



Report of the Finance and General Purposes Committee

Wednesday 15th March 2023 at 7:30pm

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

Public Participation:

No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs. A Walmsley and M Cockett.

2. DECLARATIONS OF INTEREST ON THE AGENDA

No declarations received.

3. MINUTES FROM F&GP 15th FEBRUARY 2023

The minutes of the F&GP meeting held on 15th February 2023 were agreed as being accurate.

L Westcott has not received any comments on the standing orders, the final version for agreement will be presented to April's full council meeting.

4. FINANCIAL REPORT (by RFO J Bate)

- a. Bank balance currently at **£132,250.87**, total income = £1428 (Warm Hub grant and Interment Fees)
EDF WC account – original bill was £3780.38, after numerous efforts chasing EDF to provide an accurate bill - on 23rd February we were credited £3725.73 and the new balance owed was £54.65.
- b. 22/23 Accounts update - – actual expenditure at January = £192,336.06, estimated completion costs to year end = £25,000, total expenditure year end = £217,336, estimated bank balance at year end = £101,927.80 (this is within the agreed retention of 50% precept) with an estimated overspend of £13,892.
ACTION J Bate to send final version of proposed budget codes.
- c. Audit timetable – new internal auditors have not yet published the timetable. It is likely that the AGAR will need to be completed, agreed and signed by 30th June. The external audit will need to be completed by 30th September.

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

L Westcott reported that there has been no notification of any CIL monies due in April. No s106 applications are outstanding.

6. SALE OF STRIP OF LAND AT THE WILLIAM PITT FIELD – AGREEMENT OF S106 DOCUMENTS AND TO SIGN CONTRACT

All agreed to recommend the signing of the sale contract to full council. Cllrs. J Britt and A Walmsley will be required to sign along with L Westcott and R Greenwood has agreed to be an independent witness. Cllr. A Ratcliffe suggested that there should be one PDF document with all the conditions and maps included. The latest electronic version of documents does not include the maps (these are present in the hard copy).

ACTION Cllr. J Britt to speak to solicitors to obtain final inclusive document.

7. TO CONSIDER CONTRACT FOR PROVISION OF EMAIL SERVICES

L Westcott circulated the proposed contract from Ted Learning. In principle all agreed to the contract for recommendations at full council Cllr. A Ratcliffe asked if there would be an option to retrieve emails from dormant accounts. J Bate asked if there should be a confidentiality clause.

ACTION L Westcott to liaise with Ted Learning.

8. VILLAGE SPRING CLEAN

L Westcott reported on the proposed village spring clean on Saturday 15th April.

9. PROJECTS UPDATE

- a. Lenham Nursery project – Cllr. A Ratcliffe reported that there is a meeting with nursery on 16th March, still waiting for the outcome of the CIL bid.
- b. Kings Coronation – Cllr. N Osborne reported that the church is planning to show the coronation, so there is no point showing it at the community centre as well. LPC need to liaise with the church to understand timings and if they need assistance.

ACTION Cllr. J Britt to contact church warden.

ACTION L Westcott to review decorations available.

- c. 20mph – Cllr. J Britt reported that the new signs for the 20mph zone have been erected.

10. CORRESPONDENCE RECEIVED (FOR INFORMATION ONLY)

- a. Fun fair – L Westcott has received an email enquiring about land for a fun fair. All agreed the WPF would not be a suitable location for various reasons. The Primary School is the only other feasible location;
ACTION L Westcott will liaise with Cllr. P Culver.
- b. Registration with ICO – L Westcott has been made aware that all parish councils should be registered with the ICO and should have been for a number of years. L Westcott will look into this further and report to full council.

11. 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 4th April 2023.....

Chairman of the Finance and General Purposes Committee