



## **Report of the Finance and General Purposes Committee**

Wednesday 19<sup>th</sup> May 2021

Meeting by Zoom at 7.30pm.

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

### **1. APOLOGIES FOR ABSENCE**

Cllr. M Ballard

### **2. DECLARATIONS OF INTEREST ON THE AGENDA**

No disclosures or confidential items on the agenda.

### **3. Minutes from F&GP 21 April 2021**

Cllr. A Walmsley has contacted the manager of McColls and they are passing on his details to their manager. L Westcott has contacted Chris Hill regarding the proposed position of the new bin in Maidstone Road car park, he has stated that it will involve more work to place it in the preferred position so he will revise his quote.

### **4. RFO REPORT (Report by J Bate)**

- The internal audit meeting is scheduled for tomorrow (20<sup>th</sup> May 2021). Reporting has been completed for this task and AGAR (revisited) documentation has been drafted. The signed internal Audit report once completed will be brought to full council.
- Unity bank account has been set up and we are waiting for the switch date, Natwest procedures have caused delays.  
There was some confusion with personal details when setting up signatories for the new bank account.  
**ACTION** All signatories to ensure J Bate has their full name and address.
- The "Welcome Back" grant application has been submitted and discussions are taking place with MBC.
- Monthly reporting is being finalised for F&GP meetings to be attached to minutes and published online.
- Fixed Assets need reviewing and documentation. Procedures will be developed after discussion with Internal Audit.
- Expenses/Invoice approval processes will be strengthened, and procedures documented.

### **5. UPDATE ON SECTION 106 & CIL MONIES**

Cllr. D Garland reported that there are no updates.

**ACTION** J Bate to confirm we have received £12,681.73 of CIL money from Land west of the Old Goods Yard (19/505281/FULL) that was due on 05/05/21.

**ACTION** L Westcott to review available training with KALC on CIL and S106

### **6. PROJECTS UPDATE**

- a. Policy for Memorial Benches – Cllr. A Ratcliffe has drafted a Policy for the installation of memorial benches on LPC land, this was circulated prior to the meeting. Cllr. Osborne stated that it would be useful to include rules specific for proposed benches at the cemetery.  
**ACTION** Cllr. A Ratcliffe to update Policy and forward for agreement at full council.

- b. Update on sale of 1A High Street – Cllr. J Britt reported that Thorneloes have received the draft contract, but it has been returned immediately due to obvious mistakes and documents missing. Cllr. Osborne reported that he has been into the property to assess locations for heating.  
**ACTION** Cllr. Osborne to update costings spreadsheet.
- c. Update on sale of land at WPF – Cllr. J Britt reported that amendments have been sent from Thorneloes to Countryside, but no reply has been received.
- d. Planters – Cllr. D Garland reported that he is waiting for the delivery of the new planters. Geraniums are being delivered to the allotments tomorrow for volunteers to collect,
- e. Village signposts – Cllr. D Garland reported that Peter Goodwin is to collect recycled wood from site and will provide an amended quote.
- f. The Cross: Interpretation Boards / works arrangements.  
Cllr. A Walmsley reported that all comments/amendments are with S Thorne.  
**ACTION** L Westcott to liaise with Steven Waring regarding the proposed works and get a quote for cleaning the Cross.
- g. New equipment at WPF + security arrangements – The new skate ramp has been installed. Lenham Wanderers changed the code on the padlock without notifying LPC.  
**ACTION** Cllr. M Lowe to take over contact Lenham Wanderers for LPC and ensure they notify correct people of a change to padlock code.

## 7. CORRESPONDENCE RECEIVED

- i. A draft of the response to the FOI request was circulated prior to meeting, additions could include information about articles in the Focus magazine and public attendance at meetings.  
**ACTION** L Westcott to make amendments and send response.
- ii. Email received from MBC regarding the lease for the WCs, there is an indication the LPC are responsible for MBCs legal fees.  
**ACTION** L Westcott to chase up clarification from MBC.
- iii. A resident of Church Square has contacted LPC again regarding the parking outside the post office and bakery.  
**ACTION** Cllr. J Britt to send previous correspondence to L Westcott to respond.  
P&I Committee to review the Highways Plan for the Village.
- iv. A complaint has been received regarding the storage of pallets outside the Village Stores.  
**ACTION** Cllr. J Britt to ask Cllr. Michaelas to speak to owner about moving them and keeping the space tidy.
- v. A grant request form has been received from SOHL for a project proposal to complete a Hydrology Risk Assessment. All agreed for this to be taken to full council for agreement.  
**ACTION** Cllr. A Walmsley to send a similar report completed for Charing.  
**ACTION** All to let Cllr. Hammond know of any specific comments about the study.
- vi. Cllr. A Ratcliffe reported that he has completed an assessment of the Conservation Area Appraisal for Elmstone Hole and will send his personal comments to MBC and copy to L Westcott.  
**ACTION** L Westcott to respond to MBC with LPC comments by 21<sup>st</sup> June.
- vii. Cllr. N Osborne has heard that the swimming pool at the Lenham School is to be shut.  
**ACTION** L Westcott to get clarification from school to discuss way forward.

The meeting closed at 21:58