



Report of the Finance and General Purposes Committee Monday 21 August 2023

Present: Cllr J Britt (Chair presiding / notes); Cllrs K Hammond, N Osborne & A Walmsley, J Bate (RFO)

1. Apologies for absence: Cllrs. S Heeley & D Turner, L Westcott (Parish Clerk)
2. Nominations for substitutions: there were none
3. Declarations of interest: Cllr. Osborne declared an interest in the item relating to the footpath on the High Street (Almshouses)
4. Minutes from F&GP 17 July 2023: the minutes were agreed as correct.
Items outstanding: there was some discussion about arrangements for Remembrance Day
ACTION: LW to organise a multi-agency meeting to clarify
5. RFO report:

a) Payment Run - the payment run was agreed as tabled below:

Name	Frequency	Description	Date	Amount
Lenham Wanderers Football Club	Annual	Contribution to maintenance of William Pitt Field	18/08/2023	769.50
Motion	Ad-hoc	Review of Additional Evidence, Provision of expert transport advice and attendance at the Local Plan hearing	30/06/2023	2,250.00
Nathan Beale	Monthly	Waste management services	31/07/2023	735.00
Paul Waring	Quarterly	Various grounds maintenance work as agreed	31/07/2023	3,162.06
Additional at meeting:				
KCC	One off	Design fee for build out of pavement on High Street	31/07/2023	1,068.00
			TOTAL	£ 7,984.56

- b) Review of budget for Q1 (23/24 financial year): the review did not raise any concerns apart from ensuring that the issue of bills relating to services (i.e. water) are still unresolved and allocation of Coronation grants appeared in the correct column (currently in Grants with no expenditure on the Coronation budget line)
ACTION RFO to continue to chase / correct
- c) Banking arrangements: no update. RFO to remind outstanding councillors for their details and to check whether / when they receive information from Unity Bank. There was also a discussion about ensuring arrangements for any additional income can be dealt with in a proper manner.
ACTION: initiate a discussion at Full Council in September for further detailed suggestions at F&GP in September / adoption October full council ALL
- d) Card application: no update – the delay seems to be with Lloyds **ACTION RFO to chase**

- e) Staff reviews / salary report (circulated): this was noted
6. Update on S106 / CIL and bidding opportunities: there was a query regarding application for the S106 funds (£1068) to cover the design / implementation of the footpath proposals in the High Street
ACTION AW to check with LW that the funds will be accessible.
It was noted that the bidding window for the Community Fund (Toilet refurb) opens 30 August – 11 October
ACTION AR to be notified as he is completing the application document with technical building details
7. Grant application from Len Valley Football Club: the general feeling was positive, there were, though, a few questions which would need resolving before final decision at full council in September, which were:
- As this will not be building-based equipment (fixed) would it be possible for other organisations to have access to / use it?
 - There were questions about funding the on-going maintenance and registration
ACTION LW to raise these with the football club
8. Dumped van in Maidstone Road car park: at the time of the meeting the van was still there, however MBC officers have gained access to it and a clear-out is underway with anticipation that the van will then be removed.
9. Website hosting costs: it was noted that the RFO has this in hand. There was a request for an “idiots guide” to uploading files currently held elsewhere onto the cloud-based facility and explanations of security and maintenance of the facility **ACTION RFO by September meeting of full council.**
10. Maintenance of area of grass at Robins Close / Hugh Street: the discussion on this focussed on ownership. It was suggested that this was owner by National Rail (along with other sites in the vicinity). **ACTION LW to contact NR and establish ownership.**
11. Feedback from meeting with LWFC: AW reported that there had been a fruitful meeting with the club and that a future meeting was planned to set out a road-map for the future. This was agreed
12. Projects:
- Creation of an upstairs toilet is scheduled to start 22 August
 - KCC has agreed to scope the proposal for the alterations to the footpath in the High Street (see item 6)
 - AW to check with the Cricket Club exactly where the new fence is going ahead of works on the BH weekend
13. Correspondence received: none noted as the Parish Clerk is on leave
14. Summary of actions for full council:
- LW to arrange a meeting with all parties regarding arrangements for Remembrance services
 - Discussion item on agenda relating to investment of income
 - Updates on outstanding issues with water bills and bank issues required
 - Draft instruction on usage of Cloud-based storage due
 - Confirmation that S106 funds have been applied for (Item 6)
 - Update on application for external funds (Item 6)
 - Further details relating to grant application sought (Item 7)
 - LW to contact NR to establish ownership of land (Item 10)

The meeting closed at 21:45

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

Chairman of the Finance and General Purposes Committee