



Report of the Finance and General Purposes Committee
Monday 24th July 2023 at 7:30pm

PRESENT Cllr. A Walmsley Chairman presiding.
 Cllrs. S Heeley, 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. J Britt, D Turner and K Hammond.

2. NOMINATIONS FOR SUBSTITUTIONS

There were none.

3. DECLARATIONS OF INTEREST ON THE AGENDA

No declarations received.

4. MINUTES FROM F&GP 21st JUNE 2023

The minutes of the F&GP meeting held on 21st June 2023 were agreed as being accurate.
 J Bate confirmed that he has chased the changes required to the bills but still has to complain to EDF.
 Cllr. N Osborne confirmed the plumber has been booked for completing the washroom at 1A.

5. FINANCIAL REPORT (by RFO J Bate)

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

| Name | Frequency | Description | Date | Amount |
|----------------------------------|------------|---|--------------|-------------------|
| Amethyst Horticulture | 6 monthly | Geraniums for village planters | 25/05/2023 | 342.14 |
| Down To Earth Garden Maintenance | Monthly | Churchyard grass cuts x 2 Hedges at Ham Lane and Groom Way | 30/06/2023 | 690.00 |
| Lenham Community Centre | Quarterly | Room hire for meetings | 30/06/2023 | 276.00 |
| Lionel Robbins | Annual | Internal Auditor | 20/06/2023 | 240.00 |
| Nathan Beale | Monthly | Waste Management Watering of village planters | 30/06/2023 | 849.00 |
| Nigel Turner | One off | Tidying up branches and removal of weeds | 09/06/2023 | 150.00 |
| Lisa Westcott | One off | Parish Clerk expenditure - software licence, stamps, MBLPR lunch & Black sacks | 24/07/2023 | 147.24 |
| John Britt | One off | LPC Chair expenses | 17/05/2023 | 100.00 |
| PMC Planning | Ad hoc | MBC local plan review planning advice Representation of LPC at appeal for Wyndrush site | 26/06/2023 | 5,650.00 |
| Safeplay Playground Services | Bi monthly | Play park inspections | 07/07/2023 | 176.40 |
| CPRE | Annual | CPRE membership fee | 01/07/2023 | 124.00 |
| | | | | |
| | | | TOTAL | £ 8,744.78 |

At July LPC payments were delegated to be agreed by July F&GP with retrospective authorisation at full council in September. Cllrs. N Osborne and J Britt will authorise the payments online. This will have to include the payment to Cllr. J Britt for expenses as there are no other bank signatories with access at present. All agreed to this.

J Bate confirmed that a full budget review will take place in August of the first quarter of 23/24

- b. Update on additional bank arrangements – J Bate confirmed that applications have been submitted to Unity for Cllrs. K Hammond, D Turner and A Walmsley.
- c. Update on Payment card application – J Bate confirmed the next stage of paperwork was sent today. To update at next F&GP.

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

L Westcott reported that no CIL money is due and no s106 funds have been applied for.

7. UPDATE ON EMPLOYING A CARETAKER/HANDYMAN

L Westcott reported that interest has been received from one person for the caretaker/handyman role. All agreed for L Westcott to contact him and arrange an interview.

ACTION L Westcott to contact interested party.

8. TO REVIEW PLAY PARK INSPECTION REPORTS AND CONSIDER QUOTES FOR PLAY PARK WORKS REQUIRED

L Westcott presented the list of issues highlighted at the recent play park inspections. There were no high risks identified, but there were a few medium risks. These were reviewed and it was agreed that fixes to fences and surfaces can be completed by the new caretaker/handyman. The following items require specialist repair:

- a. Ham Lane play park – replacement of toddler swing seats x2 at £478
- b. Ham Lane play park - large swing replacement of chain links at £284 and service of universal joint at £228
- c. Cherry Close play park – slide replacement of two legs at £725

All agreed these are essential repairs to maintain the safety of the equipment and this must be completed as an emergency and retrospectively authorised at September LPC.

ACTION L Westcott to instruct Safeplay to complete above three repairs totalling at £1715.

9. TO CONSIDER SETTING UP DIGITAL FILE SHARING USING MICROSOFT CLOUD AT A COST OF £160

L Westcott reported that a quote has been received to complete the set up for each Cllr. having access to documents via the MS Cloud. This has been discussed previously, but since the Cllr. leading on it left, nothing has progressed. Cllr. A Ratcliffe and J Bate said this is fairly simple to set up. J Bate agreed to do this by September.

ACTION J Bate to set up digital file sharing and report back to full council in September.

10. WCS REFURBISHMENT PROJECT – APPLICATION FOR COMMUNITY OWNERSHIP FUND

Cllr. A Ratcliffe presented the previously agreed plans, there were some discussions about small amendments that are easy to build in. It is hoped that an application can be made to the Community Ownership fund during the next funding window.

ACTION L Westcott to send Cllr. A Ratcliffe the previous round application questions.

11. PROJECTS UPDATE

- a. Cllr. N Osborne reported that the meeting with KCC regarding the nursery has been postponed.
- b. Cllr. N Osborne reported that the churchyard “wild area” looks a mess and no sheep are grazing in it.
ACTION L Westcott will contact the churchwarden to begin discussions on a church yard management plan.

12. CORRESPONDENCE

- a. L Westcott has received a report that the gate adjacent to the WCs has broken.
ACTION J Bate to look at the gate and see if he has any suitable wood to affect a repair.
- b. L Westcott reported that a questionnaire has been received from MBC regarding the parish charter. This has been circulated and all agreed for a draft response to be circulated for comments.
ACTION L Westcott to circulate draft response and circulate for comments.

- c. L Westcott reported on an email received about ordering poppy wreaths. All agreed three should be ordered as usual and Cllr. A Ratcliffe will put the existing stored poppies on the lampposts.

13. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.

The meeting closed at 21:15

Signed as a true record on this day 6th September 2023.....

Chairman of the Finance and General Purposes Committee