



Report of the Finance and General Purposes Committee Monday 20th April 2026 7:30pm

PRESENT Cllr. J Britt Chair presiding.
Cllrs. H Dale, D Garland, K Hammond, A Ratcliffe and A Walmsley
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. A Ratcliffe declared an interest for item 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 March 2026

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

6. RFO Financial Report and update on work in progress

L Westcott reported the bank account balances as follows:

Current account = £310,214.02 Savings = £260,452.32 CCLA = £1,500,000

All agreed to transfer £250,000 to CCLA. Propose to full council.

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 for March.

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 March have been signed.

7. Update on Section 106 and CIL monies due/ application for funds made and note receipts.

CIL income £2518.36 from 8-10 Maidstone Road.

8. **To discuss meeting outcome with Thorneloe regarding 7A.**
Cllr. J Britt and S Newell had a meeting to discuss the sale of 7A Church Square. It was clarified that LPC owns the flying freehold over WC/Staircase entrance. All agreed for Thorneloe to work on behalf of LPC. Management of flying freehold going forward was discussed – this includes options to use a management company or sell the freehold. **ACTION** Cllr J Britt to establish the freeholder for 1 High Street Lenham
9. **To review Action Plan for 2026/2027.**
This will be reviewed once a quarter. Recommend to Full Council for adoption.
10. **To consider quote for geraniums for £190 ex VAT.**
All agreed. Recommend to Full Council.
11. **To consider repair works to skate ramp for £4645 ex VAT.**
All agreed. Recommend to Full Council.
12. **To consider purchase of new bin for Ham Lane Play Park.**
Review costs for a more robust bin. Take to cost to full council.
13. **To consider proposal for purchase of new gazebos.**
All agreed to purchase 2 heavy weight gazebos, up to the limit of £800.
14. **Update on Churchyard Peace Garden.**
Cllr. H Dale outline the initial proposal, including ideas for benches and planters to go in the far corner of the churchyard. A plan is required to see where graves are. Any feedback send to Cllr. H Dale.
15. **Project updates to include:**
 - a. Lenham Nursery – No update.
 - b. Cemetery road surfacing – Chasing drawings.
 - c. Maidstone Road Carpark – Chasing drawings.
 - d. CCTV and Wifi – Lots of emails about streetlights, there is a meeting with Orbital on Wednesday 22nd April. All agreed to go ahead with the Maidstone Road Car Park CCTV as this is owned by LPC and the column has just been replaced. **ACTION** Cllr D. Garland to bring up to date report to full council.
16. **Correspondence (for information only)**
 - a. Churchyard – Cllr. A Ratcliffe reported that subsoil has been dumped in churchyard without liaison with LPC, they want to spread this over graves and plant wildflowers. Everyone was concerned - the pile is significant and looks unsightly, it is subsoil so it is unlikely to support flowers and the nature of it could be detrimental to tree roots and memorials. Cllr. A Ratcliffe to email the church to express our concern.
 - b. The Harrow – L Westcott reported that the boarding has been pulled away, MBC are looking at repairs, they may need to serve another notice.
 - c. L Westcott reported that a quote has been received to change the final streetlight at Platts Heath to change to LED – Discuss at full council.
 - d. WPF – L Westcott reported that Kent Police confirmed we will be receiving compensation for the money spent on the gate (defendant pleaded guilty to dangerous driving).
 - e. Film Club – the club is at risk of folding. Cllr K. Hammond to write up a summary.
17. **Summary of recommendations to full council**
 - a. To authorise payments for April.
 - b. Transfer £250,000 to CCLA.
 - c. To adopt action plan.
 - d. Purchase of Geraniums.
 - e. Purchase of gazebos.
 - f. Fixing of Skate Ramp.

The meeting closed at 21:45

Signed as a true record on this day 6th May 2026
Chair of the Finance and General Purposes Committee

April 24/03/26-
20/04/2026

Name	Frequency	Description	Invoice Date	Amount	VAT
Invoices					
Audrey Ratcliffe	Ad hoc	Parish Caretaker/Meeting cover	16/04/2026	292.17	
Capital Cleaning	Ad hoc	WC cleaning supplies	31/03/2026	12.96	
Down to Earth	Monthly	Churchyard Grass Cutting x2	31/03/2026	380.00	
Finickity Fayre	Ad hoc	Games Hire - Lenham Fest	15/04/2026	556.00	
Fixing Warehouse	Monthly	Fixings for Benches	31/03/2026	37.92	6.32
Four Jays	Ad hoc	Toilet hire - Lenham Fest	13/04/2026	261.00	43.50
KALC	Annual	Annual subscription	01/04/2026	1779.89	296.65
Lenham Community Centre	Monthly	Meeting room hire	31/03/2026	95.00	
Lotus	Ad hoc	Printed Flyers - Lenham Fest	15/04/2026	72.00	
Nathan Beale	Monthly	Waste management and toilet cleaning	31/03/2026	1218.51	
Safeplay	Bi monthly	Play park inspections	27/03/2026	180.00	30.00
Sarah Newell	Ad hoc	Dairy Free Easter Eggs	03/04/2026	9.91	
St Mary's Church	6 monthly	Electricity bill for floodlights	31/03/2026	100.17	
Streetlight's	6 monthly	Streetlight Maintenance Contract	14/04/2026	436.09	72.68
Streetlight's	Ad hoc	New column in Maidstone Road Car Park	16/04/2026	1818.00	303.00
TCR	Monthly	1a window cleaning	08/04/2026	17.00	
Tree Pro	Ad hoc	Maidstone Road Car Park Trunk and waste removal	24/03/2026	720.00	120.00
Tithe Barn	Ad hoc	Deposit for Tithe Barn Hire - Lenham Fest	10/04/2026	120.00	20.00
Wallond	Ad hoc	Maidstone Road Car Park - Remaining Fence	13/04/2026	597.10	99.52
Wild Science Ltd	Ad hoc	Animal workshops & Science Experiments - Lenham Fest		706.80	117.80
Already Paid					
Tree Pro	Ad Hoc	Missed invoice for Grovelands, Faversham Road & Royton Avenue	27/02/2026	1440.00	240.00
St Mary's Church	Ad Hoc	Grant Application	28/03/2026	5000.00	
TOTAL				15850.52	
Direct Debits					
Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs (x 2 months)	01/04/2026	105.00	17.50
Business Stream (Q bill)	Monthly	1A High Street water (£80.90 in credit)			
Busines Stream (Q bill)	Quarterly	Toilets (£215.60 in credit)			
Castle Water	Monthly	Water at picnic site - (£1.18 in credit)	09/04/2026	7.90	1.32
Castle Water	Monthly	Public Toilets Maidstone Road	09/04/2026	7.90	1.32
Countrystyle Recycling	Monthly	Large Rubbish Bin collection and office recycling	31/03/2026	148.98	24.83
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	01/04/2026	36.29	
Ecotricity	Monthly	Streetlights - 14.02.26 - 01.03.26	24/03/2026	122.44	
Ecotricity	Monthly	Streetlights - 01.03.26 - 01.04.26	06/04/2026	266.65	
EDF	Monthly	Maidstone Road public toilets	07/04/2026	390.74	65.12
EDF	Monthly	Pop up Power (1 the Square) (credit £111.52)			
EDF	Monthly	1A High Street	07/04/2026	135.94	8.07

£35.34 c

EDF	Monthly	Allotments buildings	07/04/2026	19.53	0.93
Hugofox	Monthly	Website hosting	19/03/2026	23.99	
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	17/04/2026	177.00	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	01/04/2026	61.74	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	01/04/2026	108.78	
MBC NNDR	Monthly	1A Office Rates	01/04/2026	0.00	
Nayax	Monthly	Toilets	31/03/2026	0.54	
South East Water	Monthly	Cemetery	01/04/2026	3.00	
Service Charge (UNITY)	Monthly	Monthly service charge		13.30	
Scribe	Monthly	Monthly subscription	01/04/2026	94.80	15.80
			TOTAL- direct debits	1724.52	117.39
Payroll					
HMRC	Monthly	HMRC payment	30/04/2026	1926.72	
NEST	Monthly	Pensions	30/04/2026	645.36	
Staff Wages	Monthly	L Westcott & S Newell	30/04/2026	4543.85	
			TOTAL Payroll	7115.93	
			TOTAL EXPENDITURE	24690.97	357.39
Income - Current Account					
BT	Ad hoc	Refund	27/03/2026	60.24	
Cleverly and Spencer	Ad hoc	Cemetery memorial fee	27/03/2026	420.00	
EDF Energy	Ad hoc	Good will Gesture	30/03/2026	500.00	
CCLA	Monthly	Interest (April 2026)	02/04/2026	4769.56	
CIL Payment	Ad hoc	CIL Payment	17/04/2026	2518.36	
HMRC VAT Return	Quarterly	VAT Return	09/04/2026	1624.80	
Unity Bank - Savings acct	Quarterly	Interest	31/03/2026	1,336.40	
Maidstone Borough Council	Annual	Precept Reciept	10/04/2026	255,047.85	
			TOTAL	266277.21	