



Edenbridge Town Council



Town Clerk: Caroline Leet

Finance | 16 Dec 2019 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: A Baker, A Damodaran, A Layland, N Lloyd (*Chair*), S McGregor, B Todd, M McArthur, J Scholey.

Members of the public are invited to attend and there is an opportunity for public questions or statements at full Council, Planning and Transportation and Open Spaces Meetings. There is no such facility at other committee meetings.

Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm).

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1 **Apologies for Absence**

2 **Declaration of Interests or Predetermination**
including any interests not already registered

3 **To confirm the minutes of the Finance Committee Held on 25. November 2019**

https://www.edenbridgetowncouncil.gov.uk/mc-events/finance-committee-148/?mc_id=498

4 **Matters arising from the Minutes for Report and Not Elsewhere on the Agenda (for information only)**


5 **Financial Statement and Analysis of Receipts and Payments**

5.1 **To approve the month's Financial Statement as at 30 November 2019.**

 Annex 1: 5.1 Financial Summary.pdf

5.2 **To approve the analysis of receipts and payments, and the details of invoices for payment.**


 Annex 2: 5.2 Received Income.pdf

 Annex 3: 5.3 Cheques.pdf

 Annex 4: 5.4 Edenbridge Town Council Expenditure transactions.pdf

 Annex 5: 5.5 Direct Debits.pdf

5.3 **To approve and accept the transfers into, out of and between accounts of the Capital Fund.**

 Annex 6: 5.6 Fund Transfer.pdf

5.4 **To approve the Financial Comparisons to 30 November 2019.**

 Annex 7: 5.9 Financial Comparisons.pdf

6 **Financial Business**

6.1 **Draft Budget 2020/21**

Cllr Lloyd has been working with the clerk and RFO preparing a draft Budget for the Council for 2020/21. The draft Budget will be presented to the Finance Committee at the meeting.

Do members accept the Draft Budget and recommend it be presented to Council for ratification?

6.2 **Internal Auditor's Resignation**

The Internal Auditor wrote to Cllr Layland to tender his resignation as of 31 March 2020. The Clerk and RFO will obtain quotes for a replacement auditor, which will be presented the February Finance Committee meeting. If any councillor has a recommendation, please liaise with the Clerk or RFO so that the Council can approach them for a quote also.

Do members accept the resignation, and are there any recommendations?

6.3 **CCLA Presentation on Investments**

Following the decision at November Finance Committee meeting, the RFO contacted CCLA and has arranged for a presentation on investments at 6.30pm on Monday 17 February 2020, before the next Finance Committee meeting.

6.4 **Bank charges**

Barclays have advised that as of 1 January all standard interest rates will be reducing.

The rates will be as follows:

Balance	Current rate	New rate
Less than £100k	0.2%	0.1%
Less than £1m	0.3%	0.2%

These rates apply to the CIL funds and Reserves account.

6.5 **Council's Investment Maturing**

The Council has an investment of £200,000 due to mature on 9 January 2020 which could be reinvested. The anticipated expenditure for the next 4 months is attached. A £50,000 investment will be maturing on 13 February 2020. There is sufficient for the Council to operate up to and beyond this date when the situation can be reviewed again. Rates for investments have reduced and can vary from day to day. Lloyds rates at the time of writing are as follows, but cannot be guaranteed.

0.7%	investments for 3 months
0.75%	investments for 6 months
1.05%	investments for 12 months

6.6 **Insurance Claim - Streetlight**

The Clerk has received and sent a number of emails regarding this matter. At the time of writing a response is awaited from the insurers. Members will be updated at the meeting.

7 **Financial Correspondence**

None

8 **Press Release**

5.1 Financial Summary - Cashbook

Summary between 01/04/19 and 30/11/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays General Account	£33,876.70
CIL	£0.00
Lloyds General Account	£148,441.30
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£274,372.72
Barclays General Reserves	£110,586.72
Lloyds TSB - Deposit Acc	£400,000.00
Total	£967,477.44

RECEIPTS	Net	Vat	Gross
Council	£14,059.35	£0.00	£14,059.35
Open Spaces	£310,663.99	£1,388.14	£312,052.13
Central Services	£411,468.44	£276.56	£411,745.00
Emergency Planning Committee	£360.00	£0.00	£360.00
Community Warden	£17,500.00	£0.00	£17,500.00
CIL	£342,965.45	£0.00	£342,965.45
Total Receipts	£1,097,017.23	£1,664.70	£1,098,681.93

PAYMENTS	Net	Vat	Gross
Council	£70,574.50	£9,112.12	£79,686.62
Open Spaces	£196,807.76	£18,344.33	£215,152.09
Central Services	£306,674.07	£5,719.19	£312,393.26
Emergency Planning Committee	£112.50	£0.00	£112.50
Community Warden	£11,053.69	£122.68	£11,176.37
CIL	£55,024.00	£11,004.80	£66,028.80
Total Payments	£640,246.52	£44,303.12	£684,549.64

Closing Balances

Ordinary Accounts

Barclays General Account	£24,588.40
CIL	£599,761.11
Lloyds General Account	£76,447.95
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£215,023.08
Barclays General Reserves	£115,589.19
Lloyds TSB - Deposit Acc	£350,000.00

Total	£1,381,609.73
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5.2 Received Income Transactions

between 01/11/19 and 30/11/19

Start of year 01/04/19

Paying ref.	Received date	Invoice	Gross	Vat	Net Cttee	Details
DC191101	01/11/19		£83.40	£0.00	£83.40	Rent of Mowshurst Garage
10301	08/11/19		£219.95	£2.75	£217.20	Sale of Brown Sacks / Other
10301	08/11/19	RH1324	£36.50	£0.00	£36.50	Hire of Rickards Hall
DC191109	09/11/19		£2,200.00	£0.00	£2,200.00	Lloyds General Account
10300	11/11/19		£500.00	£0.00	£500.00	Eden Valley Chamber of Commerce
10300	11/11/19	RH1319	£50.85	£0.00	£50.85	Hire of Rickards Hall
10300	11/11/19	RH1321	£219.00	£0.00	£219.00	Grace Community Church
DC191112	12/11/19		£20,866.79	£0.00	£20,866.79	HM Customs & Excise
DC191114	14/11/19	RH1296	£123.50	£0.00	£123.50	Lidl
DC191118	18/11/19	Mis691	£22.50	£0.00	£22.50	Eden Valley Museum Trust
DC191118	18/11/19	Mis695	£725.03	£0.00	£725.03	Eden Valley Museum Trust
DC191120	20/11/19	RH1318	£74.10	£0.00	£74.10	Bridgeford & Co
10304	29/11/19		£389.70	£9.75	£379.95	Sale of Brown Sacks / Other Goods
Total			£25,511.32	£12.50	£25,498.82	

5.3 Paid Expenditure Transactions between 01/11/19 and 30/11/19 start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details
DD191101	01/11/19	40332		£412.00	£0.00	£412.00	Sevenoaks District Council N Dom Rates D Barn
DD191101	01/11/19	40333		£189.00	£0.00	£189.00	Sevenoaks District Council N Dom Rates M Barn
DD191101	01/11/19	40334		£264.00	£0.00	£264.00	Sevenoaks District Council N Dom Rates C Pk & PT
DD191101	01/11/19	40335		£264.00	£0.00	£264.00	Sevenoaks District Council N Dom Rates C Pk & PT
DD191101	01/11/19	40336		£90.70	£15.12	£75.58	Petrocell Holdings Ltd Ground staff fuel
DD191101	01/11/19	40337		£324.00	£0.00	£324.00	Sevenoaks District Council N Dom Rates Depot
DD191101	01/11/19	40352		£135.00	£0.00	£135.00	Institute Of Groundsmanship Annual subscription
DD191104	04/11/19	40353		£31.78	£0.00	£31.78	Barclays Bank Charges
DD191107	07/11/19	40354		£45.00	£0.00	£45.00	Open Spaces Society Subscription
DD191115	15/11/19	40358		£209.17	£9.96	£199.21	British Gas Electricity Public Toilets
DD191118	18/11/19	40338		£979.43	£163.24	£816.19	E-On UK Plc Public Street lighting
DD191118	18/11/19	40339		£42.60	£7.10	£35.50	Sage Software Limited Payroll Software
BC191118	18/11/19	40363		£30.00	£0.00	£30.00	Marks & Spencer Flowers – sickness
BC191118	18/11/19	40364		£7.50	£0.00	£7.50	Amazon.co.uk Speed watch counters
BC191118	18/11/19	40365		£37.95	£6.33	£31.62	Aspli Safety Ltd Throw line bag
IB191119Pen	19/11/19	40366		£5,426.75	£0.00	£5,426.75	KCC Pension Fund Pension contributions
IB191119IR	19/11/19	40367		£4,277.25	£0.00	£4,277.25	Inland Revenue
DD191120	20/11/19	40355		£840.05	£0.00	£840.05	Premium Credit
DD191121	21/11/19	40356		£16.11	£0.77	£15.34	British Gas Electricity Depot
DD191121	21/11/19	40357		£60.88	£2.90	£57.98	British Gas Electricity Doggett's Barn
IB191121sal	21/11/19	40369		£16,081.42	£0.00	£16,081.42	Salaries
DD191122	22/11/19	40340		£65.73	£0.00	£65.73	SES Business Water Water supply F C Allot
DD191122	22/11/19	40341		£6.00	£0.00	£6.00	SES Business Water S/P Cemetery
DD191122	22/11/19	40342		£4.00	£0.00	£4.00	SES Business Water Water Supply Cemetery
DD191122	22/11/19	40343		£25.00	£0.00	£25.00	SES Business Water Water Supply R Hall
DD191122	22/11/19	40344		£151.00	£0.00	£151.00	SES Business Water Water Supply P Toilets
DD191122	22/11/19	40345		£7.00	£0.00	£7.00	SES Business Water Water supply D Barn
DD191125	25/11/19	40348		£184.00	£0.00	£184.00	Sevenoaks District Council N Dom Rates R Hall
DD191125	25/11/19	40349		£155.00	£0.00	£155.00	Sevenoaks District Council N Dom Rates Market Yard
DD191126	26/11/19	40360		£55.00	£0.00	£55.00	Information Commissioner Data Protection renewal
DD191126	26/11/19	40368		£123.79	£20.63	£103.16	Focus 4 U
IB191127	27/11/19	40156		-£3,189.60	-£531.60	-£2,658.00	Streetlights C Note Column Work
IB191127	27/11/19	40224		£375.60	£62.60	£313.00	Streetlights Lighting repairs

5.3 Paid Expenditure Transactions between 01/11/19 and 30/11/19 **Start of year 01/04/19**

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details
IB191127	27/11/19	40289		£129.60	£21.60	£108.00	Admiral Security Systems Ltd Intruder Alarm contract
IB191127	27/11/19	40290		£264.00	£44.00	£220.00	BSP (Knockholt) Ltd Soil removal IB191127
IB191127	27/11/19	40291		£9.00	£1.50	£7.50	Bradford Electrical Draught Excluder
IB191127	27/11/19	40292		£11.55	£1.93	£9.62	Bradford Electrical Locks
IB191127	27/11/19	40293		£170.00	£0.00	£170.00	Emergency work P Toilets
IB191127	27/11/19	40294		£283.76	£47.29	£236.47	Canon (uk) Ltd Photocopier hire
IB191127	27/11/19	40295		£350.65	£58.44	£292.21	Canon (uk) Ltd Photocopier hire
IB191127	27/11/19	40296		£28.62	£4.77	£23.85	A W Champion Ltd Plywood
IB191127	27/11/19	40297		£849.72	£141.62	£708.10	The Colvin Cleaning Group Cleaning Rickards Hall
IB191127	27/11/19	40298		£222.00	£37.00	£185.00	Denton Pumps Kent Ltd maintenance S Pavilion
IB191127	27/11/19	40299		£144.00	£24.00	£120.00	Screened soil
IB191127	27/11/19	40300		£30.00	£0.00	£30.00	Window cleaning D Barn
IB191127	27/11/19	40301		£1,728.00	£288.00	£1,440.00	Hever Countryside Services Swing Barrier Rec Ground
IB191127	27/11/19	40302		£63.12	£10.52	£52.60	How Green Nursery Winter Bedding & compost
IB191127	27/11/19	40303		£4,725.97	£787.66	£3,938.31	Impact Planning Services Ltd Representation Local Plan
IB191127	27/11/19	40304		£1,240.02	£206.67	£1,033.35	Impact Planning Services Ltd Representation Local Plan
IB191127	27/11/19	40305		£0.34	£0.06	£0.28	Jewson Steel nuts & bolts
IB191127	27/11/19	40306		£62.88	£10.48	£52.40	Jewson Mastercrete & ballast
IB191127	27/11/19	40307		£106.02	£17.67	£88.35	Jewson Hammer drill & transformer
IB191127	27/11/19	40308		£54.92	£9.15	£45.77	Jewson Holster trousers
IB191127	27/11/19	40309		£3.97	£0.66	£3.31	Jewson Thermal gloves
IB191127	27/11/19	40310		£27.25	£4.54	£22.71	Jewson Postcrete
IB191127	27/11/19	40311		£108.60	£18.10	£90.50	Jewson Ballast, mastercrete etc
IB191127	27/11/19	40312		£59.22	£9.87	£49.35	Jewson Plasterers bath
IB191127	27/11/19	40313		£87.30	£14.55	£72.75	Kent County Council
IB191127	27/11/19	40314		£62.16	£10.36	£51.80	Kent County Council Refuse sacks & hand wash
IB191127	27/11/19	40315		£27.06	£4.51	£22.55	Kent County Council Cleaning items
IB191127	27/11/19	40316		£27.84	£4.64	£23.20	Kent County Council Parazone bleach
IB191127	27/11/19	40317		£37.08	£6.18	£30.90	Kent County Council Parazone bleach
IB191127	27/11/19	40318		£829.20	£138.20	£691.00	Kidman's Repairs to gang mower
IB191127	27/11/19	40319		£276.00	£46.00	£230.00	Leppards (Of Hever) Ltd Water pump & hoses
IB191127	27/11/19	40320		£49.65	£1.64	£48.01	Travel

5.3 Paid Expenditure Transactions

between 01/11/19 and 30/11/19 Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details
IB191127	27/11/19	40321		£111.90	£0.00	£111.90	Travel to training events
IB191127	27/11/19	40322		£98.40	£16.40	£82.00	Shred First UK Confidential shredding
IB191127	27/11/19	40323		£25.22	£4.20	£21.02	Solo Protect Lone working device
IB191127	27/11/19	40324		£127.50	£21.25	£106.25	Streetlights Lighting repairs
IB191127	27/11/19	40325		£3,972.00	£662.00	£3,310.00	Streetlights Lighting contract 2 nd Pymt
IB191127	27/11/19	40326		£45.00	£0.00	£45.00	Surekill Pest Control Services
IB191127	27/11/19	40327		£31.75	£0.00	£31.75	The Cobblers Shop Various keys
IB191127	27/11/19	40328		£236.78	£39.47	£197.31	Viking Direct Ltd Paper & dividers
IB191127	27/11/19	40329		£40.47	£6.74	£33.73	Vodafone
IB191127	27/11/19	40330		£580.80	£96.80	£484.00	Sevenoaks Direct Services Saturday waste collections
IB191127a	27/11/19	40331		£1,320.00	£220.00	£1,100.00	Wilkin Chapman LLP Legal fees
DD191127	27/11/19	40350		£20.40	£3.40	£17.00	O2 Ground staff mobile
DD191127	27/11/19	40361		£159.92	£7.62	£152.30	British Gas Gas Doggett's Barn
DD191127	27/11/19	40362		£281.13	£13.39	£267.74	British Gas Gas bill Church House
DD191129	29/11/19	40359		£112.50	£0.00	£112.50	Ofcom Radio Licence
Total				£46,960.38	£2,819.93	£44,140.45	

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year

01/04/19

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
40370	IB191218	£6.30	3050/4	10/12/19	Bradford Electrical - Brasso & screws	£6.30
40371	IB191218	£7.29	3050/4	14/11/19	A W Champion Ltd - Woodscrews	£67.37
40372	IB191218	£43.42	3050/4	18/11/19	A W Champion Ltd - Redwood treated post	£67.37
40373	IB191218	£16.66	3050/4	27/11/19	A W Champion Ltd - Cable ties & utility knife	£67.37
40374	IB191218	£849.72	2220/2/3	28/11/19	The Colvin Cleaning Group - November Cleaning Rickards Hall	£849.72
40375	IB191218	£27.00	5011	25/11/19	WI Hall Management Committee - Annual storage-Emergency Planning Committee	£27.00
40376	IB191218	£2,588.76	2000/10	15/11/19	Ellis Whittam Ltd - Annual subscription	£2,799.06
40377	IB191218	£210.30	2000/10	15/11/19	Ellis Whittam Ltd - Insurance admin fee	£2,799.06
40378	IB191218	£30.00	2020/1	02/12/19	- Window cleaning Doggett's Barn	£30.00
40379	IB191218	£590.40	3100/1	06/12/19	Hever Countryside Services - Bollard Norman Court	£590.40
40380	IB191218	£8.16	3050/4	14/11/19	Jewson - Raw plug sleeve	£44.65
40381	IB191218	£20.40	3050/4	15/11/19	Jewson - Raw plug sleeve & percussion drill bit	£44.65
40382	IB191218	£9.18	3050/4	11/11/19	Jewson - Evostick	£44.65
40383	IB191218	£1.93	3050/4	04/11/19	Jewson - Bosch drill bit	£44.65
40384	IB191218	£4.98	3050/4	04/11/19	Jewson - Steel Wool	£44.65
40385	IB191218	£479.10	3050/2	25/11/19	Rigby Taylor Ltd - Pitch marker	£479.10
40386	IB191218	£11.98	2065	03/12/19	Screwfix Direct Ltd - Toilet locks	£11.98
40387	IB191218	£7.90	2065	25/11/19	Amazon.co.uk - Pat test labels	£7.90
40388	IB191218	£560.00	3050/11/8	27/11/19	Sevenoaks Direct Services - Garden sacks	£1,722.14
40389	IB191218	£1,162.14	1130	26/11/19	Sevenoaks Direct Services - Bonfire clean up	£1,722.14
40390	IB191218	£47.50	3040/2	14/11/19	S&N Machinery - Repairs to air master	£109.30
40391	IB191218	£61.80	3040/2	03/12/19	S&N Machinery - Repairs to Stihl BG86C	£109.30
40392	IB191218	£25.22	4050/1	26/11/19	Solo Protect - Lone working device	£25.22
40393	IB191218	£72.30	1040	11/11/19	Streetlights - Lighting repairs	£72.30
40394	IB191218	£40.47		25/11/19	Vodafone -	£40.47
	1	£21.51	4020		Community warden phone	
	2	£18.96	4020		Property manager phone	
40395	IB191218	£144.00	2000/11	13/08/19	Kent Association of Local Councils - Finance Conference	£144.00
Total		£7,026.91				

5.5 Direct Debits November 2019

Date	Supplier	Amount	
1	Petrocell	90.70	
	Institute of Groundsman ship	135.00	Annual
	SDC Non Domestic rates Mowshurst Barn	189.00	
	SDC Non Domestic rates Car Park & Toilets	528.00	
	SDC Non Domestic rates Doggett's Barn	412.00	
	SDC Non Domestic rates Depot	324.00	
4	Bank charges	31.78	
	The Open Spaces Society	45.00	Annual
15	British Gas Public Toilets electricity	209.17	
18	E.On	979.43	
	Sage Software	42.60	
	Barclaycard	75.45	
20	Premium Credit - July	840.05	
21	British Gas Doggett's Barn electricity	60.88	
	British Gas Depot electricity	16.11	
	SES Business Water - Forge Croft Allotments	65.73	
22	SES Business Water - SP Cemetery	6.00	
	SES Business Water - Depot	4.00	
	SES Business Water - Rickards Hall	25.00	
	SES Business Water - Doggett's Barn	7.00	
	SES Business Water - Swan Lane Allotments	151.00	
25	SDC Non Domestic rates Rickards Hall	184.00	
	SDC Non Domestic rates Market & premises	155.00	
26	Focus 4 U Telephone/broadband	123.79	
	Information Commissioner	55.00	Annual
27	British Gas - Church House Gas	281.13	
	British Gas -Doggett's Barn Gas	159.92	
27	o2 ground staff mobile	20.40	
	Ofcom	112.50	Annual
On-line payments			
18	Inland Revenue	4,277.25	
18	KCC Pension	5,426.75	
21	Salaries	16,081.42	

5.6 Fund Transfer

Capital Reserves

Transfer In: Nil

Transfer Out: Nil

Revenue reserves

Transfer In: Nil

Transfer Out: £25,000.00

5.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:

5.8 Invoices outstanding for more than 3 months

12/02/19	Mis 652	£3,212.40
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- Annex 7 | 5.9 Financial Comparisons.pdf -

5.9 Financial Comparisons

Comparisons between 1 April 2019 and 30 November 2019 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2019/20 Budget (Items in blue have been actioned on the Capital Reserves Account)

Income for the Council	Budget	Actual	Balance	Expenditure for the Council	Budget	Actual	Balance
Precept	12,617.00	12,617.00	0.00	Working Balance	30,000.00	0.00	30,000.00
Working Balance	30,000.00	0.00	30,000.00	Contingencies	10,000.00	0.00	10,000.00
Contingencies	0.00	0.00	0.00	Grants	7,725.00	7,725.00	0.00
Grants	0.00	1,405.00	-1,405.00	Depreciation - Equipment/tools	14,511.00	9,987.35	4,523.65
C Depreciation Fund	0.00	0.00	0.00	Edenbridge Twinning Association	500.00	500.00	0.00
Capital Fund	45,214.00	0.00	45,214.00	Eden Valley Museum	6,000.00	6,000.00	0.00
C Election Expenses	0.00	0.00	0.00	House Project	7,500.00	7,500.00	0.00
Neighbourhood planning	0.00	0.00	0.00	Earmarked Funds	5,000.00	0.00	5,000.00
CIL	0.00	0.00	0.00	Capital Fund	0.00	34,533.06	-34,533.06
Capital TR Inc Precept	0.00	0.00	0.00	Summer Playscheme	2,000.00	2,288.84	-288.84
CIL Interest	0.00	37.35	-37.35	Bonfire Clean Up	990.00	0.00	990.00
				Legal & Professional fees	3,605.00	1,100.00	
				CIL	0.00	0.00	0.00
	87,831.00	14,059.35	73,771.65		87,831.00	69,634.25	18,196.75
Income for Central Services	Budget	Actual	Balance	Expenditure for Central Services	Budget	Actual	Balance
Allocation from Precept	196,615.00	196,615.00	0.00	Staff Costs	176,690.00	126,615.28	50,074.72
Precept 10 Year Building Plan	11,884.00	11,884.00	0.00	Utilities	9,660.00	5,794.35	3,865.65
precept 30 Year Building Plan	15,433.00	15,433.00	0.00	Services	10,120.00	5,401.40	4,718.60
Interest (Barclays Reserves)	0.00	194.94	-194.94	Equipment /Tools	4,100.00	3,280.54	819.46
Interest precept	0.00	0.00	0.00	Materials	1,050.00	816.35	233.65
VAT Reclaimed				Buildings	8,700.00	5,621.24	3,078.76
Sundry Receipts	2,925.00	727.23	2,197.77	10 Year Buildings Maintenance Plan	19,635.00	2,590.72	17,044.28
Interest Lloyds Fixed Term Deposit	2,200.00	3,191.79	-991.79	Reserves TR 10 Year Buildings Maintenance P	0.00	0.00	0.00
Charity Account Transfers	19,500.00	0.00	19,500.00	30 Year Buildings Maintenance Plan	41,000.00	0.00	41,000.00
Church House	6,285.00	2,815.03	3,469.97	Reserves TR 30 Year Buildings Maintenance P	0.00	0.00	0.00
Rickards Hall Lettings	12,000.00	7,597.46	4,402.54	Buildings Materials	2,200.00	138.83	2,061.17
WI Hall Admin	2,040.00	1,144.60	895.40	Other	7,350.00	5,065.36	2,284.64
Reserves 10 Year Maintenance Plan TF	7,751.00	0.00	7,751.00	Charity Account Transfers	19,500.00	0.00	19,000.00
Reserves 30 Year Maintenance Plan TF	25,567.00	0.00	25,567.00	Church House	3,460.00	1,699.99	1,760.01
				Public Toilets	9,625.00	5,506.79	4,118.21
				Rickards Hall	14,110.00	8,744.53	5,365.47
	302,200.00	239,603.05	62,596.95		327,200.00	171,275.38	155,924.62

Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	164,990.00	164,990.00	0.00	Staff Costs	116,425.00	80,219.01	36,205.99
Precept 10 yr Maintenance	53,205.00	53,205.00	0.00	Utilities	13,490.00	10,094.55	3,395.45
Precept 30 yr Maintenance	51,130.00	51,130.00	0.00	Services	5,545.00	2,211.00	3,334.00
10 yr Sundry receipt	0.00	0.00	0.00	Equipment/Tools	6,500.00	4,954.86	1,545.14
Cemetery Fees	10,000.00	11,374.35	-1,374.35	Materials	14,035.00	7,762.68	6,272.32
Rents	16,480.00	12,894.37	3,585.63	Hanging Baskets & Plants	6,065.00	5,623.67	441.33
Maintenance Services	5,465.00	2,787.58	2,677.42	Buildings	2,225.00	1,399.00	826.00
Solar Panels	900.00	0.00	900.00	Vehicles	10,150.00	4,549.94	5,600.06
Sundry Receipts	9,670.00	12,616.90	-2,946.90	Contingencies	4,000.00	986.00	3,014.00
Reserves 10 Year Maintenance Plan TF	0.00	0.00	0.00	Others	1,120.00	585.29	534.71
30 Year Maintenance Plan TF	61,190.00	0.00	61,190.00	Small Projects	4,000.00	1,440.00	2,560.00
				Vandalism	5,000.00	1,649.06	3,350.94
				Footpaths Equipment	200.00	0.00	200.00
				Public Street Lighting	10,000.00	5,634.31	4,365.69
				Public Street Lighting Contract	6,800.00	6,620.00	180.00
				10 Year Maintenance Plan	38,583.00	19,195.17	19,387.83
				10 Year Plan Contingencies	1,950.00	0.00	1,950.00
				Reserves TR Balancing 10 Yr Plan	14,622.00	0.00	14,622.00
				30 Yr Maintenance Plan	112,320.00	24,412.00	87,908.00
				Reserves TR Balancing 30 Yr Plan	0.00	0.00	0.00
	373,030.00	308,998.20	64,031.80		373,030.00	177,336.54	195,693.46
Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	360.00	360.00	0.00	Equipment/Tools	110.00	0.00	110.00
Sundry Receipts	0.00	0.00	0.00	Others	235.00	112.50	122.50
	360.00	360.00	0.00	Training	15.00	0.00	0.00
					360.00	112.50	247.50

Councillors are reminded that although the Community Warden is employed by the Council on behalf of the Community Warden Steering Group. Any issues or concerns should be raised with them.

Income for Community Warden	Budget	Actual	Balance	Expenditure for Community Warden	Budget	Actual	Balance
Precept (ETC Cont)	7,000.00	7,000.00	0.00	Staff Costs	14,950.00	10,036.47	4,913.53
Moat Housing	1,000.00	1,000.00	0.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	3,500.00	3,500.00	0.00	Phone	280.00	138.80	141.20
Westerham	0.00	0.00	0.00	CRB Check	0.00	0.00	0.00
John Coldman trust	2,000.00	6,000.00	-4,000.00	Sundries	240.00	28.88	211.12
Police	0.00	0.00	0.00	Clothing & Supplies	315.00	147.14	167.86
Great Stone Bridge Trust	3,000.00	0.00	3,000.00	Vehicle Running Costs	1,500.00	0.00	1,500.00
KCC	0.00	0.00	0.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	3,530.00	0.00	3,530.00	Training	120.00	0.00	120.00
Sundry Receipts	0.00	0.00	0.00	CW Reserves	0.00	0.00	0.00
	20,030.00	17,500.00	2,530.00		20,030.00	10,351.29	9,678.71
Nett Balance	783,451.00	580,520.60	202,930.40	Nett Expenditure	808,451.00	428,709.96	379,741.04

Future Expenditure

December 2019 - March 2020

Total monthly salary costs (£27,000)	£108,000.00	
Invoices & direct debits (£20,000)	£80,000.00	
Open Spaces 10 Yr Maintenance Plan	£20,000.00	
Spittals Cross Playground	£35,000.00	(£40,000 from CIL account)(5k WKHA)
Property Maintenance Plan (10yr & 30yr plans)	£60,000.00	
Additional work to windows at Pavilion	£10,000.00	
Unexpected expenditure December - March	£100,000.00	
	£413,000.00	
	£413,000.00	

Balances at 30 November 2019

Barclays General	£24,588.40	
Barclays Reserves	£330,612.27	
Lloyds General	£76,447.95	
Petty Cash	£200.00	
	£431,848.62	Available Funds
CIL Bank Account	£599,761.11	
Investments as at 30 November 2019	£350,000.00	
	£1,381,609.73	