



Report of the Finance and General Purposes Committee Monday 24th June 2024 7:30pm

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

Public Participation:
No public present.

1. APOLOGIES FOR ABSENCE

Apologies received from Cllr. D Turner and J Bate RFO.

2. NOMINATIONS FOR SUBSTITUTIONS

There were none.

3. DECLARATIONS OF INTEREST ON THE AGENDA

None declared.

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 20th MAY 2024

The minutes of the F&GP meeting held on 20th May were agreed as being accurate.

6. FINANCIAL REPORT

L Westcott reported that bank balances at the time of meeting: current account = £79,475.21 and savings = £1,109,030.76

- a. Review payment list for June for recommendation to full council presented in Appendix A.
All agreed to recommend approval of payments.

ACTION Recommend approval at LPC to make payments.

- b. Actions following internal audit.

L Westcott reported that J Bate is signed off sick. The internal audit has been completed and the discussions held were summarised - a report will be sent. The external audit forms need to be sent by 30th June, L Westcott will look at completing these. L Westcott has not been sent the instruction email from the external auditors, a question was raised on whether J Bate's emails could be accessed to retrieve this.

ACTION Cllr. J Britt to explore if email access is possible.

Cllrs. agreed that a full bank audit should be completed. Cllr. J Murray has a contact this could be discussed with to understand the process, how long it would take and how much it could cost.

ACTION L Westcott to discuss with Cllr. J Murray if this can be explored further.

It was discussed whether payroll should be outsourced, all agreed to get a quote.

ACTION L Westcott to get a quote from an accountant.

Cllr. J Britt has contacted SLCC regarding a potential Locum to cover the RFO work, they may also be able to help with payroll or set this up to move forward. All agreed to gather information for LPC.

ACTION Cllr. J Britt to find out more information.

L Westcott reported that the deputy clerk interviews will take place this Thursday, Cllr. N Osborne will attend and Cllr. J Britt also offered to attend.

c. To review accounting software

L Westcott has access to more of Quickbooks and Cllr. J Murray has offered to review it and assist with a download of the data. L Westcott summarised the benefits of Scribe, all cllrs. are keen for more information on how data can be moved across from Quickbooks.

ACTION L Westcott to contact Scribe for more information and to get an updated quote.

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 CONSIDER OPTIONS FOR CCTV

Cllr. A Walmsley presented the options for upgrading the CCTV. For the Square the first quote is £13,850.40 but power will still be required from the Chequers Fish Bar. Cllrs. agreed to get a quote to move cameras to lampposts to future proof the investment.

The quote for the WPF is £3016.80 – this can be tied into the works in the Square.

The quote for an alarm and fire alarm service at 1A is £300 – all agreed to recommend this for approval at LPC. **ACTION** L Westcott to get a quote for monitoring the office alarm.

9. TO CONSIDER QUOTES FOR SITE CLEARANCE AT ALLOTMENTS FOR NURSERY BUILD

Cllr. N Osborne summarised the quote received for site clearance for £13,670, this includes removal of the asbestos and the spoil lumps. Another quote is being sought. Cllr. A Ratcliffe suggested that dust monitors be installed during the works to monitor potential dust during the works.

10. TO CONSIDER GRANT APPLICATION FROM THE HAM LANE ALLOTMENT ASSOCIATIONS FOR £540

All agreed to recommend the grant for approval at full council.

11. PROJECTS UPDATE TO INCLUDE:

a. WCs – Cllr. J Britt reported that this can move forward with an application for permitted development.

ACTION Cllr. A Ratcliffe to review the form and requirements.

b. Update on Maidstone Road car park extension – discussions about the heads of terms.

c. Planters – Cllr. D Garland has received a quote for replacing the Honeywood Road planter for £690, this will be recommended to LPC.

d. William Pitt Field – an agreement on the surface is required and the layout is still being questioned by Vistry despite LPC sending the relevant information.

ACTION Cllr. A Ratcliffe will liaise with Vistry.

12. CORRESPONDENCE

a. L Westcott reported that lots of emails and people have said thank you for the REME event. Cllr. J Britt suggested a thank you event be held for volunteers. Cllr. A Ratcliffe suggested some formal lanyards and pop ups for LPC would be useful for future events.

ACTION L Westcott to get quotes for lanyards and pop ups.

b. L Westcott has received a grant application from the cricket club for £1000, all agreed they would like this approved, it will be included on the LPC agenda.

13. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

a. Authorisation of payments as detailed in item 6.

b. Recommend approval at LPC to accept grant application form from HLAA for £540.

c. Recommend approval at LPC to accept grant application form from the cricket club for £1000.

d. Recommend approval at LPC for replacement planter for £690.

The meeting closed at 21:50

Signed as a true record on this day 3rd July 2024.....

Chairman of the Finance and General Purposes Committee

Appendix A

June Payment list:

Name	Frequency	Description	Date	Amount
Affordable Scaffolding	One off	Scaffolding for REME carving in cemetery	16/06/2024	420.00
Nathan Beale	Monthly	Waste management	31/05/2024	735.00
Coolings	6 monthly	Summer bedding geraniums	23/06/2024	630.00
CPS Management Services	Annually	Skate Ramp Annual Inspection	24/06/2024	264.00
EDF	Monthly	WCs electricity	05/06/2024	16.28
Down to Earth	Monthly	Church grass, High Street borders, tree base clearance	31/05/2024	380.00
DWN Property Services	Monthly	Handyman work (picnic site works, and village jobs)	23/06/2024	440.00
Peter Goodwin	One off	Lenham Square Notice Board	24/06/2024	456.00
Medway Insulations	One off	Asbestos survey at WCs	05/06/2024	438.00
PMC Planning	One off	Warren Lands planning work	26/05/2024	2400.00
Paul Waring	Monthly	Mowing WPF field with tractor and gang mower x3	12/06/2024	290.88
			TOTAL	6470.16
Direct Debits				
BT	Monthly	1A phone and broadband	03/06/2024	81.12
Countrystyle Recycling	Monthly	Rubbish Bin collection	30/05/2024	98.82
EDF	Monthly	Pop up Power	03/06/2024	10.00
EDF	Monthly	1A High Street?	03/06/2024	119.00
EDF	Monthly	Streetlights	24/06/2024	440.86
Hugofox	Monthly	Website hosting	18/06/2024	23.99
Lloyds Bank	Monthly	LPC Debit Card - as per statement (framing of scroll, wreaths and poppy crosses)	17/06/2024	235.96
MBC NNDR	Monthly	Lenham Cemetery Rates	03/06/2024	60.00
MBC NNDR	Monthly	Public Conveniences Rates	03/06/2024	103.00
MBC NNDR	Monthly	1A Office Rates	03/06/2024	288.00
South East Water	Monthly	1A Office Water	03/06/2024	79.00
South East Water	Monthly	Cemetery	03/06/2024	3.00
			TOTAL	1542.75
Payroll				
HMRC	Monthly	HMRC payment	30/06/2024	489.10
NEST	Monthly	Pensions	30/06/2024	190.22
Staff Wages	Monthly	J Bate and L Westcott	30/06/2024	3159.46
			TOTAL	3838.78
			FULL TOTAL	11851.69