BOROUGH GREEN TOWN COUNCIL

Chair Mike Taylor
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The Borough Green Town Council Meeting took place at 1930 in the COGS Annex on 5th October 2026. The Members are reminded of the importance of Section 10 of Standing Orders regarding confidentiality of Part 2 discussions and documents. Please refer to our Data Privacy, Use and Retention Policy, which is published on our website

Yours faithfully

Chairman

Present: Cllrs Mike Taylor (Chair), Sue Butterfill, Tim Shaw, Scott Millener, Guy Heselden There were 7 members of the public present,

107. Apologies for Absence KCC Cllr Harry Rayner, and TMBC Cllr Wendy Palmer.

108. Declarations of Interest - None

109. Minutes of the meeting 7th Sept 2026 - AGREED

Matters Arising -

(i) Six Councillor Vacancies - posted to Noticeboard and website

(ii) Co-option of new Councillors. Ms Denise Howard - prop Chair, 2nd Cllr Butterfill - AGREED

Ms Howard signed a Declarations of acceptance, was given a DPI form, and joined the Council

Chair prop Cllr Butterfill for Vice Chair, 2nd Cllr Shaw - AGREED

110 Recruitment of Clerk

To Confirm and Appoint chosen applicant - Mr Peter Cox, who was in attendance as an MOP - AGREED

111 Submissions by County and Borough Members and Members of the Public

Mr Tony Byrne (QPCIC) spoke about bike trails, and was reminded that all construction had ceased.

111 Planning Matters

(i) To note Planning Notices as circulated

(ii) Current applications and **responses** as circulated,

26/01807/FL 105 Maidstone Rd install mansard roof with 1st floor accommodation - No Observations

112 Potters Mede

(i) BG Scout hut - no report

(ii) Local Plan meeting 14th October 1900 purchase of projector screen £129 AGREED

(iii) Park Run clash with BGJFC - BGJFC have final say - AGREED

113 Recreation Ground

(i) Pavilion Refurbishment - update Clock, Disabled Ramp .
To note Cllr Rayner's £1000 Member Grant - ongoing

(ii) Petanque Court - two trials very successful , line markers installed

(iii) Adult Open Air Exercise Equipment from BGPS - £10k Grant AGREED in principle

(iv) Anti social behaviour rec car park.- discussion re closing 9pm- 7am - to be investigated

(v) Bowls Club water supply - new meter to be installed, leaks checked- AGREED

(vi) Bowls Club/Simon Rothwell Pesticide course 50% of £610 - AGREED

114 Councillors Reports

(i) Cllr Butterfill reported on KALC Finance conference, and training, papers to be circulated

(ii) 4x4 Santa 12th December - grant request up to £500 - AGREED

2nd Nov 2026

115 Community Issues

(i) BGTC Assets at Village Hall (Part 2 legal matters)

116 Village Enhancements & Green Spaces

(i) IQE Bike Trails. to note QPCIC PL Insurance, and Zurich response. Reports on visits.
To ratify digger and incidental safety costs.£1453 - AGREED
To agree costs permanent signs RBVE 399.37 + vat - AGREED
Cllr Millener seeking safety inspector, Volunteer tidying and clearing day planned.
Chairman set out proposals for getting more pathways covered with chippings
(ii) Investigation into Flower Display suppliers - agreed Cllr Butterfill to progress
(iii) Christmas Lights new bracket cost - part of annual grant, prop £2500 - tbc - AGREED

117 Financial Matters

(i) To approve Payment List (Appendix 2). Prop Chair, 2nd Cllr Shaw - AGREED
Invoices checked : Cllrs Butterfill and Taylor
(ii) Responsible Financial Officer's report (Appendix 1) Chairman thanked RFO for concise report. It was noted that the new format covered every aspect of the month's finance in great detail.
(iii) Bank Reconciliations 31 Sept 26 - NOTED Total Bank Balance **£329,257.78**
(iv) To note Zurich renewal in July. Notification had been severely delayed
(v) Update on Bank Accounts, Mandates etc - all Cllrs now signatories on all accounts
Proposal to add Mr Peter Cox, RFO, as a signatory on Natwest, CCLA & Unity Accounts - **AGREED**
(vi) To note receipt of 6mth Precept payment **£136,421.50**
(vii) To discuss and confirm agreed £10k grant to BGPS re Exercise Equipment - AGREED
(viii) To note receipt of completed clear AGAR - Posted to website and noticeboard with Public Notice
(ix) Set date for Finance Meeting to set precept, suggest any Nov Friday can be PM or 41MR

118 Website & Social Media

(i) To note good responses across Social Media re open bike trails

119 TMBC Local Plan

(i) Reg 19 Consultation and Government Intervention- Local Plan meeting 14th October 1900
(ii) LP BGGC Parish Alliance submissions (Pt2 legal matters)

120 Highways & Streetlighting

(i) Speedwatch Group - update and 20mph. First training - shortly, kit from Ightham PC

121 Quarries & Landfills - no report

122 Future Dates

(i) Date of next meeting 1930 MONDAY 2nd November 2026 COGS Annex.
At all other times contact the Chairman using the details above

123 Exclusion of Public and Press: Pursuant to Section1(2) of the Public Bodies (Admission to Meetings) Act 1960 Chairman to move that the press and public be excluded from the remainder of the meeting during consideration of any item.
There being no further business except Part2, Chairman closed the meeting at 20.49.



2nd Nov 2026

Appendix 1

BGC Council Meeting 05th October 2026

Financial Summary as 30th September 2026

Main Points

1. **Income and Expenditure Account**
   - Income (all sources) – £3Q7,989.75

     87.16 % of projected annual income – to be expected as full annual precept payment received

     Currently £22,089.08 VAT to be reclaimed at the end of March 2027

   - Expenditure (all costs) - ££115,645.89

     32.73% of projected annual expenditure, reorganisation of staff levels and outstanding projects will likely bring expenditure percentage in line during the next quarter.

2. **SAGE 50 Accounts**
   - 1 out of 2 Data Warnings resolved to date

3. **BANK ACCOUNT SIGNATURES**
   - Mandates for all accounts submitted although no changes implemented. To be followed up.

Lesley Gillin

Lesley Gillin

Financial and Accounting Support Borough Green Council

2nd Nov 2026

APPENDIX 2

Borough Green Town Council Payments List Sept 2026			**£**	Accounts Ref
Staff Costs				
Staff Salaries		28/09/2026	1643.27	9070
HMRC			1376.86	
KCC Pensions			947.82	
BACS Payments				
DR - Contractor	Cleaning		330.00	
SR - Contractor	Grounds Maintenance		800.00	
LG - Contractor	SAGE 50 Accounts / Financial Support		1305.00	
RS - Expenses	Materials		101.03	
Wrotham Computer Care Ltd inv 225538	M Taylor Clerk Email Address to Outlook	22/09/2026	30.00	9081
Ward Security, inv 86221(Aug)	Data Charge Rec CCTV		30.00	
One Stop Promotions Ltd Proforma 305999	Flagpole Hinge Base Plate and Rod Pack		114.00	
Wrotham Parish Council Inv 722	Ramp Refurbishment / Annual RoSPA Inspection		1392.64	
Rite Insustial Doors Ltd Inv 9071	PM Roller Shutter Repair		348.00	
S V Electricial	Reinstate EV Charger 27 Lingfield Road		186.00	
Dale Drummond Inv 716	CPA Wet Pour Patch Repair		350.00	
B Owen	Roller Center Invoice for CPA Gate Parts		48.18	
Nu-Venture Inv 3342	Bus Services 58/70 Monthly Invoice		891.66	
EJP Fire Protection Ltd Inv 50708	Annual Service Pav - 3 Extinguisher		59.40	
EjP Fire Protection Ltd Inv 50707	Annual Service PM - 10 Extinguishers + parts / 2 2 Replacement Units		187.80	
DD Payments				
Zen Internet (monthly charge) Inv 57022016		11/09/2026	13.79	
COGS - The Voice Magazine		11/09/2026	300.00	
COGS - Admin		07/09/2026	30.00	
TMBC - (RG) Non Domestic Rates Acct 7004212		10/09/2026	56.00	
Bank Charges		28/09/2026	20.70	
Npower Streetlighting Inv 16306482 Aug		28/09/2026	146.55	
EDF (PM) KI-472B7509-27 Aug		20/09/2026	309.65	
EDF (RG) KI-87448E8C-27 Aug		15/09/2026	158.64	
EDF (Public Convenience) KI-27B2ED64-5 Aug		22/09/2026	48.44	
Castle Water RG Inv 10011188863 Aug		18/09/2026	703.10	
Castle Water PM Currently in credit				
Total			11,928.53	
Bowls Club Water Usage - Half Yearly		01/09/2026	125.00	
Tennis Court Takings Banked Ref 101087		07/09/2026	260.00	
T&MBC Precept 2nd Instalment		11/09/2026	136,421.50	
Scout Group September Rental		15/09/2026	350.00	
N Ward PM Hire		23/09/2026	210.00	
Potters Tots PM Hire		28/09/2026	75.00	
Platt PC Bus Routes 58/70 Annual Contribution		28/09/2026	909.70	
Bowls Club Quarterly Rental		30/09/2026	250.00	
NatWest Monthly Interest		30/09/2026	74.13	
NB: Receipts during September 26 (exc bank transfers)			138,675.33	

Signatures Cllrs Butterfill & Taylor

Bank Balances as at 30th September 2026	£
NatWest Current	100.00
NatWest Business Reservce Acct 1	149,242.78
NatWest Business Reservce Acct 2	0.00
Unity Trust Bank	59,915.00
CCLA Fund (Monthly Interest Paid into NatWest	120,000.00
Total Reserves as at 30th September 2026	329,257.78



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