



## Report of the Finance and General Purposes Committee Monday 22<sup>nd</sup> January 2024 7:30pm

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

**Public Participation:**

No public present.

**1. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllrs. N Osborne and D Turner.

**2. NOMINATIONS FOR SUBSTITUTIONS**

There were none.

**3. DECLARATIONS OF INTEREST ON THE AGENDA**

There were none.

**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 18<sup>th</sup> December 2023**

The minutes of the F&GP meeting held on 18<sup>th</sup> December 2023 were agreed as being accurate.

Points to follow up:

- a. L Westcott reported that the police feedback from the market was good, the market in general was quiet, but they had a steady flow of people talking to them.
- b. Cllr. J Britt reported that around £3000 unused legal fees will be returned to LPC.

**6. FINANCIAL REPORT (by J Bate)**

The final version of the 24/25 budget has been circulated, £1500 for the Cross has been included in projects.

A savings account has been applied for to keep the money from the sale of the strip of land at the WPF separate to the main bank account.

- a. Review payment list for January for recommendation to full council:

Name	Frequency	Description	Date	Amount
Butler Driveways	One off	Ham Lane/ Maidstone Road resurfacing	19/01/2024	2950.00
Nathan Beale	Monthly	Waste management	31/12/2023	735.00
Fasthosts	Annual	Domain Name Registration	31/12/2023	14.39
Play Inspection Company	Annual	Playgrounds Annual inspection	15/01/2024	297.00
EDF	Monthly	WCs Electricity	05/01/2024	8.66
SafePlay Playground services	Bi-monthly	Bi-monthly operational play park inspections	22/12/2023	176.40
Fasthosts	Annual	Web hosting	24/12/2023	72.60
Hugo Fox	Monthly	Website design and support	24/12/2023	23.99
Amazon	One off	Heat mat for office	30/11/2023	32.99

Lenham Community Centre	Quarterly	Meeting room hire	22/12/2023	244.00
Treepro	One off	Hedge cutting at Cherry Downs Picnic site	18/01/2023	1,380.00
Cleansing Services Group	Annual	Maidstone Road car park drain clearance	22/04/2023	1,455.84
			<b>TOTAL</b>	£ 7,390.87

The car park drainage work was more than expected, but every catch pit was full, so there was far more waste than anticipated. All agreed to recommend payments are approved at full council.

**ACTION** L Westcott to continue to review the Fasthosts options.

- b. Update on payment card and bank signatories – the payment card has arrived, further information has been requested for bank signatories.

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

L Westcott reported that MBC have indicated the s106 funds for the footpath will be available soon. The precept application has been sent to MBC.

#### 8. REVIEW POTENTIAL FOR PART TIME POST INCLUDING INFORMATION FROM OTHER PARISHES;

Cllr. J Britt proposed setting up a working group to review the potential post job description. All agreed. L Westcott will work with Cllrs. A Ratcliffe and D Earl plus J Bate when discussing finances.

- a. Pensions – this will be reviewed by the working group.
- b. Review of current contracts against the new NALC model contracts – to be reviewed by the working group.

#### 9. TO CONSIDER QUOTES FOR TREE WORKS REQUIRED AS IDENTIFIED BY THE TREE SURVEY:

- a. Royton Avenue £450 + VAT
- b. Cemetery £2500 + VAT
- c. St Mary's Churchyard £600 + VAT
- d. William Pitt Field £450 + VAT

L Westcott summarised the works required, all of these have a recommended completion date of 6 months. To avoid bird nesting season, the work should be completed by March. All works agreed to be recommended to full council for approval.

#### 10. TO CONSIDER CHANGE TO GOV.UK WEBSITE

L Westcott reported that NALC and SLCC recommend that parish councils have a gov.uk website. This would demonstrate the council's official local government status and build trust, credibility and visibly demonstrate authenticity. All agreed that while the current website is working well, this can be reviewed at a later date by the new council in May.

#### 11. PROJECTS UPDATE

- a. Cllr. A Ratcliffe reported that he has received two quotes for the topographic survey to be completed on the cemetery road for the resurfacing project. These will be considered at full council.
- b. Cllr. A Ratcliffe reported that despite chasing he is still waiting for a quote for the works at the WCs.
- c. Cllr. A Ratcliffe met with REME to discuss the Freedom of the Parish of Lenham event on 23<sup>rd</sup> June 2024. Contact has been made to the Deputy Lord Lieutenant's office, awaiting a reply. A volunteer working group to clean up the Cross will be organised as well as recruiting volunteers to help at the event.  
**ACTION** Cllr. J Britt will contact various media.
- d. Cllr. D Garland reported that work on the footpath is currently ongoing.
- e. Cllr. A Walmsley reported that KCC have not provided LPC with the High Street pavement design yet as they do not know who owns the footpath.
- f. L Westcott reported that the hedge has been removed along the boundary of the WPF and Old Ham Lane.

**12. CORRESPONDENCE**

- a. L Westcott reported that LPC have been consulted on a street trading licence for a site in Harrietsham, the consultation deadline is before the next meeting – no one raised concerns but liaison with Harrietsham PC will be sensible.
- b. Cllr. J Britt reported that there will be a meeting with MBC tomorrow.
- c. Cllr. K Hammond will be attending the meeting with the MP on 2<sup>nd</sup> February.

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

- a. Authorisation of payments as detailed in item 6.
- b. To agree to set up a working group to review potential part time post.

**The meeting closed at 21:15**

Signed as a true record on this day 7<sup>th</sup> February 2024.....

Chairman of the Finance and General Purposes Committee