

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 9th December 2025** at **7:00pm** to be held at the **Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Thursday 4th December 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 25.11.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police**
5. **Pitfield Green Toilets:** To receive an update (*)
6. **Pitfield Green Toilets:** To consider and approve:
 - a. the opening and closing days and hours;
 - b. the arrangements for the opening and closing (volunteers or contract);
 - c. the cleaning schedule (contract and frequency required);

- d. signage – external ‘Assistance required in the Reduced Mobility Toilet’ and internally ‘These premises are serviced & monitored by male and female personnel’;
 - e. occupancy detection/counters (not required to get the toilets reopened but recommended if budget allows);
 - f. additional reserves of £5.5k for a new path on the ladies side (not required to get the toilets reopened) (*);
 - g. the use of the facility on Wednesday 17th December 2025 for the Carols on the Green Event (power or no power)
7. **Cricket Pavilion:** Review of use of the Cricket Pavilion and Health and Safety Assessments and arrangements
 8. **Flags:** Approve the purchasing of a replacement Union Flag and the UK ‘Saints’ flags for flying on the appropriate days (*)
 9. **NALC/British Toilet Association Public Conveniences Snapshot Survey:** To agree the response (*)
 10. **Reforms to the Statutory Consultee System:** To agree the response (*separate document*)
 11. **NALC Training - Beyond the Precept:** To approve attendance @ £35 plus VAT and fees (*)
 12. **Planning Application:** To consider and make recommendations on the following planning application:

20251202 – 32 Longfield Road, Meopham, Gravesend, Kent DA13 0EN
Demolition of existing conservatory and erection of single storey rear infill extension
 13. **Precept for 2026-2027:** To set the precept for the 2026-2027 financial year (GBC issued a new provisional taxbase for 2026/27 of £3079.92 requiring recalculation of our precept for 2026-2027)
 14. **Financial Matters**
 - 14.1 **Approval of Payments:** To approve the payments made since the last meeting up to 30 November 2025(*)
 - 14.2 **Receipts & Payments Report:** To note the receipts and payments report up to 30 November 2025 (*)

- 14.3 Bank Statements:** To note the Unity Trust, Cambridge Building Society and Redwood Bank Statements and the supporting Bank Reconciliation as of 30 November 2025 (*)
- 14.4 Council Reserves:** To note the reserves balance as of 30 November 2025 (*)
- 14.5 Statement of Internal Control:** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign (*)

15. Motions from Councillors:

- 15.1 Motion proposed by Cllr Collings: Professional Services Budget**
In light of current and expected development proposals affecting Meopham, I propose that:
The Council creates a ring-fenced 'Professional Services' budget of £25k in the current financial year, funded from reserves, to obtain legal, technical and expert advice on planning and related matters.
Any unspent balance at year end is rolled forward into the next financial year, giving up to £50k available across financial years 2025/26 and 2026/27.
The Clerk is given delegated authority to commit expenditure from this budget in line with Financial Regulations and within any overall limits set by Council.
- 15.2 Motion proposed by Cllr D Johnson: Standing Agenda Item**
Subject to the Professional Services Budget motion being approved, I propose that:
A standing agenda item is added to each Full Council meeting to consider any need for professional advice or reports on planning or related issues.
This item will allow Council to note and, where necessary, ratify any use of delegated authority by the Clerk under the Professional Services budget.
- 15.3 Motion proposed by Cllr Collings: Traffic Assessment**
Subject to the Professional Services Budget motion being approved, I propose that:
The Council agrees in principle to commission a traffic assessment, including a single junction model (anticipated to be at the A227 / Green Lane junction), at a cost of up to £8k, funded from the Professional Services budget.

The purpose of this work is to collect and model traffic data and report the findings objectively, to inform the Parish Council's responses to current and future planning applications and consultations.

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Minutes of the Full Council Meeting held on Tuesday 25 November 2025 at 7:00pm at Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ

Members Present: Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr P Haslam – Vice-Chairman **Chair for the meeting**
Cllr D Johnson – arrived 19:09
Cllr B Wade
Cllr P Watson – arrived 19:09:

In Attendance: 6 members of the public
L Winter – Clerk

Meeting commenced 19:00

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 140 Apologies were received from Cllr Gofton (prior family commitment), Cllr S Johnson (prior commitment), Cllr McNamara (medical appointment) and Cllr Sims (unwell).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 141 None declared.

F.C. 142 Closed Session – all public and press were asked to leave the meeting.

PROPOSED: Cllr Wade. SECONDED: Cllr Collings. All in favour.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next item, the public and press were asked to leave the meeting

Item 3: Service Contract: To consider the tenders received and approve a contractor

F.C. 143 **RESOLVED** that: the Service Contract be awarded to HGS Landscaping & Building Services Ltd

PROPOSED by Cllr Bramer and SECONDED by Cllr Buchanan. All in favour.

END OF CLOSED SESSION

19:09 Councillor D Johnson and Councillor Watson arrived

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 144 Item 2 was repeated for Cllr Johnson and Cllr Watson. None declared.

Item 4: Minutes of Previous Meeting: To approve the minutes of the meetings held on 11.11.25

F.C. 145 Councillor Buchanan proposed and Councillors Collings seconded that the minutes of the Full Council meeting of 11.11.25 be approved. All in favour.

Item 5: Pitfield Green Toilets: To receive an update

F.C. 146 It was agreed to take this item later.

Item 6: Public Session & External Reports

6.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 147 A member of the public stated that a grievance report had been released redacted. Due to particular Councillors behaviour, this has cost the public a lot of money. Why are these Councillors still being allowed to attend or have involvement with anything other than a seat on the Council as their behaviour is unchanged? Evidence of this can be provided.

A member of the public was perplexed with the budget as the insurance was going up due to the current claims, so why was it also necessary to provision for litigation upfront.

It was explained that this was being covered by reserves, however we have to be transparent to the public and out external auditors.

A member of the public volunteered to open and close the toilets if a community rota was what MPC decided to do. Contingencies would need to be factored in as they do go away.

A member of the public queried whether these volunteers would need to be DBS checked?

6.2 Borough Councillor and County Councillor

F.C. 148 There were no Borough Councillor or County Councillor present.

6.3 Police

F.C. 149 There were no Police present.

Item 5: Pitfield Green Toilets: To receive an update

F.C. 150 Update No4 on progress.

A new Mpan has been requested as we cannot use the existing meter and will have to apply for new, from research Octopus appear to be the best value at present.

New handles and hinges for the doors have been sourced, along with a key safe and key box, labels and signage (except the PRM toilet alarm). These will all be fitted early December 2025.

Total accrued costs to date £11,936.90 (last report overstated as it included the quote from Hooper and Sons for the path on the ladies side).

Total paid out to date £7783.70 (included in the accrued costs figure above).

Item 7: Carols on the Green: To finalise the arrangements and agree the expenditure for the event

F.C. 151 Councillor Wade gave an update. The event is Wednesday 17th December 2025 at 6.30pm at the Cricket Pavilion, Meopham Green, Wrotham Road.

It was agreed to serve mulled wine and mince pies and that a collection will go around to collect for a homeless charity.

The brass band were booked. The theme is 'Peace' and doves are being decorated by local groups and schools. The song sheets and sound system are being provided by the Church. Some readers are yet to be confirmed.

The Christmas tree would go up on Saturday 6th December 2025.

The Clerk to advertise the event.

A member of the public suggested approaching The Original Drinks Company regarding mulled wine.

Item 8: Staffing Review: To approve the recommendations from the Personnel Committee

F.C. 152 Councillor Watson stated that the Staffing Review in June 2023 was never fully implemented, and following the request of Councillors, the Personnel Committee had carried out a further Staffing Review.

Councillor D Johnson explained that the Personnel Committee had parked the June 2023 review and carried out a spreadsheet exercise to ascertain what hours were required and the number of staff to carry out those hours.

Resilience within the office was deemed high priority, with the cost of more staff members preferred, opposed to the need to cancel meetings in staff absence. This would also allow for increased hours that the office would be open.

At the end of this process it was noted that the number of hours needed was very similar to those proposed in the Staffing Review report of June 2023.

19:51 Councillor D Johnson left the meeting to retrieve his laptop to be able to state the exact costs for the budget. Meeting paused. Councillors Watson, Buchanan and Collings took the opportunity for a comfort break.

19:54 All councillors returned and the meeting resumed.

The RECOMMENDATIONS are:

- The number of hours needed: 87.5
- The number of staff needed: 4
- The posts to be permanent with a 6 month probation period
- Staff Costs £83021.09 plus National Insurance = £95475
- Pension Costs £16189.27

PROPOSED: Councillor D Johnson. SECONDED: Councillor Watson. There were 7 votes in favour and 1 abstention.

Item 9: Financial Matters

F.C. 153 Councillors considered the documentation presented.

RESOLVED that:

- 9.1** The Statement of Internal Control be deferred for clarification.
- 9.2** The Financial Risk Assessment be reviewed and approved.
- 9.3** The Expenses Claim Form for Councillor Wade be approved. (Councillor Wade abstained for 9.3).

Item 10: Decisions Tracker 2025/2026: To note the report

F.C. 154 The Clerk advised that Swale Leisure had failed to respond to two emails and two telephone calls, even after advising them it was urgent. Clerk to follow up.

It was noted that the Chairmans Board was being removed from the Windmill by the trustees and would be delivered to the office. It still required updating.

The report was noted.

Item 11: Council Budget for 2026-2027

11.1 Budget for 2026-2027: To approve a budget for the 2026-2027 financial year

F.C. 155 The draft budget was considered by Council. The budget was discussed line-by-line. Members agreed a final budget for 2026-2027 of **£302,817**.

11.2 Precept for 2026-2027: To set the precept for the 2026-2027 financial year

F.C. 156 An income of £5081 is expected in 2026-2027. The precept for 2026-2027 was agreed at **£231,577**

PROPOSED: Cllr D Johnson. SECONDED: Cllr Collings. There were 7 in favour and 1 abstention.

A copy of the budget will be attached as an appendix to the minutes.

The meeting ended 21:00

**Z1773 – Pitfield Toilets report to Meopham Parish Council
Meopham Cricket Club 19:00 09/12/2025**

DN Holland

Update No5 on progress for Pitfield Toilets from (No4) report 25/11/2025

Councillors are asked to refer to the interim report following the meeting 25/11/25 regarding actions required by them – which I believe the clerk has formally circulated

A new Mpan has been received 1900092964493 apparently we cannot use the existing meter and will have to apply for new, from my research Octopus appear to be the best value at present. I understand the clerk is on the case with this. Sustainable Advantage maybe able to accelerate for us – but they are a commercial provider £400...

Materials have been ordered for new DB 1/12/25

The following works are outstanding:

- 1 agree the opening hours if not 24/7 and roster to implement.
- 2 What do we do with the PRM facility as this is currently secured with a RADAR key [Royal Association for Disability and Rehabilitation] – do we retain this as it will restrict usage only to those with a key?
- 3 replace the consumer unit prior to energisation / installation of new meter
- 4 new handles for the doors, new service door hinges, new key safe & key box, labels and signage (exception the PRM toilet alarm) coat hooks, ...
- 5 signage details to SirsEngraving – see suggested text in report 25/11/25
- 6 quote for ongoing regular cleaning (Boom Services) enquiry sent 11/11/25, chased 2/12/25
- 7 chase up Orbis Security to get the panelling removed (security screws used) with the clerk...
- 8 investigate further the no-operation of the wash station in the gents DNH action, needs power..
- 9 occupancy detection /reporting is under investigation by DNH, I hope to have a budget cost and more details shortly

Total accrued costs to date on the toilets £12,291.72

Total paid out to date: total £8,138.52 (included in figure above)

Report ends

Next report (No6) to council 9th January 2026

Z1773 – Pitfield Toilets report to Meopham Parish Council
Notes from Meopham Cricket Club 19:30 25/11/2025

DN Holland

Lisa, for next council meeting following discussions during the budget meeting:

Please can the council vote/act/respond to:

1. Debate the options on risks why the toilets have to have restricted hours eg locked closed at night (this requires resource to implement) Please can we use factually supported robust arguments – not supposition)
2. once complete, please can the council vote in the required hours, the sign outside currently says 08:00 to 18:00 except Christmas day (presumably due to previous contract limitations – NB I would be happy to personally open the premises on Christmas Day and close same if required)
3. I personally cannot see any significant issue as to why the facility cannot be available 24hours.
4. signage: I intend to approach Sirs Engraving as one of our supply respondents to our PreQual letter to provide: “Assistance required in the Reduced Mobility toilet” and internally “These premises are serviced & monitored by male and female personnel”
5. to use the facility for the forthcoming December Events (power or no power)
6. Boom Services (West Kingsdown) have been asked to offer a cost for 4weekly cleaning cycle based on a 3hour visit [it was 5hours to deep clean the facility] including all cleaning materials and disposal of rubbish
7. From the EICR (electrical installation condition report) there is a recommendation to replace the Consumer unit with a modern version, I have sent a supply quotation (£354.82+vat) to the office for CCard payment, as it is daft not to implement this whilst the toilets are currently out of action and we have no power
8. I have been approached by a parishioner offering to ‘sponsor’ baby change equipment – ***sadly we must decline this as we would be foul of the Buildings Regs part T*** (attached for those in need of bed time reading) if we did this it would constitute a ‘significant change’, as we already know the facility is not to Part T (October 2024) whilst we are encompassing the spirit of this and are including minor repairs to reinstate items lost over the years (hooks on the back to doors for example) the facility was built in 1956... prior to such legislation
9. the suggestion to install a Defribulator – this would be far better located into the redundant telephone kiosk – similar to the one by Kings Estate agents near the station. As a potential life saving device this has to be a parish asset and should be fully supported by the council as a benefit to the village. The old kiosk has a power supply already and provides a recognisable location, we just need to get Open Reach to release the asset to us (I believe a councillor was dealing with this in the past)
10. finally on a positive note, I understand there has been significant public response to the new path on the gents side of the toilets to this end we have a quotation from Hooper & Sons to complete the Ladies side, as the original remit was to get the facility open not to include ‘upgrades’ please can the allocated budget be uplifted to cover this – maybe a councillor could raise this as a motion. – this is a very visible sign that the council are doing something to get this facility back in services to the parishioners

Z1773 – Pitfield Toilets report to Meopham Parish Council
Notes from Meopham Cricket Club 19:30 25/11/2025

DN Holland

11. please can we chase Orbis Security to get the panelling removed – they have used a high security type screw fixing which needs special tooling to remove same

Report ends

DN Holland

Foot note: are the council aware of a planned event at the windmill featuring Stationary Engines in the spring 2026 – as advertised in Old Glory Magasine

Great event, but I query parking both for exhibitors (usually with trailers) and visitors..

Quote

Item 6 f

Meopham Parish Council, St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA

Pitfield Green Public Toilets, Meopham Green

Doc. RBUS - Paving & Associated Works - 08.11.2025

Date 11/11/2025

F.A.O Duncan Holland & Lisa Winter

Email m@dnholland.com & assistantclerk@meopham-pc.gov.uk

Tel. 07836 541675 (Duncan Mob) & 01474 813770 (Parish Office)

No.	Description	Total
1.00	Prelims	£ 150.00
2.00	Works	£ 5,274.87
Total (subject to VAT if applicable, at the appropriate rate)		£ 5,424.87

1.0 Prelims					
Item No	Description	Quant	Unit	Rate	Total
1.00	<u>Prelims</u>				
1.01	RAMS (if required, if not these will not be charged).	1.00	item	50.00	£ 50.00
1.02	Site Setup and Mobilisation.	1.00	item	50.00	£ 50.00
1.03	Temporary Fencing & Barriers (Delivery/Collection).	1.00	item	50.00	£ 50.00
					£ 150.00

2.0 Works				
Item No	Description	Quant	Unit	Total
2.01	<u>Works</u>			
	Transport operatives, plant, temporary boarding and fencing to site.	1.00	item	
	Set up site with temporary fencing around area.	1.00	item	
	Set out new 1.8m wide pedestrian path from rear of footpath upto end of concrete/fencing at rear of Toilet Block.	1.00	item	
	Carefully break out existing concrete path, not exceeding 100mm thick.	15.20	m2	
	Load to lorries and dispose off site to relevant waste recycling facility.	1.52	m3	
	Strip turf from additional path width and set to one side for later reuse.	12.16	m2	
	Strip topsoil from additional path width, spread, level, and compact along outside edges of new path to suit new levels. Not exceeding 150mm deep.	1.82	m3	
	Remove manhole covers from manholes. Set new cover to one side for later reinstatement and remove old off site.	2.00	nr	
	Raise manholes to suit new levels with Engineering bricks wall.	2.00	nr	
	Reinstate previously set aside manhole cover, and supply 1 No. new to match. Laid to suit new falls and levels.	2.00	nr	
	Supply and lay new Gulley hopper to suit new falls and levels. Concrete in place.	1.00	nr	
	Reduce new pathway to a depth of 200mm below finished levels.	27.36	m2	
	Trim and compact.	27.36	m2	
	Excavate slot trench to un-retained outside edges of pathway, 250mm below new finished levels.	24.00	m	
	Trim and compact.	24.00	m	
	Load all excess excavated materials to lorries and dispose off site to relevant landfill facility.	1.00	item	
	Lay 50mm thick, precast concrete (PCC) edgings on 100mm concrete bed and haunching to un-retained outside edges of pathway. Top of edgings laid flush with paving.	24.00	m	
	Lay Geotextile membrane.	27.36	m2	
	Lay 100mm thick of type 1 stone.	2.74	m3	
	Trim and compact to 100mm down from finished levels.	27.36	m2	
	Lay 40mm thick of compacted sharp sand and screed to new falls and levels.	27.36	m2	
	Lay 60mm thick, standard 100mm x 200mm block paving in Brindle colour. Laid in standard 90-degree Herringbone pattern.	27.36	m2	
	All cuts with diamond saws.	1.00	item	

12

Hooper and Sons Limited



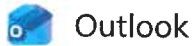
Tender Clarifications

Item No	Description
	<u>Our Bid</u>
1.1	Our submission is based upon the below documents/drawings; All as per onsite discussion and measurements.
1.2	Our price/rates are offered on the bases of remeasure and using SMM7 as an agreed method of measurement for remeasuring purposes.
1.3	Our price is based on drawings and information only, received up to the time of our tender issue date. Pricing is based on the BoQ descriptions and quantities enclosed. The risk of quantities and description is the responsibility of the Client.
1.4	If no specification provided at tender stage, materials allowed for are based on basic specification materials available.
1.5	Accompanying notes listed against the BoQ should be taken into considerations when reviewing our tender and to be included in any order.
1.6	Agreement regarding programme of works.
1.7	Payment for materials on site to be allowable within our valuations, and upfront payment for any specialist items where required, specific items to be confirmed should this be required.
1.8	VAT should be added to the quoted prices at the prevailing rate.
1.9	Zero retention / nil discount.
1.10	Our Public Liability insurance extends to £10 million as does our Employers Liability insurance under separate cover.
1.11	We requiring continuity of work; if we are held up in the process of our works, as we feel appropriate at the time we will require paying for loss of productivity.
1.12	The price remains open to acceptance for a period of 1 month from the date of this submission, after which it could be subject to a variation in cost.
1.13	Rate for break out rock is on the basis that a hydraulic hammer, or specialist equipment is required.
	<u>General Clarifications</u>
2.1	If we carry out any reinforced beam work which theoretically requires working space and or formwork (but is not done), the items are to be measured and valued as if carried out (this counterbalances for excavation, cart & concrete wastage).
2.2	All based on good, clear, suitable access for HGV's up to 32-tonne MAX.

2.3	We have made no allowance for any asbestos removal or associated works.
2.4	We have allowed to park onsite during these works and have made no allowance for any costs towards these.
2.5	We hold no responsibility for the design or suitability of the drainage.
2.6	We will need drawings in CAD format for our setting out engineer.
2.7	We will need a WAC test to give to our haulage supplier for landfill suitability.
2.8	Copies of the planning certificates will be required for our records for any VAT exemption if necessary.
2.9	We have made no allowance for any tree protection or TPO's. If these are present, please make us aware. Any additional works required if necessary, will be discussed onsite and agreed.
2.10	We have made no allowance for any tree protection fencing or materials.
2.11	We have made no allowance for any party wall agreements. If these are present, please make us aware. Any additional works required if necessary, will be discussed onsite and agreed.
2.12	We have made no allowance for any fees, licenses, applications, or associated costs.
2.13	We have made no allowance for any archaeological works or watching briefs. If these are required, then additional costs will apply.
2.14	We have made no allowance for excavating, breaking out or removing any obstructions below ground.
2.15	We have made no allowance for any noise control measures, unless stated otherwise.
2.16	We have made no allowance for any vibration control measures, unless stated otherwise.
2.17	We have made no allowance for any dust control measures, unless stated otherwise.
2.18	We will not accept any liability for any industry material shortages outside of our control.
2.19	We hold no responsibility for the structural integrity of the existing driveway. If plant/machines and vehicles damage the existing surface, then additional costs will apply to rectify these areas.
2.20	We hold no suitability for the sub base build up or design of the works.
2.21	No allowance for the impositions of LAD's, these will be NIL.
2.22	No allowance for the provision of a performance bond.
2.23	No allowance for the design of temporary/permanent works.
2.24	No allowance for the monitoring of movement, dust or noise.
2.25	No allowance for any Third Party restrictions on our working, including but not limited to Section 60 working.
2.26	No allowance for undertaking adoptable works and have only allowed for working within the confines of the site boundary.
2.27	No allowance for the lowering, control or disposal of ground water or the installation of dewatering systems.
2.28	No allowance for working to tolerances other than those specific to the Sub-Contract Works.

2.29	No allowance for a munitions survey or any possible knock-on effects arising there from.
2.30	No allowance for CBR or similar testing of soils, sub bases or materials. If required this will be valued on invoice + 25% + any Hooper & Sons attendance.
2.31	No allowance for the excavation or filling of soft spots.
2.32	No allowance for the provision, installation and operation of wheel wash facilities, jet washing or the provision of road sweepers unless detailed to the contrary within our quotation.
2.33	No allowance for the breaking out of Rock or similar hard material as defined by SMM7.
2.34	No allowance for the provision of a dust suppression unit.
2.35	No allowance for any non productive working, delays to progress or amendments to sequence of works including but not limited to any archaeological excavation and investigations on site.
2.36	Any PC SUMS in green.
2.37	We have allowed for ONE site visit. Any further return visits required will be charged appropriately.
2.38	All rates offered for earthwork support over 1m deep are provisional, and will be subject to review once the temporary works design has been provided for area requiring temporary support to any situation that requires it.
2.39	All imported aggregates to be of quarried material.
2.40	All drainage is assumed plastic unless BoQ states otherwise.
2.41	Jet wash/cleaning of and CCTV is excluded from the price, unless rated for within the BoQ.
2.42	Assumed there is no asbestos present on site.
2.43	If appropriate, any rate offered for puncturing tarmac, is using a 5t machine and breaker (weight of machine considered on a porous car park detail). This generates approx. 64mm diameter hole. If core drilling is required instead of machine, either because of larger machine or core drilling is expressly requested because/and or a larger hole is required an EO cost will apply.
2.44	Steel price is fluctuating significantly, therefore we can only fix this price for a period of 24 hours.
2.45	In line with government legislation, the entitlement to use red diesel in plant has been removed from 1st April 2022. All rates after this period will be subject to review in order to recover the additional costs.
2.46	Working hours are 08:00 to 16:30 Monday to Friday.
	<u>Preliminary Clarifications</u>
3.1	Client to provide revised drawings/instructions if any variance occurs from the initial contract drawings, prior to works being carried out.
3.2	Preliminaries inclusive of management, H&S and transport of plant.

	<u>Free Supply Items</u>
4.1	Unless otherwise in prior written agreement, and signed acceptance from ourselves by the Client issuing a drawing detailing location of existing services (survey carried out by Client), we take no responsibility for damaging existing services. If we damage any uncharted services, we take no responsibility for the repair of or any insurance claims against us.
4.2	Services, excluding foul drainage to be free issued throughout the project.
	<u>Exclusions</u>
5.1	Our bid excludes any of the following ground risks; Antiquities, Archaeological Findings, Contamination, Ground Water, Munitions, Obstructions, Soft Spots, Tidal Water, Working Around / Near Existing Services, achieving a structural ground bearing strata etc.
5.2	No measures or restrictions due to ecology and nature have been included for. We have not included for dealing with any Japanese Knotweed, Giant Hogweed, Bamboo or any other type of harmful/aggressive vegetation.
5.3	The price excludes for haul road and compound works as may be required for the project.
5.4	Sum excludes requirement for mechanical handling of concrete, however if required visit will be cost plus 25%. The price includes requirement for mechanical handling of concrete if identified & valued within preliminary section.
5.5	The price excludes the additional extra over cost (from inert price) for the disposal of contaminated material.
5.6	The price excludes any demolition works as well as the dismantle and removal of hazardous materials, gases or fluids generally, unless clearly stated.
5.7	The price excludes any cost of Vac-Ex works and any associated cost affected by the use of, if required/necessary.
5.8	Exclusive of guarantee bond costs.
5.9	No wheel-wash allowed for. Our rates do not include for the cleaning of roads to the satisfaction of the C.A. or the Local Authority (Apart from when muck shifting). Slurry caused by site traffic is the responsibility of the Client.
5.10	Protection of trees and topsoil by the client.
	<u>Dayworks</u>
6.1	If the Contractor requests additional work to be carried out under daywork, we will utilise the plant/labour on site to our discretion to continue to maximise our efficiency in works contracted to carry out.
6.2	If plant is stood up whilst under the instruction of a variation the plant will be recorded as standing and be paid for at the appropriate rate.
6.3	Transport, sub-let works, materials and all other items of plant not detailed above will be charged at cost plus 20%.
6.4	The rates/percentages within the Daywork Schedule are not subject to Main Contractors discount.
6.5	To clarify, if a daywork item becomes a full shift a minimum of 9 hours is payable by the appropriate rate above, breaks are considered as part of the 9 hour allowance.
6.6	Minimum plant hire period, 2 weeks.



Flags at Meopham Windmill

From dave denman [REDACTED]
Date Wed 26/11/2025 8:24 AM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
Cc Meopham Windmill Trust <meophamwindmilltrust@gmail.com>

Dear Lisa ,
Hope you are well .
I understand that there may be provision in MPC budget for flags / flagpole .
We would like consideration by MPC given to the replacement of the Union Flag , at the
Windmill , since it has now become worn and threadbare
Also , your consideration for purchasing the UK "Saints " flags for flying on appropriate days
.ie
St George , St Patrick , St David , St Andrew .
We would be in agreement to assisting with the ordering and the purchase costs of these
items , if necessary .
Many thanks for your consideration ,
David Denman,
Meopham Windmill Trust

Sent from [Outlook for Android](#)

NALC/British Toilet Association Public Conveniences snapshot survey

Cllr Roger Berry, director at the British Toilets Association, kindly spoke at the 16 October 2025 NALC Policy Committee session, where he provided a helpful update on the British Toilet Association's current work on public conveniences in the local government sector. At that session Roger also made a request for NALC/the British Toilets Association to generate a survey to gauge the current situation with parish and town councils managing public conveniences, with regards to liability transfer, limited finances transferred with the function and the general backdrop of local government re-organisation in most areas of England.

NALC and the British Toilets Association would like to get as firm a handle as possible on general trends on public conveniences (financial/operational/asset and liability transfer) currently managed by parish and town councils, and, separately, likely to be transferred to parish and town councils as a consequence of local government re-organisation – in the context of there being no single database where this data currently resides. In order to inform that lobbying exercise, parish and town councils are asked to answer the below short snapshot survey on public conveniences they own or manage (one response each per council, please) by latest 23:45 on 14 January 2026 (the survey will take around 5 minutes to complete):

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

1. Please tell us the name of your parish or town council *

Meopham Parish Council

2. Please select your county association from the list below *

Kent Association of Local Councils



3. Does your parish or town council currently own or manage public conveniences within its parish boundaries?: *

☐ Yes

☐ No

4. Please tell us how many public convenience sites your parish or town council currently owns or manages? *

☒ 1

☐ 2-5

☐ 6-10

☐ More than 10

5. Were the public conveniences transferred to your council by your principal authority? *

☒ Yes

☐ No

6. Did your principal authority devolve any funding with the public convenience "assets" to your parish and town council? *

☐ Yes

☒ No

7. Is your parish or town council likely to be asked to take on the management of public conveniences from district/borough councils being dissolved in your area as a result of local government re-organisation? *

☐ Yes

☒ No

8. Does your parish or town council think that turnstile access to public conveniences would help gauge the number of users of public conveniences owned or managed by parish and town councils in general? *

☐ Yes

☒ No

9. If your town or parish council provides public conveniences for free or under any statutory obligations, does it reclaim VAT on costs related to non-business activities for those public conveniences? 

☒ Yes

☐ No

10. Please feel free to make any final points you would like NALC/BTA to be aware of regarding public conveniences your parish or town council currently owns or manages, or is likely to own or manage in the future.

Enter your answer

Never give out your password. [Report abuse](#)



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< Events

Online

BEYOND THE PRECEPT: FUNDING SOLUTIONS FOR SMALLER PARISH AND TOWN COUNCILS

This event digs deeper into practical, achievable funding routes for smaller parish and town councils.

12pm - 1.15pm GMT

11 February 2026 [+ Add to calendar](#)

With growing responsibilities and limited support, smaller parish and town councils need funding options that go far beyond the precept. However, the government and many principal authorities still point to uncapped precepts as a reason to avoid direct funding. Yet, at the same time, more assets and liabilities are being pushed to the local level with very little money to sustain them. For smaller parish and town councils in particular, this creates real pressure to find additional income to protect valued services and deliver community projects.

Building on the theme explored earlier this year, this follow-up event digs deeper into practical, achievable funding routes for smaller and medium-sized parish and town councils. You'll hear how councils are successfully securing funding from a wide range of sources, using that support to maintain and protect services, run and save facilities, and deliver the projects their residents rely on.

BOOKING

Ticket prices start from £35, excl VAT and fees.

[BOOK NOW](#)

You must be logged into your account to make a booking. Each person attending must use their own account. Multiple bookings will be available for events scheduled for 2026.

< Return to listing

RELATED EVENTS

Meopham Parish Council

PAYMENTS LIST

2 December 2025 (2025-2026)

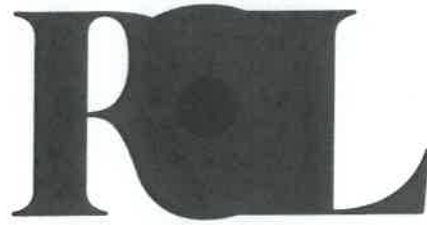
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
135 Community Events	03/11/2025	FC123	Unity Trust Bank		REMEMBRANCE DAY	Royal British Legion	X	130.00		130.00
133 PITFIELD TOILETS	03/11/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	Hooper & Sons Ltd	S	1,079.00	215.80	1,294.80
134 PITFIELD TOILETS	03/11/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	TEMPERATE HEATING LIM	S	227.75	45.55	273.30
132 Bus Shelter Cleaning	03/11/2025	CONTRACT	Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
131 ARBORICULTURAL SURVEY - R	03/11/2025		Unity Trust Bank		ARBORICULTURAL SURVEY	CROWN TREE CONSULTAN	S	1,350.00	270.00	1,620.00
130 Professional Services	03/11/2025		Unity Trust Bank		HR Support Contract	Council HR & Governance	S	750.00	150.00	900.00
139 PITFIELD TOILETS	04/11/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	SWIFTURE LIMITED	S	499.00	99.80	598.80
136 Communications & IT	04/11/2025	CONTRACT	Unity Trust Bank		Microsoft Software	HELIOCENTRIX/MICROSOFT	S	169.20	33.84	203.04
137 Communications & IT	04/11/2025	CONTRACT	Unity Trust Bank		Technical support	HELIOCENTRIX/MICROSOFT	S	23.38	4.68	28.06
138 Professional Services	04/11/2025		Unity Trust Bank		Professional Services	Wellers Law Group	S	750.00	150.00	900.00
140 Bank Charges	10/11/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	E	4.25		4.25
141 Bank Charges	10/11/2025		Unity Multipay Card		BANK CHARGES	Lloyds Bank	X	6.00		6.00
142 Community Events	11/11/2025		Unity Trust Bank		REMEMBRANCE DAY	BENJAMIN HEASLIP	X	80.00		80.00
143 Bank Charges	11/11/2025		Lloyds Bank		BANK CHARGES	Lloyds Bank	X	34.25		34.25
147 Community Events	17/11/2025	FC124	Unity Trust Bank		Christmas Event/Tree	WE Harris	S	266.67	53.33	320.00
145 PITFIELD TOILETS	17/11/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	EDWIN WARD PAV & LANE	S	2,850.00	570.00	3,420.00
146 PITFIELD TOILETS	17/11/2025	FC80	Unity Trust Bank		PITFIELD TOILETS	BOOM SERVICES	E	700.00		700.00
144 Communications & IT	17/11/2025		Unity Trust Bank		Technical support	HELIOCENTRIX/MICROSOFT	S	46.75	9.35	56.10
148 VILLAGE GREEN MAINTENANCE	18/11/2025	Delegated Authority	Unity Trust Bank		EDMUND GREEN CLEAR UP	Andrew Day	X	225.00		225.00
150 Community Events	24/11/2025	CONTRACT	Unity Trust Bank		REMEMBRANCE DAY	St Johns Centre	X	71.00		71.00
151 Staff Salaries Tax & NIC	24/11/2025	CONTRACT	Unity Trust Bank		Salary	L Winter	X	3,292.89		3,292.89
152 Staff Salaries Tax & NIC	24/11/2025	CONTRACT	Unity Trust Bank		Salary	T Hanlon	X	448.75		448.75
149 Office Rent	24/11/2025	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
153 Staff Pensions	24/11/2025		Unity Trust Bank		Pension Contributions	KCC	X	696.15		696.15
154 Training	24/11/2025	FC 97	Unity Multipay Card		CATERING	TRAINING EVENING	X	93.83		93.83
155 Other Office expenses: 90	25/11/2025	FC 252	Unity Trust Bank		PAT TESTING	SOUTH EAST PAT TESTING	X	55.00		55.00
156 Bank Charges	30/11/2025		Unity Trust Bank		BANK CHARGES	Unity Bank	X	8.70		8.70
Total								14,622.86	1,646.66	16,269.52

22

Item 14.1

Voucher 135

£130 agreed
F.C. 123



ROYAL BRITISH LEGION

Parish Clerk
Meopham Parish Council
Meopham, Kent
DA13

19 Huntingfield Road
Meopham
Gravesend
Kent
DA13 0EY
Phone: 01474 814931

17.10.2025

Ref: SDF04

Dear Lisa

Remembrance Service, Meopham War Memorial, Sunday 9th November 2025

I have obtained a wreath for the Meopham Parish council to lay at this year's Sunday Remembrance Service, War Memorial, Meopham Green, on 9th November 2025 at 3pm.

I would appreciate it if you could forward payment for this wreath. The Poppy Appeal recommends a minimum donation of £28.50 which is the basic cost of manufacture, it is hoped that you can be as generous as possible. It would be appreciated if payment is in cash or cheque. Cheques should be made payable to 'RBL Poppy Appeal'. And returned to me at the above address.

If you are only able to use bank transfer, the details are as follows;
RBL Poppy Appeal - LLOYDS A/C 01937121 - 30-11-75 - Ref; SDF04.
It is essential that the reference is used when sending..

Many thanks
Yours sincerely

Mrs Sandra M Price
Deputy Poppy Appeal Organiser
Meopham area.
sandra.p43@hotmail.co.uk

23

Patron: His Majesty the King

Registered address: Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA
0345 845 1945 | supportercare@britishlegion.org.uk | rbl.org.uk

Registered charity number: 219779





Hooper & Sons Limited

Paving, Foundations, Drainage & Groundwork Specialists

Hooper's Yard, Nurstead Church Lane, Meopham, Kent DA13 9AD

Tel: 01474 815554 / 815595 Mobile: 07917 792733/792735

www.hooperandsons.co.uk

INVOICE TO :

Meopham Parish Council
The Windmill
Meopham Green
Meopham
Kent DA13 0QA

Tax Date

03/11/2025

Invoice Number

HS8294

P.O. Number

Draw Number

Terms

net 14

Waste Carriers Licence

CBDU47769

Item	Description	£
1	All works as estimate for investigation works to Public Toilets at Pitfield Drive Meopham - Less £50 for RAMS as not required.	1,079.00

Subtotal	1,079.00
Vat	215.80
Total Due	1,294.80

24

Payments not made to terms will be subject to base rate plus 8% surcharge.

BANK. Sort Code : 20-06-72

Account Number : 53700798

UTR : 41875 27335

All materials remain the property of Hooper and Sons until full payment is received.

Any queries please advise within 7 days.



Registered in England & Wales No. 6723742. VAT Reg No. 857 3138 09. Directors R.L Hooper, J.P Hooper



FC 80.

259775

Chalk Plumbing

75 Lower Higham Road, Chalk
Gravesend, Kent, DA12 2NQ
Tel. (01474) 365304
Fax (01474) 323466

[illegible]

Schwäbisch Gmünd 554738

25

Voucher 132

TAX INVOICE

Meopham Parish Council

Invoice Date
31 Oct 2025

Invoice Number
INV-139929

Reference
October 2025

VAT Number
783101056

Element UK Limited
Unit 53
Mackley Industrial Estate
Henfield Road
Small Dole
Henfield
West Sussex
BN5 9XR
T: 0208 694 8844
E:
accounts@cleaningmanagement.co.uk
VAT Number: 783101056

Description	Quantity	Unit Price	VAT	Amount GBP
Cleaning OF Meopham Bus Shelters on 20 October 2025	1.00	221.54	20%	221.54
Subtotal				221.54
TOTAL VAT 20%				44.31
TOTAL GBP				265.85

Due Date: 30 Nov 2025

BACS payment details:
Lloyds Bank
Sort Code: 30-91-54
Account No.: 02066347

To assist with identification please state on your payment advice both our name and the invoices you are paying.

Terms: Strictly within 28 days from invoice date

BACS payments should be sent to Sort Code 30-91-54, Account Number 02066347 and the remittances sent by email to accounts@cleaningmanagement.co.uk

26

Voucher 131

Invoice No. 8416



Meopham Parish Council

St Johns Centre
Wrotham Road
Meopham
Gravesend

DA13 0AA

Date: 31/10/2025

Due date: 14/11/2025

Your Ref: N/A

Our Ref: 12390

Project: 12390 Various locations Meopham Parish - DA13

Dear Meopham Parish Council

Reference: Various Locations in Meopham Parish

Please find below our invoice for works instructed at the above address. Please note that payment is due within 14 days of receipt of the invoice as per our quotation.

Service Description	NET	VAT @ 20%	GROSS
Service A: Tree Condition Survey and Report	1,350.00	270.00	1,620.00
		VAT @ 20%:	270.00
		GROSS (GBP):	1,620.00

Debt Recovery: It is the policy of the company to recover all debts, associated costs, and legal fees incurred in so doing. We reserve the right to charge interest at 8% over bank base rate on overdue invoices.

Please make cheques payable to **Crown Consultants Ltd** and send to our office (see above), or by **BACS to Sort Code: 09-01-50 (Santander, Bootle, Merseyside, L30 4GB), Acc Name: Crown Consultants Ltd, Acc Number: 02006243 IBAN: GB07ABBY09015002006243**. Please quote invoice number on payment and inform us that payment has been made.

27

Crown Consultants Ltd trading as Crown Tree Consultancy is registered in England and Wales. Company registration number 6477035. VAT registration number 929 7741 74.

Director Ivan Button N.C.H. (Arb), FDSc (Arb), BSc. (Hons), P.G.C.E. M. Arbor. A.

Voucher 130



TAX INVOICE

Meopham Parish Council
St. Johns Centre
Meopham Court
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AA
GBR

Invoice Date
29 Oct 2025

Invoice Number
INV-0019

CHRGs Ltd
Exchange Buildings 66
Church Street Hartlepool
TS24 7DN
Hartlepool
TS24 7DN
UNITED KINGDOM
VAT Registration Number
467 7937

Description	Quantity	Unit Price	VAT	Amount GBP
Draft settlement agreement liaise with Council, employee, and legal representation. Making suitable amendments and arranging for agreement to be signed via Docusign.	1.00	750.00	20%	750.00
Subtotal				750.00
TOTAL VAT 20%				150.00
TOTAL GBP				900.00

Due Date: 20 Nov 2025

CHRGs Ltd
Account number 79823271
Sort code 60-83-71

PAYMENT ADVICE

To: CHRGs Ltd
Exchange Buildings 66 Church Street Hartlepool TS24 7DN
Hartlepool
TS24 7DN
UNITED KINGDOM
VAT Registration Number
467 7937

Customer Meopham Parish Council
Invoice Number INV-0019

Amount Due 900.00
Due Date 20 Nov 2025

Amount Enclosed

Enter the amount you are paying above

28

SWIFTCURE[®]

LTD.

SPECIALISTS IN DAMP PROOFING, TIMBER PRESERVATION
& BASEMENT WATERPROOFING



Invoice Address 25W10493

Attention: Meopham Parish Council
Wrotham Road
Meopham
Kent
DA13 0AU

The Cottage
Park Corner Road
Southfleet
Kent DA13 9LJ
Tel: 01322 441144
Email: info@swiftcure.com
www.swiftcure.com
VAT Reg. No. 324 1183 93



Account No.	Surveyor's Reference	Please Quote Report No.	Invoice Date	Invoice No.	Transaction	
25W10493	MS/AS	25W10493	03 Nov 2025	INV-3462	INVOICE	
	Description of Service				Net Value	VAT Code
RE: PITFIELD GREEN PUBLIC TOILETS WROTHAM ROAD MEOPHAM KENT DA13 0AU						
CHEMICAL TIMBER TREATMENT AGAINST WOODWORM					499.00	20%

TERMS: Please note payment due by: 10 Nov 2025

Online Payment:
Sort Code: 30-90-76
Account No: 02796958
Account Name: Swiftcure Limited.

Debit and Credit Card Payments: Tel: 01322 441144
Please include your Report No. on all correspondence.

Subtotal	£	499.00
Total VAT 20%	£	99.80
Invoice Total GBP	£	598.80
Minus Previous Payments GBP	£	0.00
Amount Due GBP	£	598.80

Voucher 136



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/11/2025	28447

Terms	Due Date	PO Number	Reference
Net 15 days	16/11/2025		Monthly Billing for November

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	13.00	£5.52 GBP	£71.76 GBP
Total Managed Services Details:			£169.20 GBP
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.	Invoice Subtotal:		£169.20 GBP
	UK-VAT @ 20%:		£33.84 GBP
	Invoice Total:		£203.04 GBP
	Payments:		£0.00 GBP
	Credits:		£0.00 GBP
	Balance Due:		£203.04 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

30

Voucher 137



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
31/10/2025	28510

Terms	Due Date	PO Number	Reference
Net 15 days	15/11/2025		

Services	Work Type	Hours	Rate	Amount
Billable Services				
Technician	Support - Remote	0.25	93.50	£23.38 GBP
Total Services:				£23.38 GBP

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.

Invoice Subtotal:	£23.38 GBP
UK-VAT @ 20%:	£4.68 GBP
Invoice Total:	£28.06 GBP
Payments:	£0.00 GBP
Credits:	£0.00 GBP
Balance Due:	£28.06 GBP

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

31

Invoice Time Detail

Invoice Number: 28510
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / Virus Protection (Edge Scareware Popups)

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 264740	Y	0.25	93.50	£23.38
Summary: Virus Protection (Edge Scareware Popups)				
Contact: Winter, Lisa				

Subtotal: £23.38

Invoice Time Total: **Billable Hours:** 0.25

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Our Ref: 58323.001/NF/LW
Date: 29 October, 2025
Email: nina.francis@wellerslawgroup.com
Direct Dial: 02038388074

Invoice Number: 837196

VAT Reg, No: 205 7129 85

Meopham Parish Council

	Profit Costs	Disbs	VAT
Our professional charges in relation to the above matter.	750.00		150.00

To include: providing advice to Client in relation to the terms of the
Settlement Agreement between Meopham Parish Council and [REDACTED]
[REDACTED]

Payable by Meopham Parish Council of St Johns Centre, Wrotham Road,
Meopham, Kent DA13 0AA.

Subtotal	750.00	0.00	150.00
Total Invoice	900.00		
Less Paid on Account	0.00		
Total Due	900.00		

33

REGISTERED OFFICE: Tenison House, Tweedy Road, Bromley BR1 3NF. T: 020 8464 4242 - LONDON OFFICE: 65 Leadenhall Street, London EC3A 2AD. T: 020 7481 2422
SURREY OFFICE: 22a High Street, Bookham KT23 4AG. T: 01372 750100 - SURREY OFFICE: Butler House, Guildford Road, Bookham KT23 4HB. T: 01483 284567
SEVENOAKS OFFICE: 50-52 London Road, Sevenoaks TN13 1AS. T: 01732 457575 - CHISLEHURST OFFICE: 1a Bromley Lane, Chislehurst, Kent BR7 6LH. T: 020 8295 1989

Wellers is a trading name of Wellers Law Group LLP, registered number OC350170, authorised and regulated by the Solicitors Regulation Authority, number 525515.

Our invoice is payable on issue, therefore our is now due for payment. Payment can be made by direct bank transfer to - Wellers Law Group LLP - Sort Code: 203775 - Account No: 00261068

Please note that we also accept card payments online at www.wellerslawgroup.com

Your attention is drawn to the important information on the back of the invoice

34

W E Harris & Sons Ltd

Amount Total	£266.67
VAT	£53.33
Invoice Total	£320.00

Voucher 145

TAX INVOICE

D Holland

Invoice Date
14 Nov 2025

Edwin Ward Paving And
Landscaping Ltd

Invoice Number
INV-0181

Highlands
Wormshill

Reference
Meopham toilets Z1773

Sittingbourne
ME9 0EH

VAT Number
431838004

Description	Quantity	Unit Price	VAT	Amount GBP
Work on new block paved path to rear of toilet block 1.5m wide. Remove wall outside side door. Dig in duct for new electric supply. Soil and grass seed to level ground to new path.	1.00	2,850.00	20%	2,850.00
Subtotal				2,850.00
TOTAL VAT 20%				570.00
TOTAL GBP				3,420.00

Due Date: 21 Nov 2025

Please Make Payment To:
Starling Bank
Account Number - 00589022
Sort Code - 60-83-71

PAYMENT ADVICE

To: Edwin Ward Paving And Landscaping Ltd
Highlands
Wormshill
Sittingbourne
ME9 0EH

Customer D Holland

Invoice Number INV-0181

Amount Due 3,420.00

Due Date 21 Nov 2025

Amount Enclosed

Enter the amount you are paying above

36

Voucher 146

Boom Services

07919 664404

info@boom-services.co.uk

INVOICE No. 00185

Tuesday 11th November 2025

To, Meopham Parish Council
Parish Council Office,
St Johns Centre,
Wrotham Road
Meopham, Kent DA13 0AA

For work carried out at:

Z1773 - Pitfield Green public toilets, Meopham Kent

30/10/2025 - clear loft void of detritus and vacuum out in preparation for Woodworm Treatment.
Fitting of free issue pipe insulation securing same with tywraps in loft area
Quoted cost £450

06/11/2025 - full builders clean, all surfaces including ceilings & walls
5hours on site plus cleaning materials

12/11/2025 - sweep clean of guttering all round building

Quoted cost £250

Total due : £700

Terms 7days from date of invoice

Bank details for payment:
Boom Services
23-05-80
41348623
Ref: 00185 Pitfield

37
Hollywood Gardens,
School Lane, Sevenoaks, TN15 6JN

Voucher 1144



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
31/10/2025	28574

Terms	Due Date	PO Number	Reference
Net 15 days	15/11/2025		

Services	Work Type	Hours	Rate	Amount
Billable Services				
Technician	Support - Remote	0.50	93.50	£46.75 GBP
Total Services:				£46.75 GBP

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.	Invoice Subtotal:	£46.75 GBP
	UK-VAT @ 20%:	£9.35 GBP
	Invoice Total:	£56.10 GBP
	Payments:	£0.00 GBP
	Credits:	£0.00 GBP
	Balance Due:	£56.10 GBP

Registered in England & Wales at above address 6608801
 VAT Registration Number GB 971 7999 48

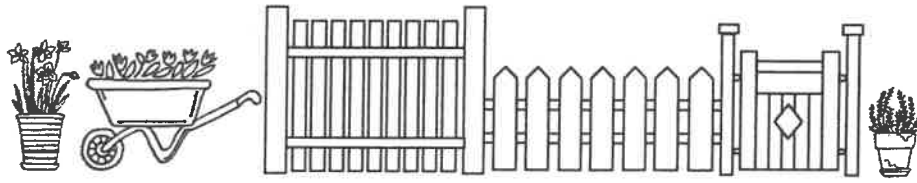
Invoice Time Detail

Invoice Number: 28574
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / Can't open scanned Documents				
Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 264762	Y	0.50	93.50	£46.75
Summary: Can't open scanned Documents				
Contact: Hanlon, Tracey				
				Subtotal: £46.75

Invoice Time Total:	Billable Hours:	0.50
----------------------------	------------------------	-------------

Voucher 148



A DAY'S LANDSCAPING & FENCING

Meopham Parish Council

Invoice

18th Nov 2025

Removal of leaves and branches
at Edmond close green.

Raking up whole area, giving it a
final cut using a lawn mower.
Taking away approx 14 1 ton Sack of leaves + grass.

fee £225.00

A stylized handwritten signature in black ink, appearing to read 'Andy Day'.

40

Contact Andy Day

Address: 'Shirley', Longfield Road, Longfield Hill, Kent, DA3 7AP.

Tel: 07706 991 627 or 01474 813303

Email: dayjames91@yahoo.com Facebook: A Days Landscaping and Fencing

SOUTH EAST PAT TESTING**Tel: 07966 091426****Email: southeastpattesting@yahoo.co.uk****CUSTOMER INFORMATION**Name MEOPHAM PCAddress ST JOHNS CENTRE,WROTHAM ROAD, MEOPHAM, KENTPostcode DA13 0AA

INVOICE NUMBER:

2743

DATE:

25/11/25

DETAILS OF WORK CARRIED OUT:**ALL TESTS PASSED****MINIMUM CHARGE****BANK DETAILS:****CLYDESDALE**

Acc. no. 90527405

Sort Code 82 70 18

TOTAL PAYABLE***£55—**

41

*please make cheques payable to: N. Wright

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	33,040.55	55,060.45	55,060.45 (62%)
25	Staff Pensions				13,600.00	5,505.61	8,094.39	8,094.39 (59%)
26	Cllr & Staff Expenses				400.00	212.66	187.34	187.34 (46%)
28	Professional Memberships				4,816.00	3,070.00	1,746.00	1,746.00 (36%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					590.61	-590.61	-590.61 (N/A)
33	Photocopier Contract		12.95	12.95	700.00	1,514.87	-814.87	-801.92 (-114%)
34	Communications & IT				2,100.00	2,138.13	-38.13	-38.13 (-1%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	4,475.38	2,049.62	2,049.62 (31%)
89	Venue Hire for Meetings				720.00	159.30	560.70	560.70 (77%)
90	Office Supplies				1,200.00	205.48	994.52	994.52 (82%)
91	Software Licences				1,800.00	419.99	1,380.01	1,380.01 (76%)
92	Internal & External Audit Fees				1,200.00	616.25	583.75	583.75 (48%)
93	Payroll Services				360.00	168.00	192.00	192.00 (53%)
104	Bank Charges		102.75	102.75	372.00	180.55	191.45	294.20 (79%)
105	Professional Services				5,000.00	3,858.40	1,141.60	1,141.60 (22%)
110	Water Supply							(N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					55.00	-55.00	-55.00 (N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					47.00	-47.00	-47.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
136	LITIGATION SETTLEMENT					30,000.00	-30,000.00	-30,000.00 (N/A)
SUB TOTAL			115.70	115.70	130,774.00	103,671.41	27,102.59	27,218.29 (20%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				7,000.00	476.67	6,523.33	6,523.33 (93%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					704.00	-704.00	-704.00 (N/A)
103	Camer Parade - Highways Schem							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125	JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126	LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127	SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
135	PITFIELD TOILETS				15,000.00	7,792.25	7,207.75	7,207.75 (48%)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

1 December 2025 (2025-2026)

SUB TOTAL		50,500.00	8,972.92	41,527.08	41,527.08 (82%)
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Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00	8,060.00	-4,760.00	-4,760.00 (-144%)
16	Community Grants Scheme				3,000.00	2,500.00	500.00	500.00 (16%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	886.16	313.84	313.84 (26%)
68	Streetlights				11,040.00	5,845.12	5,194.88	5,194.88 (47%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block					269.16	-269.16	-269.16 (N/A)
108	Drinking Fountain					71.97	-71.97	-71.97 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00	1,350.00	300.00	300.00 (18%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
138	VILLAGE GREEN MAINTENANCE					225.00	-225.00	-225.00 (N/A)
SUB TOTAL					51,840.00	25,427.41	26,412.59	26,412.59 (50%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	20.00	1,453.84	1,433.84				1,433.84 (7169%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00	634.13	0.13				0.13 (0%)
94	VAT Reclaim		1,363.19	1,363.19				1,363.19 (N/A)
95	Other Income		508.99	508.99				508.99 (N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
137	SOS - D/D REFUND		494.04	494.04				494.04 (N/A)
SUB TOTAL		232,394.00	236,024.19	3,630.19				3,630.19 (1%)

Summary

NET TOTAL	232,394.00	236,139.89	3,745.89	233,114.00	138,071.74	95,042.26	98,788.15 (21%)
V.A.T.		5,700.10			6,410.04		
GROSS TOTAL		241,839.99			144,481.78		

1 December 2025 (2025-2026)

Meopham Parish Council
RECONCILIATION - Lloyds Bank 30-11-2025

From Accounts

Payments not cashed Add

Receipts not entered Subtract

A/C CLOSED.

Statement should be

44

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 30-11-2025

From Accounts	£136,509.73
---------------------	-------------

Payments not cashed Add	£55.00
-------------------------------------	--------

Receipts not entered Subtract	
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Statement should be	£136,564.73
----------------------------------	--------------------

45

Meopham Parish Council

Current T2

60-83-01 • 20405821

Balance

£ 136,564.73

Available

£ 136,564.73

Balances are correct as of 10:22 on 01 Dec 2025.

↓ Date	Description	Paid in	Paid out	Balance
30/11/25	Service Charge		-8.70	136,564.73
25/11/25	B/P to: Meopham PCC • MEPPC NOV 25 - ADD		-71.00	136,573.43
24/11/25	B/P to: A Day • MPC-EDMUND GREEN		-225.00	136,644.43
20/11/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	136,869.43
20/11/25	S/O to: L Winter • MEOPHAM PC		-3,292.89	137,413.18
20/11/25	S/O to: KCC Pension Fund • MEOPHAM PC		-696.15	140,706.07
20/11/25	S/O to: Tracey Hanlon • SALARY MPC		-448.75	141,402.22
17/11/25	B/P to: HELIOCENTRIX LTD • INV 28574		-56.10	141,850.97
17/11/25	B/P to: W E Harris & Sons • XT06 25		-320.00	141,907.07
17/11/25	B/P to: EDWIN WARD • MPC -INV 0181		-3,420.00	142,227.07
17/11/25	B/P to: BOOM SERVICES • 00185 PITFIELD		-700.00	145,647.07
11/11/25	B/P to: BENJAMIN HEASLIP • MPC - 25-017		-80.00	146,347.07
07/11/25	CLEARY C S • C Cleary	500.00		146,427.07
06/11/25	Inward Payment - MEOPHAM PARISH COUNCIL	53,840.00		145,927.07
06/11/25	B/P to: HELIOCENTRIX LTD • INV 28510		-28.06	92,087.07
06/11/25	B/P to: HELIOCENTRIX LTD • INV 28447		-203.04	92,115.13
06/11/25	B/P to: SWIFTCURE LIMITED • MPC-INV 3462		-598.80	92,318.17
06/11/25	B/P to: WELLERS LAW GROUP • MPC - 837196		-900.00	92,916.97
05/11/25	B/P to: Element UK Limited • 139929 MPC		-265.85	93,816.97
05/11/25	B/P to: CROWN TREE CONS • MPC - 12390		-1,620.00	94,082.82
05/11/25	B/P to: TEMPERATE • MEOPHAM PARISH HEATING CON		-273.30	95,702.82
05/11/25	B/P to: CHRGS • INV -0019		-900.00	95,976.12
05/11/25	B/P to: Hoopers & Sons Lim • HS8294		-1,294.80	96,876.12

46

05/11/25	B/P to: ROYAL BRIT LEGION • MPC - SDF04	-130.00	98,170.92
03/11/25	SMART OFF SOLUTION • REFUND	592.85	98,300.92
31/10/25	Service Charge	-9.00	97,708.07
29/10/25	B/P to: LV CONNECTIONS LTD • MEOPHAM PC	-1,937.50	97,717.07
29/10/25	B/P to: S Fishenden • MPC - SETTLEMENT	-30,000.00	99,654.57
29/10/25	Direct Debit (SCOTTISH WATER BUS) • 662899	-23.31	129,654.57
28/10/25	B/P to: ELITE TREE CARE • INV-2148	-8,160.00	129,677.88
28/10/25	B/P to: CHRGS • MEOPHAM/09	-360.00	137,837.88
28/10/25	B/P to: Streetlights • MEOPHAM PC 15647	-1,218.67	138,197.88
28/10/25	B/P to: A Day • OCT 25	-250.00	139,416.55
28/10/25	B/P to: ROBIN • MEOPHAM PC - HUNTER Z1773	-499.00	139,666.55
23/10/25	Direct Debit (HMRC SDDS) • 0000340636	-3,235.49	140,165.55
20/10/25	S/O to: Meopham PCC • MEOPHAM PC	-475.84	143,401.04
20/10/25	S/O to: L Winter • MEOPHAM PC	-3,569.16	143,876.88
20/10/25	S/O to: KCC Pension Fund • MEOPHAM PC	-1,063.63	147,446.04
20/10/25	S/O to: Tracey Hanlon • SALARY MPC	-1,347.51	148,509.67
16/10/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-784.16	149,857.18
10/10/25	B/P to: HELIOCENTRIX LTD • INV 28123	-203.04	150,641.34
10/10/25	B/P to: SMART OFFICE • 652228 - 901840 SOL CR	-592.85	150,844.38
10/10/25	Direct Debit (SMART OFFICE • ARC00240 SOLU)	-592.84	151,437.23
08/10/25	HMRC VAT • 314795487	1,363.19	152,030.07
30/09/25	Service Charge	-8.40	150,666.88
25/09/25	B/P to: SMART OFFICE SOL • 651975	-204.72	150,675.28
25/09/25	B/P to: MULBERRY LOCAL ATH • MPC - 1531	-327.00	150,880.00
22/09/25	S/O to: Meopham PCC • MEOPHAM PC	-611.66	151,207.00
22/09/25	S/O to: L Winter • MEOPHAM PC	-1,924.34	151,818.66
22/09/25	S/O to: KCC Pension Fund • MEOPHAM PC	-687.51	153,743.00
22/09/25	S/O to: Tracey Hanlon • SALARY MPC	-665.32	154,430.51

19/09/25	B/P to: ASH-CUM-RIDLEY PC • MEOPHAM PC	-104.14	155,095.83
19/09/25	B/P to: LISA WINTER • MPC EXPENSES	-212.66	155,199.97
17/09/25	B/P to: Meopham V Hall • 25/095	-25.90	155,412.63
17/09/25	B/P to: Meopham Carers • MPC - GRANT Sup 25	-1,000.00	155,438.53
17/09/25	B/P to: Meopham Windmill • MPC - GRANT T 25	-500.00	156,438.53
17/09/25	B/P to: Air Ambulance • MPC - GRANT 25	-500.00	156,938.53
17/09/25	B/P to: Harvel VH Cttee • MPC - GRANT 25	-500.00	157,438.53
16/09/25	Direct Debit (LLOYDS • 80000029478III3973 CORP CARD)	-6.00	157,938.53
08/09/25	B/P to: Element UK Limited • 139886	-265.85	157,944.53
08/09/25	B/P to: HELIOCENTRIX • INV 23858 / 59 LTD /60	-203.04	158,210.38
08/09/25	B/P to: DM Payroll • 4705	-100.80	158,413.42
08/09/25	SMART OFF SOLUTION • REFUND	15.54	158,514.22
05/09/25	Meopham & District • MDAA RENT	33.00	158,498.68
05/09/25	Meopham & District • MDAA RENT	400.13	158,465.68

LLOYDS BANK



001670 003449 STUA164A

89768

MEOPHAM PARISH COUNCIL
TRACEY HANLON
ST. JOHNS CENTRE
WROTHAM ROAD
GRAVESEND
KENT
DA13 0AA

Programme Administrator Helpline
0345 030 6270
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

Corporate Purchasing Card - Sterling Account

Cardholder details

Statement date 03-11-2025
Account number 4484-4511-5717-5805
Credit Limit £1,500.00

Your account at a glance

Previous balance	£784.16	Transaction refunds	£8.99
Payments received	£784.16	Account charges	£0.00
Purchases	£0.00	Annual Card Fees	£6.00
Cash advances	£0.00	Current balance	£2.99 CR

Page 1

Transaction date	Reference	Description	Amount
16-10-2025		DIRECT DEBIT PAYMENT - THANK YOU	£784.16 CR
XXXX-XXXX-XXXX-2457	HANLON, TRACEY MARIA		£5.99 CR
07-10-2025	85383905281500088618365	AMAZON* ZT8QP1UW4	£8.99 CR
03-11-2025		MONTHLY FEE	£3.00
XXXX-XXXX-XXXX-9788	WINTER, LISA		£3.00
03-11-2025		MONTHLY FEE	£3.00

Payment is due by 17 November 2025

Balance

£2.99 CR

No payment is due.

49

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 30-11-2025

From Accounts	£84,406.54
---------------------	------------

Payments not cashed	Add
---------------------------	-----------

Receipts not entered	Subtract
----------------------------	----------------

Statement should be	£84,406.54
----------------------------------	-------------------



Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £1,520.71

Interest rate: 1.75%

Transactions

Future Payment

Transactions

Period from

to

51

Filter

Download Transactions

Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025
Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024

Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

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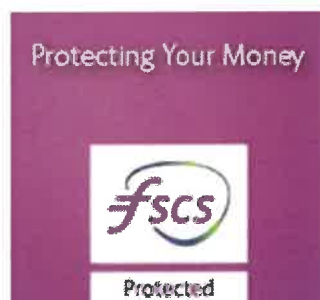
Calls to The Cambridge Building Society's 0345 numbers will be charged at local rate.

Tax treatment and rate of interest payable will depend on individual circumstances and may change in the future.

The Tax-free rate is the contractual rate of interest payable where interest is exempt from income tax.

The Gross rate is the contractual rate of interest payable before deduction of income tax at the rate specified by law.

The Annual Equivalent Rate (AER) is a national rate which illustrates what the gross interest rate would be if interest was paid and added to the account annually.



Meopham Parish Council
RECONCILIATION - REDWOOD BANK 30-11-2025

From Accounts	£81,453.84
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£81,453.84
----------------------------------	-------------------

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Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

Balance: £81,453.84

Available: £81,453.84

Accrued interest (not paid): £0.00

Interest rate: 3.78%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

56

[Filter](#)

Download transactions

Date	30/11/2025
Description	Gross Interest
In (£)	252.53
Out (£)	
Balance (£)	81,453.84
Date	31/10/2025
Description	Gross Interest
In (£)	260.11
Out (£)	
Balance (£)	81,201.31
Date	30/09/2025
Description	Gross Interest
In (£)	250.94
Out (£)	
Balance (£)	80,941.20
Date	31/08/2025
Description	Gross Interest
In (£)	258.47
Out (£)	
Balance (£)	80,690.26
Date	31/07/2025
Description	Gross Interest
In (£)	257.64
Out (£)	
Balance (£)	80,431.79
Date	30/06/2025
Description	Gross Interest

In (£)	174.15
Out (£)	
Balance (£)	80,174.15
Date	10/06/2025
Description	Receipt by Bank Transfer
In (£)	79,000.00
Out (£)	
Balance (£)	80,000.00
Date	09/06/2025
Description	Receipt by Bank Transfer
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00
Date	09/06/2025
Description	Funds Allocated
In (£)	
Out (£)	1,000.00
Balance (£)	0.00
Date	09/06/2025
Description	Funds Received - not allocated
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00

Latest

Meopham Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/11/2025			
A	Cash in Hand 01/04/2025		204,921.06
	ADD		
	Receipts 01/04/2025 - 30/11/2025		241,839.99
	SUBTRACT		
	Payments 01/04/2025 - 30/11/2025		144,481.78
	Cash in Hand 30/11/2025 (per Cash Book)		302,279.27
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	0.00	
	Lloyds Bank 30/11/2025	0.00	
	Unity Trust Bank 30/11/2025	136,564.73	
	Unity Multipay Card 31/10/2025	2.99	
	CAMBRIDGE BUILDING SOCIETY 31/10/2025	84,406.54	
	REDWOOD BANK 31/10/2025	81,453.84	
			302,428.10
	Less unrepresented payments		148.83
			302,279.27
	Plus unrepresented receipts		
	Adjusted Bank Balance		302,279.27
A = B Checks out OK			

Item 14.4

1 December 2025 (2025-2026)

Meopham Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24	-6,838.24			0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
Total Earmarked	29,721.94	-6,838.24			22,883.70
TOTAL RESERVE	29,721.94	-6,838.24			22,883.70
GENERAL FUND					279,395.57
TOTAL FUNDS					302,279.27

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MEOPHAM PARISH COUNCIL STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2025

1. SCOPE OF RESPONSIBILITY

Meopham Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements as required by Section 1 of the Annual Return – Annual Governance Statement and its 9 “assertions”.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council has in place a set of Standing Orders and Financial Regulations, which set out the general rules applicable at council and committee meetings and in carrying out the council's business. These two documents, are reviewed on a regular basis and influence the system of internal controls in place.

The system of internal control has been in place at the Council for the year ended 31 March 2025 and up to the date of approval of the annual governance statement and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings. The Parish Council is obliged to check that its decisions are lawful.

The Council reviews its obligations and objectives and approve its budgets for the following year at its November and December meetings, including setting the level of precept for the forthcoming year.

The Full Council meets a minimum of four times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk and Responsible Financial Meeting.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque and online debit. Standing order and direct debit arrangements are reviewed annually.

Income:

All income is received and banked in the Council's name in a timely manner and reported to the Council at the next meeting.

Risk Assessments / Risk Management/Risk Register:

The Council carries out regular risk assessments, identifying risks, assessing risks, addressing risks and reviewing and reporting these risks in a risk register.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system and audit plan is reviewed annually.

External Audit:

The Council's External Auditors, Mazars, submit an annual report and Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the Independent Internal Auditor who reviews the Council's system of internal control;
- Mazars, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Independent Internal Auditor. The External Auditors issue an annual audit report and certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024-25 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chairman
Meopham Parish Council

Responsible Financial Officer
Meopham Parish Council

Date

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