



**Report of the Finance and General Purposes Committee**  
Monday 27<sup>th</sup> January 2025 7:30pm

Noted that we are not quorate. Only brief discussions were held.

**PRESENT** Cllr. J Britt Chairman presiding.  
Cllrs. D Garland, N Osborne, S Newell (Deputy Clerk)

**Public Participation:**

No public present.

**1. APOLOGIES FOR ABSENCE**

Apologies received from L Westcott (Clerk) and Cllrs. K Hammond, A Walmsley and D Turner.

**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 16<sup>TH</sup> DECEMBER 2024**

The minutes of the F&GP meeting held on 16<sup>th</sup> December 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 = £65,378.36      Savings = 1,843,128.29

S Newell reported updates on the new Payroll system going into place on the 1<sup>st</sup> February.

- a. Review payment list - All transactions are presented in Appendix A.
- b. Bank Reconciliation Report – This was noted and a new way of processing the bank recs. This will be discussed at Full Council in February.
- c. Internal audit report – This was noted and will be discussed at Full Council in February.

**7. TO REVIEW FEES FOR THE CEMETERY AND ALLOTMENTS**

This was briefly discussed and will be discussed and recommended at full council.

D.Garland asked about any effects to Grave Digger Costs due to rise in NI in April. S.Newell to find out and report back.

**8. 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.

N.Osborne asked when CIL money is due from Abbey Homes. S.Newell to find out and report back.

**9. PROJECTS UPDATE**

- a. CCTV – Meeting coming up on 17<sup>th</sup> February.
  - To get a 3<sup>rd</sup> quote.
  - Advised to get a report together for next F&GP meeting (scheduled for 24<sup>th</sup> February) to collate all information and be taken to full council.
- b. Replacement Floor at 1A – No reply about date to commence work. D.Garland to chase building company.
- c. Reconfiguration of Public Toilets – No reply about date to commence work. D.Garland to chase building company.
- d. Lenham Nursery – N.Osbourne reported that application nearly at completion. Hoping to be complete by 11<sup>th</sup> February.  
Would like to appoint a project manager for this build. To look into getting a specification to give to potential project manager.
- e. Maidstone Road Car Park –D.Garland reported on inspection he had taken. Things to note and discuss at full council meeting. 1 – repair panel in road of car park. 2 – Start getting quotes for clearing the drains. 3- Sourcing a new bin to attach to abandoned pole left by MBC.

**10. CORRESPONDENCE**

- KALC event on devolution on the 17<sup>th</sup> February
- New NALC Good Cllrs Guide for Finance.
- MOP requesting tree survey (adjacent to car park)

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

None, due to meeting not being quorate.

**The meeting closed at 20.33**

Signed as a true record on this day 3<sup>rd</sup> February 2025.....

Chair of the Finance and General Purposes Committee

## Appendix A – January Payment list:

### JANUARY PAY RUN (16/12/24 to 27/01/25)

Name	Frequency	Description	Date	Amount	VAT
Nathan Beale	Monthly	Waste management	31/12/2024	751.00	0.00
Down to Earth	Monthly	Cemetery Yew tree trim	31/12/2024	80.00	0.00
EDF	Monthly	Public Toilets	06/01/2025	44.90	2.14
Forvis Mazars	Annually	External Audit fee	07/01/2025	2568.00	428.00
Lenham Community Centre	Quarterly	Room booking fees	22/12/2024	295.00	0.00
Mulberry Local Authority Services	Bi annual	Interim Internal Audit	09/01/2025	364.44	60.24
Play Inspection Company	Annually	Annual (independent) Inspection of play parks	17/01/2025	324.90	54.15
Safeplay	Bi monthly	Bi monthly play park inspections	19/12/2024	178.20	148.50
Paul Waring	Monthly	WPF maintenance	23/01/2025	495.80	82.63
<b>Paid but not on January list:</b>					
Joe Blooms Biodiversity made simple	One off	BNG application fee to support nursery planning application	03/01/2025	495.00	82.50
			<b>TOTAL</b>	5597.24	
<b>Direct Debits</b>					
BT	Monthly	1A phone and broadband	19/12/2024	89.89	14.98
Business Stream (Q bill)	Monthly	1A High Street water	02/01/2025	18.41	0.00
Castle Water	Monthly	Picnic Site (account in credit)	07/01/2025	0.00	
Countrystyle Recycling	Monthly	Rubbish Bin collection	31/12/2024	106.02	17.67
EDF	Monthly	Pop up Power (1 the Square)	06/01/2025	10.00	0.50
EDF	Monthly	1A High Street	06/01/2025	119.00	5.95
EDF	Monthly	Streetlights			
EDF	Monthly	Allotments buildings (st Johns Ambulance)	06/01/2025	8.14	0.39
Hugofox	Monthly	Website hosting	21/12/2024	23.99	4.00
<b>MBC NNDR</b>	<b>Monthly</b>	<b>Lenham Cemetery Rates</b>	<b>03/01/2025</b>	<b>60.00</b>	
<b>MBC NNDR</b>	<b>Monthly</b>	<b>Public Conveniences Rates</b>	<b>03/01/2025</b>	<b>103.00</b>	
<b>MBC NNDR</b>	<b>Monthly</b>	<b>1A Office Rates</b>	<b>03/01/2025</b>	<b>288.00</b>	
<b>South East Water</b>	<b>Monthly</b>	<b>Cemetery</b>	<b>02/01/2025</b>	<b>6.00</b>	<b>3.00</b>
<b>Service Charge</b>	<b>Monthly</b>	<b>Bank account charges</b>	<b>31/12/2024</b>	<b>11.55</b>	<b>0.00</b>
Scribe	Monthly	Monthly subscription for accounting software	01/10/2024	94.80	15.80
Lloyds Bank	Monthly	LPC Debit Card - as per statement	16/01/2025	168.34	
			<b>TOTAL</b>	1107.14	

<b>Payroll</b>					
HMRC	Monthly	HMRC payment for December	31/01/2025	TBC	0.00
NEST	Monthly	Pensions	31/01/2025	TBC	0.00
Staff Wages	Monthly	J Bate, L Westcott & S Newell	31/01/2025	TBC	0.00
			<b>TOTAL</b>	TBC	0.00
			<b>TOTAL EXPENDITURE</b>	6704.38	
<b>Income - Current Account</b>					
Cemetery Fees (AW Court)	Ad hoc	New plot and burial fee	07/01/2025	900.00	0.00
Cemetery Fees (Birds)	Ad hoc	Burial fee	23/01/2025	450.00	
VAT Refund	Ad hoc	Historic VAT refund claim (October 2023 - March 2024)	22/01/2025	9887.20	
<b>Income - Savings Account</b>					
Interest	Quarterly	Savings Account	31/12/2024	7035.03	
Countryside/Vistry via Thomson Snell & Passmore	Last payment	Sale of strip of land at the WPF (second payment)	03/01/2025	787347.00	
			<b>TOTAL INCOME</b>	805619.23	0.00