



Report of the Finance and General Purposes Committee Wednesday 15th February 2023 at 7:30pm

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

Public Participation:

No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from J Bate (RFO).

2. DECLARATIONS OF INTEREST ON THE AGENDA

No declarations received.

3. MINUTES FROM F&GP 18th JANUARY 2023

The minutes of the F&GP meeting held on 18th January 2023 were agreed as being accurate.

4. FINANCIAL REPORT (by RFO J Bate read by L Westcott)

- a. Bank balance currently at **£134,806.00**.
- b. Emergency payments authorised:
 - i. Arrow Valves - £121.56 – This is for the parts to fix the cemetery tap.
 - ii. Mrs Twyman - £75.00 – This is a refund for an error made for a reserved plot.
- c. J Bate has been working on assigning budget codes to budget line items. He has prepared documents:
 - i. **LPC budget Line-Item reference**
 - ii. **LPC account code 2022-23 examples** based on the 23-34 line items.
 - iii. **LPC Bills to Pay January payment run** as an example.
 - iv. **Financial standing orders** based on NALC's suggested proforma.

This is the first draft of these documents and suggestions are welcome. Once agreed they will be used as a template for the 23/24 budget.

ACTION L Westcott to circulate J Bate's email and everyone send J Bate comments.

5. CONSIDERATION OF CURRENT STANDING ORDERS

L Westcott reported that the current standing orders are not in line with the NALC model. L Westcott has used the NALC model standing orders and amended as required for LPC. There are references to policies within the orders that LPC do not have.

ACTION All to read standing orders and send comments to L Westcott.

ACTION L Westcott to make a list of required policies and prioritise them to be written.

6. UPDATE ON SALE OF LAND AT WPF – CONFIRMATION OF FINANCIAL ARRANGEMENTS

Cllr. J Britt reminded all of the arrangement with Sibley Pares regarding the sale of land at the William Pitt Field. The land registry document states what LPC want.

ACTION L Westcott to circulate previously agreed documents.

Cllr. A Walmsley reported that the S106 was on MBC's committee agenda.

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

An application was made to MBC for S106 monies for the creation of cremation plots at the cemetery. This was refused, so CIL monies will have to be used.

8. PLAY AREAS:

a. to consider options from April 2023 and quote of £49 per play area per month

L Westcott reported that quarterly inspections would cost the same as monthly inspections - £49 per inspection per site. The contract would be for a year's worth with a months notice required to cancel. The invoices are sent once the inspection is complete. The hourly repair rate is £101 and repair costs are assessed case by case.

All agreed on bi monthly inspections with a review of the requirement for visual inspections in May.

b. to consider options for repairs required

Safeplay have provided a quote for over £3000 for repairs required, L Westcott is not sure if everything quoted actually needs to be replaced. Another quote has been sought from Playspaces who L Westcott has met on site to discuss the repairs required, a quote is awaited.

9. ANNUAL PARISH ASSEMBLY ARRANGEMENTS

L Westcott reported that the AGM of the Parish council will have to take place a week later than normal so it is after the elections on 4th May. The Annual Parish Assembly has to take place before the 1st June, this can be held during purdah, but there would have to be careful consideration over what is said. All agreed it will be better to take place after the AGM, potential date of 24th May.

ACTION All to check no other meetings are scheduled for 24th May.

10. TO CONSIDER GROUNDS MAINTENANCE QUOTE

L Westcott presented the grounds maintenance quote provided by Steven Waring. All agreed to recommend this for agreement at full council.

11. PROJECTS UPDATE

- a. Kings Coronation – Cllr. J Britt reported that the local Rotary are unable to run an event. Various options were discussed to be followed up.
- b. Ham Lane footpath – Cllr. A Walmsley reported that tree works were going to be carried out next week – 22nd, 23rd and 24th February. Options are being considered for repairing the paving. L Westcott will put our various notification for the footpath closure.
- c. Maidstone Road Car park – Cllr. J Britt reported that RB Plant require access through the car park to complete some works, they have been invited to attend P&I to provide more information.

12. CORRESPONDENCE RECEIVED (FOR INFORMATION ONLY)

- a. Bin at Ham Lane – L Westcott reported that MBC have removed the bin from Ham Lane by the school and will not be replacing it.
- b. KALC planning conference – L Westcott reported on an email from KALC asking for a speaker from Lenham for their planning conference. Some options were discussed, Cllr. A Ratcliffe said he would consider it.
- c. Pathways Church - L Westcott reported on an email received from Pathways church about a men's group who are looking to help people with small projects.
- d. Allotments – L Westcott confirmed that the letter was sent to a resident and debris has been removed from their boundary with the allotments.

13. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Confirmation of bi-monthly play area inspections.
- b. Confirmation of grounds maintenance quote.
- c. Confirmation of date for annual parish assembly.

The meeting closed at 21:40

Signed as a true record on this day 1st March 2023.....

Chairman of the Finance and General Purposes Committee