



Report of the Finance & General Purposes Committee Wednesday 27th May 2026 7.30pm

PRESENT Cllr. J Britt presiding.

Cllr. H Dale, D Garland, K Hammond and D Turner.

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. To accept apologies for absence.

None

2. Nominations for substitutions.

None

3. Declarations of interest on the agenda.

Cllr. H Dale declared an interest in item 9c.

Cllr. K Hammond declared an interest in item 9d.

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 20th April 2026

The notes of the F&GP meeting held on 20th April 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 = £291,362.62 Savings = £260,452.32 CCLA = £1,500,000

a. Review payment list for May for recommendation to full council.

All transactions are presented in Appendix A.

All agreed to recommend payments for approval.

Cllrs. D Garland and D Turner reviewed the invoices.

ACTION L Westcott to process payroll.

ACTION Cllrs. D Garland & D Turner to approve on the bank.

b. Bank Reconciliation report for April.

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 April have been signed.

- c. **To receive the Annual Report for 25/26** - Noted
 - d. **To receive the Internal Audit Report for 25/26** – Noted – Data Audit Recommended.
7. **Update on Section 106 & CIL monies due / applications for funds made and note receipts.**
None to report.
8. **To receive an update on Lenham Fest (1st August 2026)**
- Bands are booked.
 - Looking for volunteer recruitment
 - do we need a card machine?
 - advertisement ongoing
9. **To consider the following grant applications**
- a. **LENARA for £1,500 towards events – afternoon tea and Christmas social** – All agreed to be recommended to full council.
 - b. **Heart of Kent Hospice for £5000 for unrestricted core funding** – need further information.
 - c. **Lenham Lights for £2000 toward the cost of the Christmas Lights ‘switch on’ event** - All agreed to be recommended to full council.
 - d. **Lenham Community Centre for £3,500 for repair to floor and replacement carpet in Osborne room** - All agreed to be recommended to full council.
10. **To review of the following policies to be readopted.**
- a. **Risk Management Policy 2026** – All to review and respond with any changes.
 - b. **Investment & Reserves Strategy** – All happy.
Both to be recommended to Full Council.
11. **To consider renewing the annual maintenance contract with Hopkins for five defibrillators at £831.78 (+VAT)** – To recommend to full council.
12. **To consider purchase of new bin for Ham Lane Play Park for £431.60 (+VAT)** –
To recommend to full council.
13. **To consider installation of new and renewed 20mph roundels up to £7935.82 (HIP and MBC footpaths capital budget up to £10,000)**
Locations to be reviewed - reduced proposal for number of roundels.
14. **To consider Cyber security insurance – quote from Gallaghers circulated (£607.76)**
ACTION: L Westcott ask Cllr. J Murray for opinion.
15. **To consider ‘Best Front Garden’ Competition (see circulated report)**
All agreed.
16. **To consider action plan for cemetery**
All agreed.
17. **To consider report of allotments site including works completed on the polytunnel**
LPC satisfied with completed works on polytunnel. All further dealings are to be taken up with the HLAA.
Annual report has been done by Cllr. A Walmsley.
18. **Project updates to include:**
- a. **Lenham Nursery** – reviewing option b – report to be circulated.
 - b. **Cemetery Road Resurfacing** – no new update
 - c. **Maidstone Road Car Park Resurfacing** – no new update
 - d. **CCTV/WIFI** – report to full council, to include new streetlight information.

19. Correspondence received (for information only)

- a. Email received from Lenham Storage re use of the William Pitt Field for Event. LPC approved after receiving further information. Follow up email to be sent to LWFC.
- b. Email received from LWFC about allowing permission of third party use for containers.

20. To consider changing the date of the June the meeting to Wednesday 24th June

All approved

21. Summary of recommendations to full council

- a. To Authorise payments for May and note income.
- b. To authorise renewal of the annual defibrillator maintenance with Hopkins (x5 defibs) for £831.75
- c. To authorise the purchase of a new bin for Ham Lane play park at £431.60
- d. To accept the grant application from LENARA for £1500
- e. To accept the grant application from Lenham lights for £2000
- f. To accept the grant application from Lenham Community Centre for £3500
- g. To review further information received from the Heart of Kent Hospice with regards to their grant application
- h. To adopt the Investment and Reserves Strategy.
- i. To adopt the reviewed Risk Management Policy for 2026 following additional comments received.
- j. To further consider Cyber Security insurance.
- k. To proceed with the Best Front Garden Competition

The meeting closed at 21:30

Signed as a true record on this day 3rd June 2026
Chair of the Finance and General Purposes Committee

April 21/04/26-27/05/2026

Name	Frequency	Description	Invoice Date	Amount	VAT
Invoices					
Capital Cleaning Supplies	Ad hoc	Cleaning supplies for the WCs and bin bags	22/05/2026	38.60	
Down to Earth	Monthly	Churchyard Grass Cutting x2 plus High Street borders	30/04/2026	600.00	
DWN Property Service	Monthly	Handyman work and materials	19/05/2026	940.00	
Fixing Warehouse	Monthly	Paint Supplies	30/04/2026	28.74	4.79
Hopkins	Annual	Defib maintenance	07/05/2026	998.14	
Invicta Arboriculture	Ad hoc	Tree Survey	07/05/2026	2200.00	
KALC	Ad hoc	Play park inspection training	07/05/2026	168.00	
Lenham Community Centre	Monthly	Meeting room hire	30/04/2026	145.00	
Lisa Westcott	Ad hoc	Reimbursement for plant purchases	15/05/2026	197.96	
Lotus	Ad hoc	Lenham Fest - Posters	14/05/2026	30.00	5.00
Mulberrys	6 monthly	Internal Auditor report	12/05/2026	216.60	
Nathan Beale	Monthly	Waste management and toilet cleaning	30/04/2026	1312.25	
Nayax	monthly	Toilet payment system charge	30/04/2026	4.21	
Paul Waring	Monthly	WPF mowing (1 and 2)	18/05/2026	215.61	
Printerland	Ad hoc	Black ink	11/05/2026	116.26	
Safeplay	Bi monthly	Play park inspections	20/05/2026	187.20	
SLCC	Annual	Subscription	01/05/2026	379.00	
Streetlight	One off	Streetlight replacement - Green lane	16/04/2026	1818.00	303.00
Surf & Turf	Ad hoc	Gazebos x2	20/05/2026	751.00	125.17
TCR	Monthly	1a window cleaning	13/05/2026	17.00	
Already Paid					
Audrey Ratcliffe	Ad hoc	Catering for Annual Parish Meeting	29/04/2026	350.00	
Lenham Gardening Society	One off	Grant application	29/04/2026	250.00	
TOTAL				10924.97	

Direct Debits					
Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs (x 2 months)	01/05/2026	105.00	17.50
Business Stream (Q bill)	Monthly	1A High Street water (£122.79 in credit)			
Busines Stream (Q bill)	Quarterly	Toilets (£215.60 in credit)			
Castle Water	Monthly	Water at picnic site - (£1.18 in credit)	11/05/2026	8.47	
Castle Water	Monthly	Public Toilets Maidstone Road	11/05/2026	8.47	
Countrystyle Recycling	Monthly	Large Rubbish Bin collection and office recycling	30/04/2026	80.83	
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	04/05/2026	36.29	
Ecotricity	Monthly	Streetlights electricity	06/05/2026	223.16	
EDF	Monthly	Maidstone Road public toilets	06/05/2026	338.29	
EDF	Monthly	Pop up Power (1 the Square) (credit £111.52)	06/05/2026	20.56	
EDF	Monthly	1A High Street	06/05/2026	185.71	
EDF	Monthly	Allotments buildings	06/05/2026	18.90	
Hugofox	Monthly	Website hosting	19/05/2026	23.99	
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	18/05/2026	404.44	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	01/05/2026	61.74	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	01/05/2026	108.78	
PWLB	6 monthly	Loan for 1A High Street	05/05/2026	5390.50	
South East Water	Monthly	Cemetery	01/05/2026	3.00	
Service Charge (UNITY)	Monthly	Monthly service charge	30/04/2026	14.65	
Scribe	Monthly	Monthly subscription	01/05/2026	94.80	15.80
			TOTAL- direct debits	7127.58	15.80
Payroll					
HMRC	Monthly	HMRC payment	30/05/2026	2425.85	
NEST	Monthly	Pensions	30/05/2026	920.88	
Staff Wages	Monthly	L Westcott, S Newell & S Richardson	30/05/2026	5864.23	
			TOTAL Payroll	9210.96	

			TOTAL EXPENDITURE	27263.51	
Income - Current Account					
CCLA	Monthly	Interest (May 2026)	04/05/2026	4635.09	
HMCTS Courts	one off	Compensation for WPF gate	06/05/2026	100.00	
Cemetery Costs	Ad hoc	Uden and Sons	23/04/2026	900.00	
Cemetery Costs	Ad hoc	Varney	20/05/2026	420.00	
South East Water	one off	Refund?	22/05/2026	28.95	
			TOTAL	6084.04	