LENHAM
PARISH COUNCIL

# Report of the Finance & General Purposes Committee

Wednesday 24th June 2026 7.30pm

**PRESENT** Cllr. J Britt presiding.
Cllrs. H Dale, D Garland, K Hammond, D Turner and A Walmsley
L. Westcott (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. D Garland declared an interest in item 9a.
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 27th May 2026**
   The notes of the F&GP meeting held on 27th May 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 = £262,226  Savings = £10,427.32  CCLA = £1,750,000

   a. **Review payment list for June 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. D Garland & A Walmsley to approve on the bank.

   b. **Bank Reconciliation report for May.**
      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 May have been signed.

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)**
   L Westcott reported that more volunteers are required – it was suggested to specify exactly what is needed to the public. A compere is still required; some suggestions were made.

9. **To consider the following grant applications**
   a. **PTA at Lenham Primary School for £3000**
   Cllrs. considered the grant application and agreed that, as the total project cost is £3,000, and in line with the Council's previous practice of awarding grants of up to 50% of project costs, a grant of £1,500 be recommended to be awarded.

10. **To review the tree reports**
    L Westcott presented the works required following the recent tree survey. All agree to gain quotes and look to complete works in or by the autumn.

11. **To consider quote for electrical works required at 1A High Street following EIRC**
    L Westcott presented the quotes following the inspection, it will cost £180 for the earthing cable and £970 for a new consumer unit. Being a fire hazard, all agreed to recommend instructing JK Consulting to complete the work.

12. **To consider quote from Clarity for replacement interpretation panel at the Cross**
    L Westcott presented the quote for the replacement panel. The total cost is a little unclear, this will be discussed at full council, but all agreed to progress this work due to the damage on the current panel.

13. **To consider quote from CSG for car park drain clearance**
    L Westcott reported on the quote from CSG to clear the drains in the Maidstone Road car park which are blocked. The timelines of the resurfacing project were discussed and all agreed to recommend proceeding with the drain clearance.

14. **To consider option to sell freehold at 1A High Street**
    Cllr. J Britt reported on recent discussions with solicitors. All agreed to explore the available options further, acknowledging the amount of time the matter has occupied in recent months.

15. **To consider quotes for works required at Ham Lane Play park**
    a. **Installation of Fence panel along hedge line –** Due to the damage to the hedge line, all agreed to gain a quote for a new fence along the entire length of hedge.
    **ACTION** Officers to get a quote.
    b. **Replace remaining x4 Zip wire treads at £280 -**All agreed to recommend this be approved.
    c. **Fixing of the zip wire at £284 -** All agreed to recommend this be approved.

16. **To consider replacing last LED bulb on streetlight in Platts Heath for £375 + VAT**
    All agreed to recommend this be approved.

17. **Project updates to include:**
    a. **Lenham Nursery** – no update
    b. **Cemetery Road Resurfacing** – invoice received for the specification; this will be available once the invoice is paid. It will set out the scope of works, surfacing and drainage requirements, site access and protection measures and be sufficiently detailed to allow comparable quotations to be obtained from contractors.

c. **Maidstone Road Car Park Resurfacing** – invoice received for the specification; this will be available once the invoice is paid. It will set out the scope of works, surfacing and drainage requirements and be sufficiently detailed to allow comparable quotations to be obtained from contractors.
d. **CCTV/WIFI –** Cllr. D Garland presented a report on the phase 2 costs including the costs for the replacement poles, UKPN connection, electrical installation and new camera. This totals £13,557.55. A table of costs will be provided. This does not include a pole for the cricket field.

**18. Correspondence received (for information only)**

a. Enquiry regarding the state of the meadow at the cemetery. Cllrs. D Garland and J Murray have been actioned by the Lenham Meadows Trust to review plans for the meadow. The caretaker could assist.
b. A Cllr. has enquired whether the Council could fund a one-year subscription to AutoCAD to support the preparation of work for LPC. L Westcott advised that, at a cost of £492, the software would represent a significantly lower cost than engaging professional services for individual items of work. To be included on LPC agenda.
c. The barbers have approached the council about installing an air conditioning unit on the outside of their building. All agreed that Cllrs. M Michaelas and A Ratcliffe should review this.
d. Cllr. D Garland reported that Coolings has offered a voucher for a prize for the best front garden competition.
e. Cllr. A Walmsley as responded to an enquiry regarding a potential planning breach on Hubbards Hill.

**19. Summary of recommendations to full council**

a. To Authorise payments for June and note income.
b. To consider awarding a grant of £1,500 to Lenham Primary PTA, representing 50% of the total cost of the project and the amount requested.
c. To instruct JK Construction to complete the electrical work at the office following EIRC
d. To approve the order for a replacement interpretation panel for The Cross.
e. To approve instructing CSG to clear the drains in the Maidstone Road car park.
f. To approve replacement of x4 treads on zip wire at Ham Lane Play Park for £280.
g. To approve fixing the zip wire for £284.
h. To approve replacing the final LED bulb on streetlights in Platts Heath for £375 + VAT.

The meeting closed at 20:40

Signed as a true record on this day 1st July 2026 ……
Chair of the Finance and General Purposes Committee

**June 28/05/26-24/06/2026**

| Name | Frequency | Description | Invoice Date | Amount | VAT |
|---|---|---|---|---|---|
| **Invoices** | | | | | |
| Capital Cleaning Supplies | Ad hoc | Cleaning products for WCs plus bin bags | 31/05/2026 | 25.64 | |
| Down to Earth | Monthly | Grass cutting in Church yard | 31/05/2026 | 570.00 | |
| Evans & Langford | Ad hoc | Maidstone Road Car Park Surfacing Drawings | 29/05/2026 | 2040.00 | 340.00 |
| Evans & Langford | Ad hoc | Cemetery Road Surfacing Drawings | 29/05/2026 | 1674.00 | 279.00 |
| Glasdon | Ad hoc | Replacement bin at play park | 17/06/2026 | 527.09 | 87.85 |
| Lenham Community Centre | Monthly | Meeting room hire | 31/05/2026 | 105.00 | |
| Nathan Beale | Monthly | Waste management and toilet cleaning | 31/05/2026 | 1267.25 | |
| Paul Waring | Monthly | WPF mowing (3 & 4) plus fertliser | 10/06/2026 | 775.32 | 129.22 |
| Safeplay | bi monthly | Operational play park inspections | 19/06/2026 | 187.20 | 31.20 |
| Stephanie Richardson | Ad hoc | Mileage Claim | 09/06/2026 | 12.10 | |
| TCR | Monthly | 1a window cleaning | 17/06/2026 | 17.00 | |
| | | | | | |
| **Already Paid** | | | | | |
| Lenara | One off | Grant application | 04/06/2026 | 1500.00 | |
| Lenham Bowls Club | One off | Grant application | 04/06/2026 | 1000.00 | |
| Lenham Christmas Lights | One off | Grant application | 04/06/2026 | 2000.00 | |
| Lenham Cricket Club | One off | Grant application | 04/06/2026 | 2000.00 | |
| Lenham Community Centre | One off | Grant application | 04/06/2026 | 3000.00 | |
| Safeplay | One off | Repairs to Chainlinks on Zip Wire | 16/06/2026 | 284.00 | 40.80 |
| **TOTAL** | | | | **16984.60** | |
| | | | | | |
| **Direct Debits** | | | | | |
| Amiga | Monthly | CCTV Maintenance & Emergency cord at WCs (x 2 months) | 01/06/2026 | 105.00 | 17.50 |
| Business Stream (Q bill) | Monthly | 1A High Street water (in credit) | | 18.41 | |
| Busines Stream (Q bill) | Quarterly | Toilets | 09/06/2026 | 0.00 | |
| Castle Water | Monthly | Water at picnic site - (£1.18 in credit) | 08/06/2026 | 8.76 | |
| Castle Water | Monthly | Public Toilets Maidstone Road | 08/06/2026 | 8.76 | |
| Countrystyle Recycling | Monthly | Large Rubbish Bin collection and office recycling | 31/05/2026 | 80.33 | |
| Direct 365 | Monthly | Toilet bin (Nappy & Hygiene) | 01/06/2026 | 36.29 | |

| | | | | | |
|---|---|---|---|---|---|
| Ecotricity | Monthly | Streetlights electricity | 06/06/2026 | 198.49 | 9.45 |
| EDF | Monthly | Maidstone Road public toilets | 01/06/2026 | 0.00 | |
| EDF | Monthly | Pop up Power (1 the Square) (credit £111.52) | 01/06/2026 | 0.00 | |
| EDF | Monthly | 1A High Street | 01/06/2026 | 185.71 | |
| EDF | Monthly | Allotments buildings | 01/06/2026 | 19.53 | |
| Hugofox | Monthly | Website hosting | 19/06/2026 | 23.99 | 4.00 |
| Lloyds Bank | Monthly | LPC Debit Card - as per statement (inc bank charges £3) | 16/06/2026 | 367.62 | |
| MBC NNDR | Monthly | Lenham Cemetery Rates (ten months) | 01/06/2026 | 61.74 | |
| MBC NNDR | Monthly | Public Conveniences Rates (12 months) | 01/06/2026 | 108.78 | |
| South East Water | Monthly | Cemetery | 01/06/2026 | 3.00 | |
| Service Charge (UNITY) | Monthly | Monthly service charge | 30/05/2026 | 12.70 | |
| Scribe | Monthly | Monthly subscription | 01/06/2026 | 94.80 | 15.80 |
| | | | **TOTAL- direct debits** | **1333.91** | 19.80 |
| | | | | | |
| **Payroll** | | | | | |
| HMRC | Monthly | HMRC payment | 30/06/2026 | 2234.92 | |
| NEST | Monthly | Pensions | 30/06/2026 | 834.03 | |
| Staff Wages | Monthly | L Westcott, S Newell & S Richardson | 30/06/2026 | 5461.85 | |
| | | | **TOTAL Payroll** | **8530.80** | |
| | | | **TOTAL EXPENDITURE** | **26849.31** | |
| | | | | | |
| **Income - Current Account** | | | | | |
| CCLA | Monthly | Interest (June 2026) | 02/06/2026 | 4835.31 | |
| HMCTS Courts | one off | Compensation for WPF gate (£200 so far) | 02/06/2026 | 100.00 | |
| Cemetery Costs | Ad hoc | Set in Stone - Davies | 02/06/2026 | 75.00 | |
| Cemetery Costs | Ad hoc | Cleverley and Spencer - memorial costs for Browning | 09/06/2026 | 75.00 | |
| Cemetery Costs | Ad hoc | AW Court - Coutts and Tong | 11/06/2026 | 75.00 | |
| Cemetery Costs | Ad hoc | B Browning Ashes plot and interment | 17/06/2026 | 225.00 | |
| Nayax | Monthly | Toilet payment system charge | 31/05/2026 | 14.85 | |
| | | | **TOTAL** | **5400.16** | |