



Report of the Finance and General Purposes Committee Monday 23rd March 2026 7:30pm

PRESENT Cllr. J Britt Chair presiding.
Cllrs. H Dale, D Garland, A Ratcliffe, A Walmsley, K Hammond & C Wood
L. Westcott (Clerk & RFO) & S. Newell (Deputy Clerk & RFO)

Public Participation:

No members of public present

The chair opened the meeting at 19:30

1. Apologies for Absence

Cllr. D Turner.

2. Nominations for Substitutions

Cllr. H Dale for Cllr. D Turner. All agreed.

3. Declarations of interest on the agenda

Cllr. J Britt declared an interest on the payment list 6A.

4. In accordance with the public bodies (Admission to Meetings) Act 1990, s1, the councils is to determine which items. If any, should be taken with the public excluded

No items were determined as confidential.

5. Minutes from F&GP committee meeting held on 23rd February 2026

The notes of the F&GP meeting held on 23rd February were agreed as being accurate.

To Note – Grant application from HLAA (to look for a cheaper quote)

- Bike rack – no reply. Waiting for authorisation, will chase again.
- Dog agility – parked for the time being. To keep in the back of minds.

6. RFO Financial Report and update on work in progress

L Westcott reported the bank account balances as follows:

Current account = £65,395.80 Savings = £259,115.92 CCLA = £1,500,000

a. Review payment list for recommendation to full council.

All transactions are presented in Appendix A.

All agreed to recommend payments for approval.

Cllrs. D Garland and A Walmsley reviewed the invoices.

ACTION L Westcott to process payroll.

ACTION Cllrs. A Walmsley & D Garland to approve on the bank.

b. Bank Reconciliation Report and budget statement for February.

Cllr. J Britt reported that he has reviewed the bank statements, and these reconcile with the accounting software statement. The bank statements and bank reconciliations for February have been signed.

c. Review of Internal Financial Controls Policy

- All comments to go to LW before approval at Full Council.
- Add 4.1.5 – make clear/ split.

7. **Update on Section 106 and CIL monies due/ application for funds made and note receipts.**
Nothing to report.
8. **To consider proposed budget, location and working group for Lenham Fest.**
Cllr. J Britt raised if we needed extra toilets. SN responded with yes due to volume of people.
Cllr. H Dale to help. Contact Rotary for Volunteers. Repair Café would like to be involved.
All agreed to recommend to Full Council with Budget £2.5k.
ACTION – Authorise at Full Council.
9. **To consider the quote from SOS for cabling at 1A.**
Quote of £1337.40 – All agreed.
ACTION – Authorise at Full Council.
10. **To note the quote for Maidstone Road Car Park tree and detritus removal from TreePro (£600)**
All agreed.
11. **To consider the draft Investment Strategy.**
Cllr. C Wood to send email with findings on investment strategy to LW & SN.
12. **To consider proposal for purchase of new gazebos (report already circulated)**
More information needed. Postponed discussion until next meeting.
13. **To update on the Parish Caretaker Applications**
Applicant accepted role subject to contract. Meeting at the office on 24.03.26 to discuss details.
14. **To consider response to solicitor for sale of 7A Church Square**
Legal advice needed. Cllr. J Britt to email Thorneloe’s Solicitors.
15. **Project updates to include:**
 - a. Lenham Nursery - no update. MBC decision on CIL scheduled for May / June
 - b. Cemetery road surfacing – update due Friday 27th.
 - c. Maidstone Road Carpark – update due Friday 27th.
 - d. CCTV and Wifi – x3 streetlights failed load test.
16. **Correspondence (for information only)**
 - a. Kent Police have responded that they will take no further action with the damage to the planter on the A20/Faversham Road junction. The information will be sent to LPC insurers.
 - b. LW reported that a complaint has been received regarding mud and debris on the High Street steps, upon review they do look a mess – a contractor will be asked to clear this under emergency powers.
 - c. Mid Kent Conservatives Association have requested a stand/table at the annual parish meeting. Cllr. J Britt asked for a vote if it was felt this was appropriate – all bar one voted no.
 - d. Local Government Reorganisation – Cllr. J Britt will respond to NALC.
17. **Summary of recommendations to full council**
 - a) To authorise payments for March.
 - b) To adopt the reviewed Internal Controls Policy.
 - c) To authorise Lenham Festival.
 - d) To authorise SOS cabling.
 - e) To authorise contractor to do work around the village following complaint.

The meeting closed at 21:00

Signed as a true record on this day 1st April 2026
Chair of the Finance and General Purposes Committee

Appendix A

March 24/02/26-
23/03/2026

Name	Frequency	Description	Invoice Date	Amount	VAT
Invoices					
Capital Cleaning	ad hoc	Public toilet cleaner	10/03/2026	12.96	2.16
Charing Ltd (Fixings warehouse)	ad hoc	Silicone & padlock	28/02/2026	70.61	
DWN Property Services	Monthly	Handyman invoice - November - February works	24/02/2026	870.34	
John Britt	quarterly	Chair expenses	19/03/2026	97.17	
KALC	ad hoc	S Newell - Minutes and agenda training	17/02/2026	84.00	14.00
Lenham Community Centre	monthly	Meeting room hire	28/02/2026	95.00	
Lenham Repair Café Group	Ad hoc	Grant Applicaton	11/02/2026	2500.00	
Nathan Beale	monthly	Waste management and toilet cleaning	28/02/2026	1258.51	
PPG	One off	Invoices x2 for PPG grant	20/03/2026	101.89	
TCR	monthly	1a window cleaning	11/03/2026	17.00	
Tree Pro	Ad hoc	Groom Way Corner	06/03/2026	960.00	160.00
Wallond	Ad hoc	Maidstone Road Car park fencing	10/03/2026	2401.88	400.31
Already Paid					
Fixings Warehouse	monthly	Additional amount not included on Feb bill	06/03/2026	46.73	
JK Construction	Ad hoc	EICR Certificate for 1a	02/03/2026	342.00	57.00
Direct Debits					
Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs (x 2 months)	01/03/2026	105.00	17.50
Business Stream (Q bill)	Monthly	1A High Street water (£80.90 in credit)		0.00	
Busines Stream (Q bill)	Quarterly	Toilets (£215.60 in credit)		0.00	
Castle Water	Monthly	Water at picnic site - (£1.18 in credit)	02/03/2026	5.96	1.19
Castle Water	Monthly	Public Toilets Maidstone Road	02/03/2026	320.44	56.68
Countrystyle Recycling	Monthly	Large Rubbish Bin collection and office recycling	28/02/2026	86.74	14.46
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	01/03/2026	36.29	6.05
Ecotricity	Monthly	Streetlights - 14/02/26-31/03/2026	09/03/2026	20.48	0.98
EDF	Monthly	Maidstone Road public toilets	09/03/2026	359.33	59.89
EDF	Monthly	Pop up Power (1 the Square) (credit £111.52)	09/03/2026	20.56	
EDF	Monthly	1A High Street	09/03/2026	135.94	8.07
EDF	Monthly	Streetlights - 02/09/25 - 03/02/26	02/03/2026	3906.77	11.99
EDF	Monthly	Allotments buildings	09/03/2026	17.64	0.84
Hugofox	Monthly	Website hosting	01/03/2026	23.99	
ICO	Annually	Information Commission Office annual fee	13/03/2026	52.00	
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	16/03/2026	171.99	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	11/03/2026	0.00	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	11/03/2026	108.00	
MBC NNDR	Monthly	1A Office Rates	11/03/2026	0.00	
Nayax	Monthly	Toilets	15/03/2026	21.08	
South East Water	Monthly	Cemetery	02/03/2026	3.00	

Service Charge (UNITY)	Monthly	Monthly service charge	28/02/2026	11.85	
Scribe	Monthly	Monthly subscription	01/03/2026	94.80	15.80
			TOTAL- direct debits	5501.86	175.95
Payroll					
HMRC	Monthly	HMRC payment	28/03/2026	2255.94	
NEST	Monthly	Pensions	28/03/2026	645.36	
Staff Wages	Monthly	L Westcott, S Newell & A Ratcliffe	28/03/2026	5950.13	
			TOTAL Payroll	8851.43	
			TOTAL EXPENDITURE	14695.29	232.95
Income - Current Account					
CCLA	monthly	Interest	03/03/2026	4330.92	
Cemetery Fees	ad hoc	Fees - Ballington	27/02/2026	75.00	
Cemetery Fees	ad hoc	Fees - AW Llong	03/03/2026	450.00	
Ham Lane Allotment Association	Annual	Allotment rent for 26/27	10/03/2026	352.00	
			TOTAL	5207.92	