

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON  
MONDAY, 25<sup>th</sup> NOVEMBER 2019 AT CHURCH FARM AT 7.30P.M.**

**PRESENT:** Cllrs., Mrs. M. Moore (Chairman), T. Bishop, Mrs. J. Manser, R. Mitchell,  
Mrs. A. Oakley and D. Thornewell

**APOLOGIES FOR ABSENCE:** Cllr. R. Roud

**APPROVAL AND SIGNING OF MINUTES AND APPENDIX OF MEETING HELD ON MONDAY, 24<sup>TH</sup>  
JUNE 2019**

It was **RESOLVED** that the Minutes and Appendix of the Meeting held on Monday 24<sup>th</sup> June 2019 be **APPROVED AND SIGNED** by the Chairman.

**MATTERS ARISING**

(i) **Doctors Surgery Lease**

The Clerk reported that the Lease in respect of the Doctors@ Lease at the George Holding Centre has now been completed.

**FINANCIAL MATTERS**

(i) **Accounts for Payment and Cheques for Signature**

The List of Accounts for Payment for both the main account and the Village Halls Account were **CIRCULATED AND APPROVED** and it was **AGREED** that the relevant cheques be **SIGNED**. (Appendixed TO these Minutes)

(ii) **First Interim Internal Audit Report 2019-20**

The Clerk reported that the above Audit had been carried out and the report received. The main issue is the need for the Council to set up an Investment Strategy. When this was discussed before the decision was made not to take any further action but Government changed this in April and now Parish Councils with funds in excess of £100,000.

The Clerk added that she will obtain information from CCLA which is a charity that has investment options for Public Bodies. When this is received, she will report back to this Committee.

(iii) **Lunsford Park Pre-School – Heating Issues at George Holding Centre**

The Clerk reported that are problems in the Pre-School at the George Holding Centre with the heating and hot water and she has asked Kent Boilercare to provide a report on the situation and whether a combi-boiler could replace the existing one.

The Doctors Surgery had a combi-boiler fitted last year and they would like to get rid of the tank in the loft which serves the Pre-School as well.

The Doctors have to have a check for legionella and it has been recommended that the tank either be removed or cleaned and a lid fitted.

(iv) **Ratification of Payments to West Malling Parish Council – Bellway Appeal**

The Clerk asked for ratification of the final £10,000 paid to West Malling Parish Council in respect of the Bellway Appeal which was dismissed by the Planning Inspector. This action was **RATIFIED**.

(v) **Annual Audit Return – 2018/2019**

The Clerk reported that the Annual Audit for 2018/2019 has been signed off by PKF Littlejohn with no problems recorded. The Clerk and Assistant Clerk were thanked for achieving this yet again.

**CORRESPONDENCE**

Compaid : **Letter of Thanks**

Citizens Advice:

Heart of Kent Hospice: It was **NOTED** that letters of thanks had been received from these  
East Malling Institute: organisations for the grants and donations they received.

QFSM: **Fire Risk Assessment**

It was **NOTED** that the Fire Risk Assessment has been updated for 2019/20. It was **AGREED** this **ADOPTED**.

Gary Jiles: **Quotation re: Damp Problem in Parish Council Office**

The Clerk reported that she had obtained a quotation for remedying the damp problem in the Committee Room which has got rather bad in the last year or so. Gary Jiles has quoted as follows:-

Repoint the worst areas to courtyard wall 8 metres long x 1.1 metres high – replace the worst of the deteriorated bricks (10-20 bricks)

Labour	660.00
Materials	<u>130.00</u>
	£790.00

Repoint the worst areas on the roadside wall:

Labour	350.00
Materials	<u>50.00</u>
	£400.00

Comment was made that once the work has been carried out and the walls dried out, then a quotation should be obtained for replastering the inner walls.

It was **AGREED** that the quotation for the all the work be **ACCEPTED**.

Clarke Telecom:

**Mast at Church Farm**

It was **NOTED** that Telefonica Ltd has entered into an agreement with Vodafone Ltd pursuant to which the two companies plan to jointly operate and manage a single network grid across the UK.

To improve their network programme there is a specific requirement for a new installation at this location to provide enhanced 2G, 3G and 4G coverage and capacity ensuring that his area of Kent has access to the latest technologies.

Atkins Global:

**Land Ownership at Redwing Close Footbridge**

Cllr. Thornewell said that this is a follow-up to his meeting with Simon Allum regarding access to the motorway from Larkfield Playing Fields.

A drawing has now been provided which was circulated to members and it should be reiterated that any gate should be secured at all times.

The Clerk was asked to confirm that the panels will be continuing at Church Farm right up to the bridge in New Hythe Lane as at present the panels part way down the back of Church Farm Hall.

KALC:

**Annual General Meeting – Saturday 30<sup>th</sup> November 2019**

It was **NOTED** that the AGM will be taking place at Ditton Community Centre this Saturday. Cllr. Thornewell said he was unable to attend but Cllr. Mrs. Moore may be able to attend. The Clerk was asked to inform KALC that she may be attending.

**HALF-YEARLY BUDGET SITUATION 2019/2020**

The Clerk circulated an account sheet showing the half-yearly budget with expenditure and income to date. This was felt to be satisfactory.

**CONSIDERATION OF BUDGET FOR 2020/2021**

The Clerk **CIRCULATED** a Provisional Budget she had prepared which was felt to be satisfactory with one amendment for the Christmas Lights in Martin Square to be increased to £500. (Appendixed to these Minutes).

It was **AGREED** that this be **RECOMMENDED** to the December Meeting of this Committee together with a summary of the overall expenditure for all Committees.

Cllr. Thornewell commented that Commungrow on the East Malling Research site have now moved and he **PROPOSED** that a one-off donation be made of £150 towards tools required from this years Budget for Other Donations. The new site is within this Parish. **CARRIED UNANIMOUSLY.**

#### **STAFF MATTERS**

There were no Staff Matters.

#### **ITEMS CONTRIBUTED BY MEMBERS**

Cllr. Thornewell reported that he had received an email from Mike Parry-Waller expressing concern at the parked vehicles in the access road to Larkfield Village Hall which caused problems for voters at the last election. He is asking PCSO Suzi Leng if the Police could provide No Parking cones, Suzi has indicated that this is not possible. Cllr. Thornewell explained that the Parish Council do not own the access road so any measures used to stop the parking would not be enforceable. It is not clear who owns the road

**DATE OF NEXT MEETING:**        Wednesday, 16<sup>th</sup> December 2019

#### **CLOSURE**

The Chairman declared the Meeting closed at 8.27p.m.

Chairman  
16<sup>th</sup> December 2019