LENHAM
PARISH COUNCIL

Report of the Finance & General Purposes Committee

Monday 26th October 2026 7.30pm

PRESENT Cllr. A Walmsley
Cllrs. H Dale, D Garland, A Ratcliffe & D Turner
L Westcott (Clerk & RFO) & S Newell (Deputy Clerk & RFO)

Public Participation
No members of public.

The chair opened the meeting at 19:30.

1. **To accept apologies for absence.**
   Cllr. J Britt & Cllr. K Hammond.
2. **Nominations for substitutions.**
   Cllr. A Ratcliffe for Cllr. K Hammond. All agreed.
3. **Declarations of interest on the agenda.**
   None.
4. **In accordance with the Public Bodies (Admission to Meetings) Act 1960, S1, the Council is to determine which items, if any, should be taken with the public and press excluded.**
   No items were determined as confidential.
5. **Minutes from F&GP Committee meeting held on 21st September 2026**
   The notes of the F&GP meeting held on 21st September were agreed as being accurate.
6. **RFO Financial report and update on work in progress to include:**
   L Westcott reported the bank account balances as follows:
   Current account = £189,225.88 Savings = £11,388.59 CCLA = £1,750.000

   a. **Review payment list for October for recommendation to full council. (Details of payments and income to be tabled)**
      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. D Garland & A Walmsley to approve on the bank.
   b. **To note Bank Reconciliation report for September.**
      Cllr. J Britt has reviewed the bank statements, and these reconcile with the accounting software statement. The bank statements and bank reconciliations for September have been signed.
   c. **To set up a budget planning 27/28 working group**
      Cllrs. A Walmsley, D Garland & D Turner happy to be part of working group. L Westcott to send email out to all councillors to see if there is anyone else interested.

7. **Update on Section 106 & CIL monies due / applications for funds made and note receipts.**
   No updates. **ACTION** L Westcott to look into outstanding S106 and CIL money owed.

8. **To consider quote from SOS cabling £1,861.80 (including VAT) for works required at LPC office**
   All agreed and happy to recommend to full council.

9. **To approve works at Ham Lane play park on the zip wire and pendulum swing, total = £3,696.51**
   All agreed. Recommend to full council. Work to take place on the 28.10.26.

10. **To consider the grant application from Hi Kent for £480**
    All agreed to pay the grant. But officers to look into re wording the policy. Recommend to full council.

11. **To consider funding new road signs "unsuitable for HGVs" on the A20 for £1,242.**
    The location of the signs were discussed. All agreed to recommend spend up to £1242 quoted, but this potentially could be cheaper if existing posts are used.
    ACTION Cllr. A Walmsley to speak to KCC about options.

12. **To consider options for repairs to the skate ramp – see email from CPS**
    The plywood has rotten, so options for repair need to be reviewed. All agreed to remove the ramp, but allow for further discussion at full council following collation of more information.
    ACTION L Westcott to collate report.

13. **To note the withdrawal of the land at Boughton Road from the auction.**
    Cllrs. noted that the land for sale at Boughton Road was withdrawn from sale on the morning of the auction. No further update.

14. **Project updates to include:**
    a. Lenham Nursery – Modas will be providing further information on Friday. A tracker will be developed so follow sign off of planning conditions and progress of the project.
       ACTION L Westcott to progress lease discussion with solicitor.
    b. **Cemetery Road Resurfacing –** Lots of interest on both Cemetery and Maidstone Road Car Park. Cllr A Ratcliffe emailing back to queries. Closing dates 5th November. Officers and Cllr. A Ratcliffe to form a report ready to be taken to next F&GP meeting in November.
    c. **Maidstone Road Car Park Resurfacing –** As above.
    d. **CCTV/WIFI –** No update at the moment. Still waiting on adoption of lampposts and 2 new posts. **ACTION** S Newell to get update from Cricket club to check progress on reinstatement of the electricity.

15. **Correspondence received (for information only)**
    Cllrs. A Walmsley & D Earl, L Westcott and S Newell met with Cllr. J Britt (who is unwell) via Teams. Attendance at upcoming events/meetings was discussed.

16. **Summary of recommendations to full council.**
    a. To Authorise payments for October and note income.
    b. Recommend works to go ahead by SOS Cabling.
    c. Recommend works to be done retrospectively for playpark.
    d. Recommend Hi Kent Grant.
    e. Recommend setting a budget for "No HGV signs".

The meeting closed at 21:15

Signed as a true record on this day 4th November 2026 ……
Chair of the Finance and General Purposes Committee

APPENDIX A

October 22/09/26-26/10/2026

Name	Frequency	Description	Invoice Date	Amount	VAT
Invoices					
Capital Cleaning	Ad hoc	Toilet Cleaning Supplies	01/10/2026	1.61	
Chairman Expenses	Ad hoc	Chair Expenses April-September	30/09/2026	75.52	
Cleverley & Spencer	Ad hoc	Adjustment of Gravestone	20/10/2026	420.00	70.00
DHA	Ad hoc	Professional services (land for sale at Boughton Road)	23/10/2026	3600.00	600.00
Down to Earth	Monthly	Grounds maintenance	30/09/2026	750.00	
Fixings Warehouse	Monthly	Fixings for Church Gate	30/09/2026	7.79	1.30
Glasdon	Ad hoc	Dog waste bin	21/10/2026	361.18	60.20
Lenham Community Centre	Monthly	Meeting room hire	30/09/2026	147.00	
Lisa Westcott	Ad hoc	Cakes for litter pick	03/10/2026	14.00	
Nathan Beale	Monthly	Waste management and toilet cleaning	30/09/2026	1297.25	
Paul Waring	Quarterly	Grounds maintenance	20/10/2026	2636.82	439.47
Printerland	Ad hoc	Printing Ink	19/10/2026	267.66	44.61
Streetlights	Bi annual	Streetlights maintenance contract	01/10/2026	436.09	72.68
TCR	Monthly	Window Cleaning	30/09/2026	17.00	
Already Paid					
Martine Waghorn	Ad hoc	Land Valuation	05/10/2026	1794.00	299.00
			TOTAL Invoices	**11825.92**	
Direct Debits					
Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs	01/10/2026	105.00	17.50
Business Stream (Q bill)	Monthly	1A High Street water	01/10/2026	18.41	
Business Stream (Q bill)	Monthly	Toilets (in credit)		0.00	
Castle Water	Monthly	Water at picnic site - (£600 credit received)	07/10/2026	0.00	
Castle Water	Monthly	Public Toilets Maidstone Road (£200 credit received)	07/10/2026	0.00	
Countrystyle Recycling	Monthly	Large Rubbish Bin collection and office recycling	30/09/2026	111.37	18.56
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	01/10/2026	43.88	

Ecotricity	Monthly	Streetlights electricity	06/10/2026	245.36	11.68
EDF	Monthly	Maidstone Road public toilets (credit)	21/10/2026	198.53	
EDF	**Monthly**	**Pop up Power (1 the Square) IN DISPUTE**	**01/10/2026**	**3059.06**	
EDF	Monthly	1A High Street	01/10/2026	185.71	
EDF	Monthly	Allotments buildings	01/10/2026	18.90	
HugoFox	Monthly	Website hosting	20/10/2026	23.99	
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	16/10/2026	821.10	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	01/10/2026	63.00	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	01/10/2026	108.00	
Orbital	Annual	Internet provider	18/10/2026	9782.40	
PWLB	6 Monthly	Loan Repayment	07/10/2026	5355.00	
South East Water	Monthly	Cemetery			
Service Charge (UNITY)	Monthly	Monthly service charge plus cheque fee	30/09/2026	14.50	
Scribe	Monthly	Monthly subscription	15/10/2026	94.80	15.80
			TOTAL- direct debits	**20249.01**	
Payroll					
HMRC	Monthly	HMRC payment	28/10/2026	3235.83	
NEST	Monthly	Pensions	28/10/2026	1922.13	
Staff Wages	Monthly	L Westcott, S Newell & S Richardson	28/10/2026	6499.91	
			TOTAL Payroll	**11657.87**	
			TOTAL EXPENDITURE	**43732.80**	
Income - Current Account					
	one off	Compensation for WPF gate (£350 so far)			
Nayax	Monthly	WC payments	15/10/2026	28.09	
HMRC	Ad hoc	VAT return for Q2 July - September	08/10/2026	5218.20	
LWFC	Annual	Ground rent x3 years	21/10/2026	15.00	
LWFC	Ad hoc	WPF maintenance	30/09/2026	466.42	
Unity	Quarterly	Savings Acc Credit Interest	30/09/2026	55.70	
			TOTAL	**5783.41**	