



## Report of the Finance and General Purposes Committee Monday 23<sup>rd</sup> September 2024 7:30pm

**PRESENT** Cllr. J Britt Chairman presiding.  
Cllrs. D Garland, K Hammond, N Osborne & A Walmsley  
L Westcott (clerk)

**Public Participation:**

No public present.

**1. APOLOGIES FOR ABSENCE**

Apologies received from J Bate RFO and Cllrs. 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 and Lenham Community Centre.

Cllr. K Hammond declared an interest in Lenham Community Centre.

**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 28<sup>th</sup> AUGUST 2024**

The minutes of the F&GP meeting held on 28<sup>th</sup> August were agreed as being accurate. Points to note:

- a. L Westcott reported that an account with Fixings Warehouse is being organised.
- b. L Westcott has sent off the forms to change the bank mandate, once sorted, the log in for Cllr. K Hammond will be set up.

**6. FINANCIAL REPORT**

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

Current account = £35,559.91 Savings = £1,116,010.62

Cllr. J Britt and L Westcott attended the KALC Finance Conference and made contact with CCLA who will be invited to a future meeting.

- 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.  
All agreed to recommend transfer of £75,000 from savings to current account.
- b. Bank Reconciliation Report - L Westcott presented the bank reconciliation reports for August. These were agreed by the committee and the chair signed a copy for file. Cllrs. requested that a budget report be kept alongside the bank reconciliation.
- c. External Audit – L Westcott has liaised with the external auditor. Six out of ten figures input on the AGAR are incorrect. L Westcott has spent time calculating the new figures and answering questions raised. The locum will check through all the information prior to submission to external auditor.
- d. Scribe accounting software – L Westcott presented the Scribe software on the screen.
- e. Draft Financial Regulations – Cllr. J Britt proposed some changes, all agreed and recommended approval at full council. Cllr. K Hammond requested a reporting schedule and a list of cllrs. nominated to review accounts, this can be reviewed at the annual council meeting.

**ACTION** L Westcott to draft a reporting schedule.

**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.

**8. TO UPDATE ON WPF WORKS AND CONSIDER A REQUEST FOR A MEETING FROM LWFC**

Cllr. A Walmsley reported that the fencing needs to be installed and there have been issues with the generator. Cllrs. J Britt, A Walmsley and A Ratcliffe will attend the meeting with LWFC, L Westcott is liaising with LWFC to find a suitable time.

**9. TO CONSIDER GRANT APPLICATION FROM LENHAM COMMUNITY CENTRE**

Cllrs. N Osborne and K Hammond declared an interest in this item as trustees of the community centre. All other Cllrs. agreed to recommend the grant for approval at full council.

**10. PROJECTS UPDATE**

- a. Reconfiguration of the public toilets – Cllr. D Garland reported that a detailed budget has been requested from the chosen contractor. The planning application is currently out for consultation.
- b. Replacement Floor at 1A – Cllr. D Garland reported that two quotes have been received and a third is due. Cllr. A Ratcliffe is submitting the LBC application to MBC.
- c. Lenham Nursery – Cllr. N Osborne reported that there is a meeting to discuss the layout on 10<sup>th</sup> October and another meeting being planned for end of October to discuss ownership.

**11. CORRESPONDENCE**

- a. L Westcott reported on correspondence received about land in Croft Gardens fenced off by a resident. Another resident has questioned their right to do so and asked who owns it. Cllr. N Osborne volunteered to establish the exact location of land.

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

- a. Authorisation of payments as detailed in item 6.
- b. Recommend transfer of £75,000 from savings to current account.
- c. Recommend approval of Financial Regulations.
- d. Recommend approval of Lenham Community Centre grant.

**The meeting closed at 22:05**

Signed as a true record on this day 2<sup>nd</sup> October 2024.....

Chair of the Finance and General Purposes Committee

**Appendix A – September Payment list:**

<b>SEPTEMBER PAY RUN (28/8/24 to 23/9/24)</b>					
<b>Name</b>	<b>Frequency</b>	<b>Description</b>	<b>Date</b>	<b>Amount</b>	<b>VAT</b>
Nathan Beale	Monthly	Waste management	31/08/2024	877.50	0.00
Down to Earth	Monthly	Churchyard grass cutting	31/08/2024	760.00	0.00
DWN Property Services	Monthly	Handyman invoice - work at cemetery, Picnic site, WCs and 1A	04/09/2024	594.13	0.00
EDF	Monthly	Public Toilets Electricity	09/09/2024	154.39	7.72
Gallagher	Annual	Insurance Policy Renewal	27/08/2024	3547.59	0.00
Peter Goodwin	Ad hoc	Replacement planter at Honywood Wood	23/09/2024	690.00	0.00
Safeplay	Bi monthly	Bi monthly play park inspections	12/09/2024	178.20	29.70
Serv	One off	REME event assistance donation fee (due to be paid in July, but only just received the bank info)	17/09//2024	100.00	0.00
SLCC	Ad hoc	ILCA Training for Sarah	09/09/2024	144.00	24.00
SLCC	Monthly	LCC Locum fees	17/09/2024	1248.00	208.00
Paul Waring	Monthly	WPF grass cutting	16/09/2024	96.96	16.16
			<b>TOTAL</b>	8390.77	285.58
<b>Direct Debits</b>					
BT	Monthly	1A phone and broadband	19/08/2024	85.44	14.24
<b>Business Stream</b>	<b>Monthly</b>	<b>1A High Street water bills</b>	<b>02/09/2024</b>	<b>17.04</b>	<b>0.00</b>
Castle Water	Monthly	Picnic Site	04/09/2024	7.51	0.00
Countrystyle Recycling	Monthly	Rubbish Bin collection	31/08/2024	84.34	14.06
EDF	Monthly	Pop up Power	09/09/2024	10.00	0.50
EDF	Monthly	1A High Street	09/09/2024	119.00	5.95
EDF	Monthly	Streetlights	02/09/2024	425.15	20.25
EDF	Monthly	Allotments buildings	09/09/2024	8.14	0.39
Hugofox (Go cardless)	Monthly	Website hosting	26/08/2024	23.99	4.00
Lloyds Bank	Monthly	LPC Debit Card - as per statement	16/09/2024	234.39	11.67
<b>MBC NNDR</b>	<b>Monthly</b>	<b>Lenham Cemetery Rates</b>	<b>02/09/2024</b>	<b>60.00</b>	
<b>MBC NNDR</b>	<b>Monthly</b>	<b>Public Conveniences Rates</b>	<b>02/09/2024</b>	<b>103.00</b>	
<b>MBC NNDR</b>	<b>Monthly</b>	<b>1A Office Rates</b>	<b>02/09/2024</b>	<b>288.00</b>	
<b>South East Water</b>	<b>Monthly</b>	<b>Cemetery</b>	<b>02/09/2024</b>	<b>3.00</b>	
Scribe	Monthly	Monthly subscription	01/09/2024	94.80	15.80
			<b>TOTAL</b>	1563.80	86.86

<b>Payroll</b>					
HMRC	Monthly	HMRC payment for September	31/08/2024	929.76	
NEST	Monthly	Pensions	31/08/2024	243.86	
September Staff Wages	Monthly	J Bate, L Westcott & S Newell	31/08/2024	4356.65	
			<b>TOTAL</b>	5530.27	
			<b>TOTAL EXPENDITURE</b>	15484.84	