



Report of the Finance and General Purposes Committee Wednesday 16th June 2021 at 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
Cllrs. D Garland, K Hammond, M Lowe, N Osborne & A Ratcliffe.
J Bate (RFO) L Westcott (Clerk)

1. APOLOGIES FOR ABSENCE

Cllr. M Cockett and Cllr. A Walmsley

2. DECLARATIONS OF INTEREST ON THE AGENDA

No disclosures or confidential items on the agenda.

3. MINUTES FROM F&GP 19th MAY 2021

CIL Monies – unsure if these have been received as no recent bank statements have been provided.

Cllr. D Garland proposed, Cllr. N Osborne seconded and it was **RESOLVED** that the minutes of the meeting held on **Wednesday 16th May 2021** are a true record and were approved, adopted and signed by the Chairman of the Parish Council (post meeting).

4. FINANCIAL REPORT (Report by J Bate)

- a. Banking – Unity switch has been agreed as taking place on 29th June 2021. New account signatories are being put through the process and will be in place before the next payment runs.
- b. Audit – Notices of public examination period have gone up on the noticeboard and website. Following the 20th July period end the AGAR work pack will be sent to PKF Littlejohn for the external audit to begin. Main issue from Audit Process was J Bate's employment status, the RFO should be directly employed.
ACTION Cllr. J Britt to draft a contract for agreement at council meeting.
- c. Fixed Asset register – a register is required to show what we are responsible for along with the value, this could link to the map Cllr. A Ratcliffe has been working on.
ACTION J Bate to review other examples and find a template to complete at future meetings.

5. UPDATE ON SECTION 106 & CIL MONIES

CIL project list circulated. Things to add to this list include:

- i. New Nursery building
- ii. Change of footpath alignment
- iii. New play equipment

List to be discussed at P&I committee.

Cllr. D Garland has received a list of site from MBC that they require updates on, these were discussed and Cllr. D Garland will respond to MBC.

6. PROJECTS UPDATE

a. 1A High Street

Cllr. N Osborne reported that the office has been cleaned and the electrics, fire extinguishers and fire alarms checked. A new alarm code has been set. The printer is slightly over budget, but total

spend still under allocated £3000, currently at £2160. A quote for CCTV has been received at £1548 + VAT, a quote for a door camera and doorbell has also been requested.

Cllr. J Britt reported that the signs will be temporary until the outside of the building is decorated. A small opening ceremony is planned, and attendees were discussed.

L Westcott requested the inside of the office be redecorated to freshen it up, Cllr. A Ratcliffe has some paint that could be suitable. **ACTION** L Westcott to organise redecoration.

b. Upgrading WCs

Cllr. J Britt reported that Halletts have copies of all the previous leases for the WCs and an update will be provided soon.

c. Village signs

Cllr. D Garland reported Peter Goodwin is using the reclaimed timber sourced by Cllr. A Ratcliffe, the quote was £100 less per signpost. Contact will be made with Southern Gas Networks due to proximity of signposts to gas supply pipe.

d. The Cross

Proposed works at the Cross were discussed. **ACTION** Cllr. J Britt will provide a brief description of works agreed for contractor. **ACTION** Cllr. A Ratcliffe will provide a drawing of the two options for gates to aid discussions with the farmer.

Proposed costs for cleaning the Cross were the same as last year.

e. Lenham School Swimming Pool

Cllr. J Britt reported that the pool has not been used for 18 months and the Lenham School are not happy with the use of their changing rooms. Discussions are required with the swimming pool committee to decide on its future and how it can be made viable.

ACTION Cllr. J Britt to set up meeting with swimming pool committee along with Cllr. D Garland and Cllr. M Lowe.

7. CORRESPONDENCE RECEIVED

a. Three grant applications received as follows:

i. Christmas lights Committee for £500

Cllr. J Britt proposed and Cllr. K Hammond seconded agreement to accept the grant.

ii. Speedwatch Group covering Liverton Hill and Platts Heath for £73.20

Cllr. N Osborne proposed and Cllr. A Ratcliffe seconded agreement to accept the grant.

iii. Young at Heart Club

Cllr. M Lowe proposed and Cllr. D Garland seconded agreement to accept the grant and pay £300.

b. New quote for relocating bin at Maidstone Road car park

Quote has increased by £20 to £120 due to additional work required in proposed location.

c. Street Trading Application – additional information received

All keen to maintain objection, additional point made by Cllr. D Garland and Cllr. A Ratcliffe regarding lack of space in proposed railway car park once the car park is full.

d. Volunteers Day

Cllr. N Osborne reported that the proposed event in July has to be postponed due to changes in COVID restrictions, new date will be 19th September. A budget should be allocated from LPC for event, proposal for £500 to be recommended at full council meeting.

e. Lenham Leaflet produced by local teenager for Duke of Edinburgh award requires sign off by LPC. **ACTION L Westcott to provide required information.**

The meeting closed at 21:40