743.50	0.00
NEST	Monthly	Pensions	30/04/2025	1040.46	0.00
Staff Wages	Monthly	L Westcott & S Newell	30/04/2025	4209.77	0.00
			TOTAL	6993.73	0.00
			TOTAL EXPENDITURE	73537.36	
Income - Current Account					
HMRC	Quarterly	VAT refund for Q3	25/03/2025	2210.78	
AW Court	Ad hoc	Cemetery Fees - interment of ashes	27/03/2025	75.00	
Member of public	One off	Cemetery Fees - reservation of grave	28/03/2025	450.00	
Maidstone Borough Council	Annual	Precept receipt	04/04/2025	232450.05	
			TOTAL INCOME	235185.83	