



Report of the Finance and General Purposes Committee
Monday 25th September 2023 at 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
 Cllrs. D Garland, S Heeley, N Osborne, D Turner & A Walmsley
 L Westcott (clerk)

Public Participation:
 No members of the public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr. K Hammond and J Bate (RFO).

2. NOMINATIONS FOR SUBSTITUTIONS

There were none.

3. DECLARATIONS OF INTEREST ON THE AGENDA

No declarations received.

4. MINUTES FROM F&GP 21st AUGUST 2023

The minutes of the F&GP meeting held on 21st August 2023 were agreed as being accurate.
 A meeting with the church has been set up for tomorrow 26th September.

5. FINANCIAL REPORT (by RFO J Bate)

a. Review payment list for September for recommendation to full council:

Name	Frequency	Description	Date	Amount
BT Group	Monthly	Telephone and broadband	19/09/2023	93.60
Butler Driveways	One off	Repairs to Ham Lane/ M Road footpath	19/09/2023	4150.00
Down to Earth Garden Maintenance	Monthly	Churchyard grass cutting Tidy footpaths at Groom Way	31/08/2023	535.00
Harrietsham Village Hall	One off (Grant)	KCC Kids Infozone - youth group hall hire costs	Various	272.00
Nathan Beale	Monthly	Waste management	31/08/2023	735.00
Nick Osborne	One off	Cllr. expenses - privacy window film for office WC	23/08/2023	13.98
Clerk expenses	One off	Land registry search	12/09/2023	14.95
	One off	Poppy Wreaths (RBLI)	19/09/2023	50.98
Paul Haselup	One off	Water heater replacement at office	27/08/2023	215.99
Paul Haselup	One off	Installation of WC at office	27/08/2023	2957.74
PMC Planning	Ad hoc	Warren Lands expert planning representation	12/09/2023	1800.00
Printerland	Ad hoc	Printing ink for office	11/09/2023	267.48
Safeplay	bi monthly	Play park inspections	14/09/2023	176.40
Len Valley Football Club	One of	Grant accepted for portable defibrillator	06/09/2023	500.00
Lenham Christmas Lights	One off	Grant accepted for Christmas Lights	06/09/2023	500.00

Total payments = £ 12,283.12

L Westcott presented the RFO report, the two grants will be included in the payment run as previously accepted by full council, they have been added to the list above

Cllr. A Walmsley reported that the path has cost less than the money received via s106, but the excess can be used for other work required on the path.

- b. VAT Returns – L Westcott reported that J Bate has submitted the VAT return and it will be approximately £17,000.
- c. Payment card – J Bate has not chased this but will do so before full council meeting.
- d. Additional banking arrangements - J Bate has not chased this but will do so before full council meeting.
- e. External Audit Update – completion notice due by 30th September.

6. INVESTMENT OPTIONS AND DRAFT POLICY

Cllr. J Britt stated that LPC needs to be ready to receive the funds from the sale of the strip of land at the WPF. J Bate has drafted an investment Policy using the SLCC template. This will be circulated to all for review at F&GP in October.

7. DIGITAL FILING CLOUD STORAGE

J Bate is still working on this and will present the final version to full council in October.

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

L Westcott reported that the CIL report has to be submitted to MBC for 22/23 by the end of September.

L Westcott has made the S106 application to MBC for the design fee for the High Street pavement.

9. MAINTENANCE OF ROBINS CLOSE/ HIGH STREET SMALL AREA OF GRASS

L Westcott has circulated the land registry information, an individual has been named as the landowner.

ACTION L Westcott to write to landowner and request they maintain the area.

10. PROJECTS UPDATE

- a. Cllr. N Osborne is going to get quotes for the hedge and fence repair at the picnic site.
- b. Cllr. A Walmsley reported that he will begin to look at the Maidstone Road leg of the footpath.
- c. Cllr. D Turner has been contacted by a member of the public regarding the residents hedge near the Cherry Close play park, she will write to Golding Homes.
- d. Cllr. J Britt reported on the expected consultation on the Main modifications for the Maidstone Borough Local Plan Review. He has requested a fee proposal from PMC Planning and Barrister James Neill.

11. CORRESPONDENCE

- a. L Westcott reported that Cllr. D Garland is keen to join the F&GP Committee, Cllr. S Heeley is happy for him to take his place. This will be confirmed at full council.

12. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 5.
- b. Payment card update
- c. Banking arrangements update
- d. Digital filing cloud storage options

The meeting closed at 21:25

Signed as a true record on this day 4th October 2023.....

Chairman of the Finance and General Purposes Committee