

EAST PECKHAM PARISH COUNCIL

The Parish Office, East Peckham Jubilee Hall, Pippin Road, East Peckham, Tonbridge, Kent TN12 5BT

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Minutes of a meeting of the Parish Council's Finance Committee on Tuesday 29th July 2025 at 7.00 p.m. held in the Parish Meeting Room at the Jubilee Hall, Pippin Road, East Peckham, TN12 5BT.

MINUTES

1. **Members Present** – Councillors: M. Williams, M. Joannes, D. Seal, S. North, Parish Clerk
2. **Declarations of Interests and/or lobbying** –
None
3. **Minutes**
It was resolved to approve the minutes of the meeting held on 11th December 2024 as a true and accurate record.
Proposed: M. Joannes, Seconded: S. North, all in favour
4. **Update of expenditure to date this financial year**
The expenditure to-date was reviewed per cost centre.
It was noted that the approving of the quarterly expenditure is done by someone other than the chairman as part of stringent audit measures.
5. **Update on expenditure of S106 monies received towards the conversion of the Public Toilet at the Jubilee Hall**
Full costings listed in the appendix. The project came in under budget, with approximately £470 underspend.
Clerk to review the cost of the adult exercise equipment signage and allocate excess funds towards it as was also an S106 project.
Proposed: M. Williams, seconded: D. Seal, all in favour
6. **Review of potential projects and allocation of funds towards these**
Replacement of Jubilee Hall Heating – potential for future S106 monies to be allocated towards this
Playground – Quotes currently being ascertained for various designs ahead of consultation with residents
Perimeter Path - £100k – final quotes to be ascertained once measurements & materials confirmed
Community Garden - £10k towards
Skate / pump track – potential use a modular set up, quote circa £30k
Proposed: M. Williams, seconded: M. Joannes, all in favour
7. **Review of Reserves and potential investment opportunities**
Investment Policy – M. Joannes to draft an updated version
8. Currently have £196k in reserve accounts, general reserves accounts, which meets the legally required minimum amount to ensure business continuity.
Investment Policy – M. Joannes to draft an updated version for review at the next meeting.
9. **Review of ring-fenced monies from 2024/25 financial year**
S106 funds for new public toilet - £468 underspend as it stands, signage costs to be deducted
Grant monies for 2025 Xmas lights - £500
Grant monies from Working Men's Club - £3900
Events budget from 2024 sponsorship - £3400
Replacement of bike track or creation of an exercise track £60k

10. **Items for discussion at next meeting**
Initial budget proposals
Project costing updates

11. **Next meeting date** – October 2025

Meeting closed: 20.11

Appendix 1

Public Toilet Conversion - S106 Funding Budget			
Items	Quotes Costs	Actual Costs	Difference
Doc M pack, Model HL1175SS-LH (left aligned)	1310.7	1205.92	104.78
Dementia-friendly basin & tap set DTUK90	£955.76	0	955.76
Doc M disabled changing room pack HL1170SS-LH	£855.76	0	855.76
Ascot wall-mounted urinal 1 user	543	105	438
Cistern and associated plumbing	£91.00	185	-94
Commercial grade mirror, model -DVS vandal proof	£188.00	267.45	-79.45
Connect 2 bowl vanity unit, white, 1500 x 600	634.99	639.99	-5
Basins, taps, thermostatic mixing valve & plumbing goods	£423.15	467.8	-44.65
Baby Change Table DP9100 Horizontal	2,841.70	333.32	2508.38
Required fixtures	£114.00	39.96	74.04
Reco 1220 x 2440 Acrylic wall panelling, 16 sheets (light grey)	1,704.00	2,011.65	-307.65
Adhesive, silicon, trim tape, seal tape, top trims	438.90	375.61	63.29
Downlights, emergency lights, alarm sounder, pull cord	455.00	222.05	232.95
Connection boxes etc	0.00	22.92	-22.92
Door-locking mechanism AML 300 and Daylight Sensor	300.00	303.39	-3.39
Fitting of the above, plus sounder in the Parish Office	850.00	400.00	450.00
Door steel	0.00	60.00	-60.00
Door Closer, cable, grab bar, cable clips,	0.00	73.42	-73.42
Screeding and Vinyl Flooring	950.00	875.00	75.00
Floor coving	100.00	0.00	100.00
Labour to fit	450.00	0.00	450.00
White Tiles to make good the reverse wall	15.00	0.00	15.00
Electric Panel Heater	50.00	0.00	50.00
Adult Hand dryer	183.99	124.15	59.84
Junior Hand dryer	35.20	0.00	35.20
Labour to tile and fit the above	400.00	400.00	0.00
3 days additional Labour	600.00	600.00	0.00
Ceiling painting	450.00	0.00	450.00
Delivery charges	353.00	186.95	166.05
Waste carrier	0.00	250.00	-250.00
CCTV hardware and fitting	0.00	640.00	-640.00
Deep Clean	150.00		150.00
Soap dispenser, signage, bins, toilet brush,	0.00	114.46	-114.46
Sanitary Bin	0.00	66.12	-66.12
Materials provided by contractor	0.00	2,027.00	-2,027.00
Labour Quoted to spec	7,664.00	10,641.67	-2,977.67
Total Costs	£ 23,107.15	£22,638.83	£ 468.32
	Quoted Costs	Actual Costs	Difference