LENHAM
PARISH COUNCIL

Report of the Finance & General Purposes Committee

Monday 24th August 2026 7.30pm

PRESENT Cllr. J Britt presiding.
Cllrs. H Dale, D Garland & A Walmsley
S Newell (Deputy Clerk & RFO)

Public Participation
No members of public.

The chair opened the meeting at 19:30.

1. **To accept apologies for absence.**
   Cllr. K Hammond & D Turner
2. **Nominations for substitutions.**
   There were none.
3. **Declarations of interest on the agenda.**
   None.
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 July 2026**
   The notes of the F&GP meeting held on 20th July were agreed as being accurate.
   Need to follow up on arrangements for Remembrance Service (make sure we have the wreaths) and Cllr. J Britt has offered to read out the names. Also need conformation of a vicar for the Sunday as well as 11/11 (Armistice Day).
6. **RFO Financial report and update on work in progress**
   S Newell reported the bank account balances as follows:

   Current account = £240,072.10 Savings = £11,332.89 CCLA = £1,750.000

   a. **Review payment list for August 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 S Newell to process payroll.
      ACTION Cllrs. D Garland & A Walmsley to approve on the bank.

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

7. **Update on Section 106 & CIL monies due / applications for funds made and note receipts.**
   Formal confirmation of CIL money accepted. Awaiting grant form to complete. Will be putting out to tender.

8. **To report an update on Lenham Fest de brief and propose date for 2027.**
   Proposed date for Lenham Fest 2027 is Saturday 17th July. Will be recommended to Full Council. Budget section from 2026 to be added to report.

9. **To report on proposals for Cherry Downs Picnic Site.**
   Cllr H Dale to update report and create a wish List to recommend to Full Council. Lots of positive and constructive feedback for what can be done to improve the site.

10. **To consider contributing to the cost of the proposed heritage bins in the square (owned by MBC).**
    All agreed and happy to pay for the difference to make sure bins are heritage style.
    SN to look into potential double bin in the square instead of single.

11. **Project updates to include:**
    a. **Lenham Nursery** – First meeting was had to establish a plan going forward. Hoping to have up and running by this time next year ready for 2027 intake.
    b. **Cemetery Road Resurfacing** – Works need to be put out to tender.
    c. **Maidstone Road Car Park Resurfacing** – Works need to be put out to tender.
    d. **CCTV/WIFI –** Phase 2 complete. Awaiting lamppost adoption at Morella Woods to go ahead with Phase 3.

12. **Correspondence received (for information only)**
    - Email received from allotments re water usage. Cllr. A Walmslay to respond.
    - MOP enquired about rental of lockup/jail. This requested was a declined. This is being used by the Heritage Lenham group to hopefully create something inside.

13. **Summary of recommendations to full council**
    a. To Authorise payments for August and note income.
    b. To note formally acceptance on CIL money for Nursery.
    c. Recommendation for Lenham Fest 2027 date (July 17th 2027)
    d. Recommendation to contribute extra cost of Heritage style bins in the square.

The meeting closed at 20:50

Signed as a true record on this day 2nd September 2026 ……
Chair of the Finance and General Purposes Committee

August 21/07/26-24/08/2026

Name	Frequency	Description	Invoice Date	Amount	VAT	Comments
Invoices						
Amiga	31/07/2026	Installation of Phase 2 CCTV	31/07/2026	5362.80	893.80	
Capital Cleaning	Ad hoc	Dog bins bags	06/08/2026	127.62	21.27	
CSG	Annual	Drainage clearance from M Road car park	30/07/2026	861.04	143.51	
Down to Earth	Monthly	Churchyard grass cuts and cemetery strim	31/07/2026	580.00	0.00	
DM Payroll Services	6 monthly	Pay roll Services = April - September 2026	30/07/2026	86.40	14.40	
DWN Property Services	Monthly	Car park repairs, bench refurb & litter bin replacement	03/08/2026	500.00	0.00	
Evans and Langford	Ad hoc	Interim Fee for car park professional fees	31/07/2026	360.00	60.00	
Fixings Warehouse	Monthly	Supplies for Car Park Repair	31/07/2026	95.72	15.96	
Lenham Community Centre	Monthly	Meeting room hire	31/07/2026	95.00	0.00	
NALC	Ad hoc	Silver Award Registration Fee	14/08/2026	60.00	10.00	
Nathan Beale	Monthly	Waste management and toilet cleaning	31/07/2026	1267.25	0.00	
Paul Waring	Monthly	WPF grass cutting x2 (7 & 8)	20/04/2026	102.74	17.12	Received invoice 23/07/2026
Paul Waring	Monthly	WPF grass cutting x1 (9)	10/08/2026	107.80	17.96	
Paul Waring	Quarterly	25/26 Q4 grounds maintenance	31/01/2026	2181.36	363.56	Received invoice 23/07/2026
Paul Waring	Quarterly	26/27 Q1 grounds maintenance	23/07/2026	3133.92	522.32	
SLCC	Ad hoc	Sarah training - ILCA to CILCA	04/08/2026	168.00	28.00	
Streetlights	Ad hoc	Replacement lantern	05/08/2026	450.00	75.00	
TCR	Monthly	1a window cleaning	12/08/2026	17.00		
Tithe Barn	Ad hoc	Lenham Fest - Barn Hire	18/08/2026	360.00	60.00	
Wallond	Ad hoc	2x fence panel repairs at Ham Lane play park	03/082026	1080.94	180.16	

Already Paid						
KCC	Ad hoc	CCTV - lamp post load tests	16/03/2026	1339.00	200.00	Received invoice 17/08/2026
TOTAL				**12846.17**		
Direct Debits						
Direct Debits						

Amiga	Monthly	CCTV Maintenance & Emergency cord at WCs	31/07/2026	105.00	17.50	
Business Stream (Q bill)	Monthly	1A High Street water (in credit)				Quarterly Bill
Busines Stream (Q bill)	Monthly	Toilets				Quarterly Bill
Castle Water	Monthly	Water at picnic site - (£1.18 in credit)	05/08/2026	8.76		
Castle Water	Monthly	Public Toilets Maidstone Road	05/08/2026	8.76		
Countrystyle Recycling	Monthly	Large Rubbish Bin collection and office recycling	31/07/2026	103.01	17.17	
Direct 365	Monthly	Toilet bin (Nappy & Hygiene)	01/08/2026	36.29	6.05	
Ecotricity	Monthly	Streetlights electricity	06/08/2026	190.02	9.05	
EDF	Monthly	Maidstone Road public toilets (credit)	06/08/2026	76.00		
EDF	**Monthly**	**Pop up Power (1 the Square) IN DISPUTE**				
EDF	Monthly	1A High Street	06/08/2026	185.71		
EDF	Monthly	Allotments buildings	06/08/2026	19.53		
Hugofox	Monthly	Website hosting	19/08/2026	23.99	4.00	
Lloyds Bank	Monthly	LPC Debit Card - as per statement (inc bank charges £3)	17/08/2026	254.08		
MBC NNDR	Monthly	Lenham Cemetery Rates (ten months)	01/08/2026	61.74		Annual Bill
MBC NNDR	Monthly	Public Conveniences Rates (12 months)	01/08/2026	108.78		Annual Bill
Orbital	Ad hoc	Electrical work for CCTV installation	29/07/2026	2362.50		
South East Water	Monthly	Cemetery	01/08/2026	3.00		Quarterly Bill
Service Charge (UNITY)	Monthly	Monthly service charge plus cheque fee	31/07/2026	14.95		
Scribe	Monthly	Monthly subscription	01/08/2026	94.80	15.80	
			TOTAL- direct debits	**3656.92**	19.80	
Payroll						
HMRC	Monthly	HMRC payment	28/08/2026	2251.92		
NEST	Monthly	Pensions	28/08/2026	861.30		
Staff Wages	Monthly	L Westcott, S Newell & S Richardson	28/08/2026	5417.58		
			TOTAL Payroll	**8530.80**		
			TOTAL EXPENDITURE	**25033.89**		
Income - Current Account						

CCLA	Monthly	Interest (July 2026)	04/08/2026	5695.03		
Finickity Fayre	Ad hoc	Deposit returned	04/08/2026	50.00		
HMCTS Courts	one off	Compensation for WPF gate (£250 so far)	05/08/2026	50.00		
Cemetery Fees	Ad hoc	Flood (memorial - set in stone)	19/07/2026	420.00		
Cemetery Fees	Ad hoc	Flood (plot reservation x2 cheque)	28/07/2026	900.00		
Cemetery fees	Ad hoc	Tanner (AW Court)	10/08/2026	450.00		
Insurance costs for 7A Church Square	Annual	Andrew Lee and Co (18 months worth)	06/08/2026	375.00		
Hiscox	Ad hoc	Final Planter Payment	12/08/2026	241.49		
Nayax	Monthly	Fees received from WCs	13/08/2026	13.10		
			TOTAL	**8194.62**		