



## Report of the Finance and General Purposes Committee

Wednesday 21<sup>st</sup> June 2023 at 7:30pm

**PRESENT** Cllr. J Britt Chairman presiding.  
Cllrs. K Hammond, M Michaelas (part) N Osborne, A Ratcliffe, D Turner & A Walmsley  
J Bate (RFO), L Westcott (clerk)

### **Public Participation:**

One parishioner from Lenham Square Photo and Design Studio was present to discuss ideas for tourism and branding for Lenham. Lenham Square Photo & Design Studio can help with the design of posters. LPC would require a budget for printing. Cllrs. M Michaelas and K Hammond will work on this with the studio and define clear messages. Cllr. D Turner can assist with social media.

**ACTION** L Westcott to contact domain owner of visitlenham.co.uk

**ACTION** All to send useful local pictures to Lenham Square Photo & Design Studio.

Parishioner and Cllr. M Michaelas left.

Chair opened the meeting at 20:00.

### **1. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr. S Heeley.

### **2. NOMINATIONS FOR SUBSTITUTIONS**

There were none.

### **3. DECLARATIONS OF INTEREST ON THE AGENDA**

No declarations received.

### **4. MINUTES FROM F&GP 17<sup>th</sup> MAY 2023**

The minutes of the F&GP meeting held on 17<sup>th</sup> May 2023 were agreed as being accurate.

Points to note:

- Street Traders Licence – hardstanding is being laid on site by landowner, Cllr. J Britt has asked MBC Cllr. J Sams to notify him of the relevant committee date.
- MBC have provided the report that states the WCs and the Nursery have not been successful in this year's strategic CIL bid application round.

### **5. TOURISM PROPOSALS**

Discussed during public participation.

### **6. FINANCIAL REPORT (by RFO J Bate)**

- Review payment list for June:

Name	Frequency	Description	Date	Amount
Audrey Ratcliffe	One off	Annual Parish Meeting Catering	25/05/2023	£ 150.00
BT Group	Monthly	Broadband and telephone for 1a High Street	18/06/2023	£ 65.08
Down To Earth Garden Maintenance	Monthly	Churchyard grass cuts x 2	31/05/2023	£ 380.00
EDF Energy	Monthly	Street Lights	01/06/2023	£ 494.78
EDF Energy	Monthly	WC's	09/06/2023	£ 7.88

KALC	Ad-hoc	New Cllr Training	14/06/2023	£ 72.00
Motion	One off	Transport Assessment - New Evidence	31/05/2023	£ 4,500.00
Nathan Beale	Monthly	Waste Management	31/05/2023	£ 735.00
Safeplay Playground Services	One off	Repairs of Play Equipment per Quote	09/06/2023	£ 1,030.50
SLCC	Annual	Clerk Membership of SLCC	14/05/2023	£ 237.00
Tree Pro Ltd	s106	Stump grinding on footpath (S106 money received)	08/06/2023	£ 1,080.00
Paul Waring	Contract Quoted	Works Carried out in March - Hedges in Maidstone road Car Park and Cemetery. And Mowing Brambles at Picknic Site	31/05/2023	£ 1,002.78
			<b>TOTAL</b>	<b>£ 9,755.02</b>

Cllrs. questioned why it was taking so long to pay people. J Bate explained this was in line with the agreed Council Financial regulations. J Bate will ensure the list of payments are provided to Cllrs. so they can choose whether to come to F&GP to review them.

**ACTION** J Bate to chase supplier regarding changing the streetlights bill, this is unchanged since LED bulbs were installed.

**ACTION** J Bate to raise a formal complaint with Business Stream over the very high estimated water bill for the WCs.

**ACTION** All - when an invoice is received, forward to RFO confirming completion of works.

All agreed to recommend to full council to make payments.

b. Internal Audit findings

J Bate reported that the internal report is completely clean and the full report will be sent to Cllrs.

A few queries came up throughout the day that J Bate explained to auditor. These can be rectified with the following actions.

**ACTION** L Westcott to reprint May 2022 minutes for signing at LPC to match those authorised.

**ACTION** J Bate to raise a formal complaint with EDF over time taken to update names and addresses.

c. Update on additional bank arrangements.

Cllrs. K Hammond and A Walmsley have provided the relevant ID.

**ACTION** J Bate to complete bank applications.

**ACTION** J Bate to provide update on payment card application.

## 7. UPDATE ON SECTION 106 & CIL MONIES DUE / APPLICATIONS FOR FUNDS MADE

L Westcott reported that no CIL money is due and that MBC have confirmed that LPC can apply for s106 funds from the Old Goods Yard Site.

L Westcott reported on the Community Ownership Fund application and has begun completing an 'Expression of Interest' (EOI) form for the WCs project.

**ACTION** Cllr. A Ratcliffe to review EOI form and submit.

## 8. TO REVIEW OPTIONS FOR EMPLOYING A CARETAKER/HANDYMAN TO ADDRESS ADDITIONAL AREAS OF WORK REQUIRED WITH PLAY PARKS AND GENERAL MAINTENANCE

L Westcott reported on the long list of small jobs required around the parish that keep coming up – particularly at the play parks. It is not efficient to keep using contractors to complete this work and someone is required who can dedicate a number of hours per week to LPC. All agreed.

**ACTION** Cllrs. N Osborne and A Ratcliffe to meet with L Westcott to begin the process of finding a suitable person.

## 9. TO CONSIDER QUOTES FOR THE UPSTAIRS BATHROOM AT 1A HIGH STREET

All agreed to accept quote from Cllr. N Osborne's contact for up to £3000.

**ACTION** Cllr. N Osborne to check availability of plumber and report to LPC.

## **10. PROJECTS UPDATE**

- a. Cllr. A Ratcliffe has been invited to join the meeting on the primary school extension project.
- b. Cllr. A Walmsley reported that MBC have provided verbal agreement to the proposed plans for the pavement on the High Street.
- c. Cllr. J Britt reported that the signed copy of the WPF sale agreement will be held at the solicitors and the initial £20,000 funds will be transferred to LPC.

**ACTION** J Bate to provide solicitor with bank details.

## **11. CORRESPONDENCE**

- a. L Westcott reported that the cricket club fun day is on 2<sup>nd</sup> July and LPC can have a table stand, Cllrs. will be required to help man the stand.

## **12. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL**

- a. Authorisation of payments as detailed in item 6.

**The meeting closed at 21:15**

Signed as a true record on this day 5<sup>th</sup> July 2023.....

Chairman of the Finance and General Purposes Committee