



Report of the Finance and General Purposes Committee Monday 26th January 2025 7:30pm

PRESENT Cllr. J Britt Chair presiding.
Cllrs. D Garland, A Ratcliffe, A Walmsley, D Turner, K Hammond & C Wood
S. Newell (Deputy Clerk & RFO) and A Ratcliffe (Finance & Admin Officer)

Public Participation:

3x members of the public – presented the plan for the Ham Lane Allotment Community Shed.

The chair opened the meeting at 19:45

1. Apologies for Absence

None received

2. Nominations for Substitutions

None received

3. Declarations of interest on the agenda

Cllr. J Britt declared an interest item 6a on the payment schedule.

Cllr. A Ratcliffe declared an interest in 6a on the payment schedule

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 Wednesday 17th December 2025

The notes of the F&GP meeting held on 17th December were agreed as being accurate.

Points to follow up on:

- **ACTION** Officer Ratcliffe to contact The Lenham School regarding who is lead for the youth council.

6. RFO Financial Report and update on work in progress

A Ratcliffe reported the bank account balances as follows:

Current account = £92,378.12 Savings = £25,9115.92 CCLA = £1,500,000

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 and signed the invoices.

ACTION L Westcott to process payroll.

ACTION Cllrs. A Walmsley & D Garland to approve on the bank.

b. Bank Reconciliation Report and budget statement for December

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 December have been signed.

7. **Update on Section 106 and CIL monies due/ application for funds made and note receipts.**
Nothing to report.
8. **To consider training course for Deputy Clerk – FILCA (£140) to ILCA to CILCA (£140)**
All agreed to support.
ACTION Recommend to full council.
9. **To consider proposal for village Easter Egg Hunt – 7th April 2026**
All agreed to support.
ACTION Recommend to full council.
10. **To consider replacement bike rack in Lenham Square - £1690 (ex VAT)**
All agreed to support.
ACTION Recommend to full council.
11. **To note payment to Andrew Barr in line with lease for Ham Lane play park for £1.10 per annum**
All agreed to support.
ACTION Recommend to full council. Cheque to be signed on 4th February at Full Council.
12. **To consider the application for a community shed at Ham lane Allotments**
Following a discussion, all agreed to support. Cllr. A Ratcliffe did suggested installing a compostable toilet
ACTION Cllr. A Walmsley to contact HLAA with decision.
13. **To consider replacement of 14 fence panels in Maidstone Road Car Park by Wallond (£2001.57)**
All agreed to support.
ACTION Recommend to full council.
14. **To note replacement of 2 timber treads on zip wire platform (£129) in Ham Lane**
It was noted.
15. **To consider proposal from St Mary’s Church regarding a peace garden**
Councillors agreed in principle. **ACTION** Cllr. J Britt to compose response
16. **To consider response to St Marys Church regarding grant application**
Councillors felt more information was needed.
ACTION Officer Ratcliffe to arrange a meeting with Cllr. A Ratcliffe and Lenham Community Hub Chair.
17. **Projects update**
 - a. **Lenham Nursery** - Awaiting CIL response.
 - b. **Cemetery Road Surfacing** - Cllr. A Ratcliffe reported the quote has been received from Evans and Langsford for specification of resurfacing Lenham Cemetery Road for £1395.
All agreed to support.
ACTION Recommend to full council.
18. **Correspondence (for information only)**
 - a. Cllr. A Ratcliffe has received a quote for specification of Maidstone Road Car park’s resurfacing
ACTION Cllr. A Ratcliffe to add gulley to specification and add to full council agenda.
 - b. Purchase of SID battery considered – to be covered under office costs.
 - c. Officers have been asked about replacing the LPC gazebos as three out of four are damaged.
ACTION Officer to compile report on use and costs.
 - d. A MoP has asked to keep wood from trees that LPC will be cutting back – Cllrs. are not in agreement and the tree company will be requested to remove of all logs and chippings
 - e. Cllr. J Britt reported MBC Cllr. C Houlihan has been in touch with Community Safety team regarding the Harrow and it appears the request has been ‘resurrected’ to make it secure. Cllr. J Britt also informed the agent has been updated with the situation.
 - f. MBC have informed LPC that the Parish serviced Scheme Grant for 26/27 will be £10,837.00.
 - g. MoP has contacted LPC regarding trees from Tolhurst Way.

ACTION Cllr. D Garland to share Golding Homes contact details.

- h. Cllr. K Hammond confirmed the final SPD report for Heathlands was to be published 27th January 2026

15. Summary of recommendations to full council

- a. To approve training course for the Deputy Clerk.
- b. To approve Easter Egg Hunt 7th April.
- c. To approval purchase of Bike rack for Lenham Square.
- d. To authorise payment for Ham Lane Lease to Andrew Barr of £1.10 per annum.
- e. To accept quote for Maidstone Road carpark fencing from Wallond.
- f. To authorise payments for January.
- g. To accept quote from Evans and Langford for specification for Lenham Cemetery Road.

The meeting closed at 20.54

Signed as a true record on this day 4th Feb 2026
Chair of the Finance and General Purposes Committee

APPENDIX A – January 2026 Pay run

Name	Frequency	Description	Invoice Date	Amount	VAT
Invoices					
Audrey Ratcliffe Services	ad hoc	Office table	10/01/2026	150.00	
Butler Driveway	ad hoc	Maidstone road footpath	14/01/2026	5500.00	
Caloo	ad hoc	Handles for gym equipment	15/01/2026	42.60	7.10
Charhill Ltd (Fixings warehouse)	ad hoc	Bin retention bands	31/12/2025	5.02	
Costcutter UK	ad hoc	2 benches for Cherry Downs	13/01/2026	1253.55	208.89
CPRE	annually	Membership	01/12/2025	154.00	
DM Payroll Services ltd	6 Monthly	Payroll	13/01/2026	86.40	14.40
Down to earth	monthly	Church & Cemetery work	31/12/2025	185.00	
JK Construction	ad hoc	Fixing office toilet	19/12/2025	240.00	40.00
John Britt	ad hoc	Expenses - Oct to Dec 2025	06/01/2026	76.50	
JW Timber Ltd	ad hoc	Bench wood replacement (The Square)	23/01/2026	673.20	112.20
Lenham Community Centre	Monthly	Meeting room booking for LPC public meetings	04/01/2026	95.00	
Morgan Fire Protection	annually	Service appliances & 1 new foam extinguisher	23/12/2025	321.66	53.61
Nathan Beale	monthly	bins and toilet cleaning	31/12/2025	1218.51	
Safeplay	ad hoc	Repairs to Ham lane play park	22/12/2025	310.80	51.80
Sheet Plastics	One off	Perspex for bus shelter	21/01/2026	238.14	39.69
			TOTAL	10550.38	527.69
Direct Debits					
Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs (x 2 months)	01/01/2026	105.00	17.50
BT	Monthly	1A phone and broadband	18/12/2025	60.24	10.04
Business Stream (Q bill)	Monthly	1A High Street water (£80.90 in credit)	01/01/2026	0.00	
Business Stream (Q bill)	Quarterly	Toilets (£256.67 in credit)		0.00	
Castle Water	Monthly	Water at picnic site - PAID dec 2025	19/01/2026	36.39	2.43
Castle Water	Monthly	Public Toilets Maidstone Road (27.56 credit)	07/01/2026	0.00	
Countrystyle Recycling	Monthly	Large Rubbish Bin collection	31/12/2025	96.42	16.07
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	01/01/2025	36.29	6.05
EDF	Monthly	Maidstone Road public toilets	05/01/2026	488.71	81.45
EDF	Monthly	Pop up Power (1 the Square) (credit £70.40)	01/01/2026	20.56	
EDF	Monthly	1A High Street - nothing to pay	07/01/2026	0.00	
EDF	Monthly	Streetlights - 01/08/-01/09	20/01/2026	605.06	28.81
EDF	Monthly	Allotments buildings	07/01/2026	19.53	0.93
Hugofox	Monthly	Website hosting	19/12/2025	23.99	4.00
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	31/12/2025	218.04	
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	01/12/2025	60.00	
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	01/12/2025	103.00	
MBC NNDR	Monthly	1A Office Rates	01/12/2025	289.00	
Nayax	Monthly	Toilets	01/01/2026	9.48	
South East Water	Monthly	Cemetery	01/01/2026	3.00	
Service Charge (UNITY)	Monthly	Monthly service charge (for Dec)	16/12/2025	12.45	
Scribe	Monthly	Monthly subscription	01/01/2026	94.80	15.80
			TOTAL- direct debits	2281.96	183.08
Payroll					

HMRC	Monthly	HMRC payment	28/01/2026	2534.78	
NEST	Monthly	Pensions	28/01/2026	1147.76	
Staff Wages	Monthly	L Westcott, S Newell & A Ratcliffe	28/01/2026	6605.13	
			TOTAL Payroll	10287.67	0.00
			TOTAL EXPENDITURE	23120.01	710.77
Income - Current Account					
CCLA	monthly	Interest	05/01/2026	4975.57	
Vistry	Ad hoc	Sign replacement	19/12/2025	82.00	
Unity Bank - Savings acct	Quarterly	interest	31/12/2025	1608.17	
Cemetery Fee	ad hoc	Mason - reservation of plot	14/01/2026	450.00	
VAT Refund	Quarterly	Q3 25/26 VAT refund	14/01/2026	22,358.87	
			TOTAL	29474.61	

