



To Councillors: J Aldridge, A Baker, S Compton, A Damodaran, A Layland, N Lloyd (*Chair*), S McGregor, S Sumner (*Vice-Chair*), B Todd.

Notice is hereby given of a Finance Committee Meeting to be held in Rickards Hall on 27 September 2021 at 6:30 pm, which Councillors are summonsed to attend.

Town Clerk
22 September 2021

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

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1 **Apologies for Absence**

2 **Declaration of Interests or Predetermination**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

3 **To Confirm the Minutes of The Finance Committee Held on 19 July 2021**

4 **Matters Arising from The Minutes for Report and Not Covered Elsewhere (for Information Only)**

5 **Financial Statement and Analysis of Receipts and Payments (financial Report Pack)**

To approve the Financial Income and Expenditure Statements as of the 30 June 2021


5.1 **To ratify the expenditure up to 31 August 2021**

Do Members/ the Committee ratify the attached report?

 Annex 1: 5_1 Invoiced Expenditure Transactions.pdf

5.2 **To approve the list of expenditure for payment**

Do Members/ the Committee approve the attached payment?

 Annex 2: 5_2 Payment Run.pdf

5.3 **To receive the income up to 31 August 2021**

Do Members/ the Committee receive the attached report?

 Annex 3: 5_3 Invoiced Income Transactions.pdf

5.4 **To review the Consolidated Balance Sheet**

Do Members/ the Committee accept the attached report?

 Annex 4: 5_4 Consolidated Balance sheet.pdf


5.5 **To review the Financial I&E Budget Comparisons report**

Do Members/ the Committee accept the attached reports?

 Annex 5: 5_5 Financial Budget Comparison.pdf

5.6 **To confirm the Bank Reconciliation statements and Procurement Card for July and August 2021**

Do Members/ the Committee confirm and accept the attached reports?

 Annex 6: 5_6 Expenditure.pdf

5.7 **To approve and accept the transfers into, out of and between bank accounts**

Do Members/ the Committee approve and accept the attached report?

5.8 **To note and advise on invoices outstanding over 3 months**

Do Members/ the Committee note and accept the attached report?

5.9 **To review Expenditure over £500 up to 31 August 2021**

Do Members/ the Committee accept the above report?

 Annex 7: 5_9 Expenditure over 500.pdf

6 **Financial Business**

6.1 **Covid 2020/21 Accounts; Resident Shopping outstanding**

Covid-19 resident's shopping: To provide an update on the outstanding invoices for residents shopping. The majority of invoices have been paid, but there are still three elderly residents who have not paid; approximately £700 outstanding (as accounted in 2020/21). Office resources have been stretched, but efforts are being made to recover this money. An update will be given to the Finance Committee. As a reminder, at the beginning of the pandemic, it became apparent that the Council had to take on responsibility to provide shopping and 'payment facilities' in the interim on for vulnerable residents who were unable to access cash. At the regular Covid-19 emergency meetings, it was agreed that up to £1k may be used for unexpected shopping/resident support, but that residents would be expected to reimburse the council once the restrictions were lifted.

6.2 **Grant applications**

The Council grant application process is now open for this year, closing date for applications is the 1 November 2021

6.3 **Rates for the Market Yard Car Park**


The request for the Rates for the Public toilets to be reassessed by Sevenoaks District Council has been refused, we will be looking into this with the Valuation Office, KALC and NALC.

*One option for you would be to raise via your KALC Area Committee to look at this as a pan parish issue and raise local political pressure. The other option for you as a **Direct Access Council** with NALC would be to contact NALC Legal for a formal legal view. As you know this was something of a NALC campaign and so they should be in a good position to offer you legal advice on how best to proceed. NALC will also have a national perspective that should be valuable.*

7 **Governance**

7.1 **AGAR Return**

The AGAR has been signed off by the External Auditors. There is a query that the Asset Value which is recoded as the Valuation rather than Insurance Value, see the comment of the AGAR which we are disappointed that it has been recorded as 'The AGAG was not accurately completed before submission for Review' both the Internal and External Auditors were contacted with regards to this, and both agreed that we were able to use 'any reasonable valuation method'.

 Annex 8: AGAR.pdf

8 **FINANCE CORRESPONDENCE**

Eden Christian Trust will not be applying for a grant from the Town Council this year. We were very fortunate to have been the chosen charity in the Sevenoaks District to be awarded the Centenary Grant from the Kent Community Foundation. This has boosted our finances this year and enabled us to continue to provide the much-needed activities for our local young people.

We thank the Town Council for their help in the past, which has allowed us to provide high quality services in the town and hope that they will be able to help in the future when needed.

8.1 **Reports from Grants awarded in 2020**

9 **Press Release**

10 **Date of Next Meeting** 15 November 2021

5.1 Invoiced Expenditure Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
01/07/21	42042	01/07/21	192.00	0.00	192.00	OS		Sevenoaks District Council - Non Domestic Rates Mowshurst Barn
01/07/21	42044	01/07/21	268.00	0.00	268.00	OS		Sevenoaks District Council - Non Domestic Rates Car park & Toilets
01/07/21	42045	01/07/21	419.00	0.00	419.00	CS		Sevenoaks District Council - Non Domestic Rates Doggetts Barn
01/07/21	42046	01/07/21	329.00	0.00	329.00	OS		Sevenoaks District Council - Non Domestic Rates Depot
01/07/21	42047	08/07/21	734.00	122.34	611.66	CS		PS Technology - Business telephones
01/07/21	42051	01/07/21	268.00	0.00	268.00	CS		Sevenoaks District Council - Non Domestic Car park & Toilets
01/07/21	42076	28/07/21	82.68	13.78	68.90	OS	I3831998	Kent County Council Commercial Services - Black Sack, Toilet Tissue and Ha
01/07/21	42129	24/08/21	62.71	10.45	52.26	OS	99089	Bradford Electrical - Hanging baskets and Compost items
01/07/21	42130	24/08/21	11.98	2.00	9.98	OS	99091	Bradford Electrical - Compots, Pot and Plant feed
01/07/21	42134	24/08/21	55.70	9.28	46.42	OS	99077	Bradford Electrical - Soil and padlocks
01/07/21	42142	24/08/21	77.56	12.93	64.63	CS	633905	Viking Direct Ltd - Stationery
01/07/21	42159	23/07/21	187.00	0.00	187.00	CS		Sevenoaks District Council - Non Domestic Rates Rickards Hall
01/07/21	42190	24/08/21	1,050.00	0.00	1,050.00	CS	2065512	Sevenoaks District Council - Garden Waste Bags
02/07/21	42092	28/07/21	57.26	9.54	47.72	OS	0948/00133306	Jewson - Safety Boots
02/07/21	42094	16/07/21	942.66	157.11	785.55	CS	H1A0650936	E-On UK Plc - Electricity Doggetts Barn 01/06 to 30/06/21
02/07/21	42125	16/07/21	519.07	6.27	512.80		July	Barclaycard - July Barclaycard Spend
05/07/21	42073	28/07/21	45.00	0.00	45.00	CS	050721	Surekill Pest Control Services - Pest control Rickards and Museum July
05/07/21	42074	28/07/21	30.00	0.00	30.00	CS	050721	D Goodwin - Window Cleaning July
05/07/21	42075	28/07/21	194.41	32.40	162.01	OS	SIN004142	Proludic Ltd - New Seats and Fixings
05/07/21	42111	05/07/21	28.51	0.00	28.51	CS		Barclays - June Bank Charges
06/07/21	42041	28/07/21	756.60	126.10	630.50	OS	2066260	Sevenoaks District Council - Emptying of Dog Waste Bins
06/07/21	42091	28/07/21	48.71	8.12	40.59	OS	0948/00133378	Jewson - Barrier Fencing and Fencing Pins
06/07/21	42110	06/07/21	8.55	0.00	8.55	CS	July I Zettle	Izettle - June Card Charges
07/07/21	42072	28/07/21	18,082.80	3,013.80	15,069.00	OS	1654	Hever Countryside Services - Stangrove Park Playground Fencing
07/07/21	42080	24/06/21	1,466.39	0.00	1,466.39			HM Customs & Excise - Class 1A NIC's
07/07/21	42093	28/07/21	4.98	0.00	4.98	OS	2792057/1	Business Stream - Waste Water Cemetery 19/05 to 30/06

Invoiced Expenditure Transactions

Start of year 01/04/21

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Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
07/07/21	42105	28/07/21	52.59	0.00	52.59	CS	2763586/13	Business Stream - Waste Removal Rickards Hall 22/03 to 01/07/21
08/07/21	42084	14/06/21	160.45	26.74	133.71	OS	202105000016	Mill Hill Garage (Petrocell Holdings Ltd) - May petrol receipts
08/07/21	42117	24/08/21	2,236.00	0.00	2,236.00	CS	2066667	Sevenoaks District Council - Bag Delivery
08/07/21	42152	26/07/21	276.24	13.15	263.09	CS	241426290/21	Total Gas & Power - Doggetts Barn Electricity 01/04 to 30/06
08/07/21	42153	26/07/21	914.97	43.57	871.40	CS	241426289/21	Total Gas & Power - Rickards Hall Electricity 04/04 to 03/07
08/07/21	42154	26/07/21	197.89	9.42	188.47	OS	241426278/21	Total Gas & Power - The Depot Electricity 04/04 to 03/07
08/07/21	42155	26/07/21	134.69	6.41	128.28	CS	241426267/21	Total Gas & Power - Public Toilets Electricity 04/04 to 03/07
09/07/21	42090	28/07/21	42.55	7.09	35.46	OS	4053231	Champion Ltd - Screws and Raw Plugs
12/07/21	42060	28/07/21	21.23	3.54	17.69	OS	94722509	O2 - Ground staff mobile
12/07/21	42098	28/07/21	272.00	0.00	272.00	CS	21-09	Keith Robertson - YE Internal Audit 2020 / 2021
12/07/21	42100	28/07/21	6,082.20	1,013.70	5,068.50	OS	19755	Amethyst Horticulture Ltd - Hanging Baskets for the Town
12/07/21	42101	28/07/21	226.80	37.80	189.00	OS	11344	Eric F Lamprell - 16 Display Plates for signage
12/07/21	42149	24/08/21	26.10	4.35	21.75	OS	W156092	Kidmans - Cooper Peglar Nozzle Pack
13/07/21	42099	28/07/21	183.60	30.60	153.00	CS	2412983	Wilkin Chapman LLP - FOI legal costs
13/07/21	42120	28/07/21	318.00	53.00	265.00	OS	28481	Gillett & Johnston (Croydon) Ltd - Annual Service of the Clock
14/07/21	42040	01/07/21	1,194.00	199.01	994.99		3995	Facts Training SV Ltd - First Aid Course July
14/07/21	42097	28/07/21	186.30	31.05	155.25	CS	35343	Edge IT Systems Ltd - Asset Manager Module
14/07/21	42227		88.80	14.80	74.00	CS	35344	Edge IT Systems Ltd - Asset Management Training LG
15/07/21	42089	28/07/21	23.22	3.87	19.35	OS	l3844728	Kent County Council Commercial Services - Heavy Duty Black Sacks
16/07/21	42096	30/07/21	68.91	11.48	57.43	OS	202107000006	Mill Hill Garage (Petrocell Holdings Ltd) - Fuel for VW Caddy
16/07/21	42102	28/07/21	60.00	0.00	60.00	OS	CE/81/20	Cowell & Edwards Contractors - Excavate Plot Cen1 298C J Cook
19/07/21	42109		11,624.44	0.00	11,624.44	CS	508388091	WPS Hallam - Annual Insurance 20/07 to 19/07/2022
19/07/21	42118	24/08/21	-136.00	0.00	-136.00	CS	2066769	Sevenoaks District Council - Credit note re the Clear Recycling Bags
20/07/21	42119	24/08/21	49.50	8.25	41.25	OS	12319	Streetlights - Column 217 Tested and no Fault Found
21/07/21	42171		62.87	10.48	52.39	CS		Canon (uk) Ltd - Copier agreemen 01/01/21 to 31/03/21
22/07/21	42113	24/08/21	2,100.00	350.00	1,750.00	CS	382/087/V	Dave Cole Electrical Installations Ltd - Annual Test and Inspection

Invoiced Expenditure Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
22/07/21	42174	22/07/21	4.00	0.00	4.00	OS		SES Business Water - S/P Cemetery
22/07/21	42176	22/07/21	14.00	0.00	14.00	CS		SES Business Water - Water Supply Rickards Hall
22/07/21	42178	22/07/21	6.00	0.00	6.00	CS		SES Business Water - Water supply Doggetts Barn
22/07/21	42180	22/07/21	15.00	0.00	15.00	OS		SES Business Water - Water supply Swan Lane Allotments
23/07/21	42114	23/08/21	14.52	0.00	14.52	OS	99	SES Business Water - Blossom Park Water 30/03 to 31/07/21
23/07/21	42115	23/08/21	31.00	0.00	31.00	OS	67	SES Business Water - Cemetery Water 31/01 to 31/07/21
23/07/21	42182	23/07/21	6,080.18	0.00	6,080.18			KCC Pension Fund - Staff Pensions
23/07/21	42183	23/07/21	5,139.03	0.00	5,139.03			Inland Revenue - PAYE / IN July
24/07/21	42172	23/07/21	157.00	0.00	157.00	OS		Sevenoaks District Council - Non Domestic Rates Market Yard
26/07/21	42112	20/07/21	105.00	0.00	105.00	OS	2021/2022 Ins	Edenbridge Allotment Gardens - Swan Lane Contribution to the Insurance 202
26/07/21	42116	24/08/21	14.00	0.00	14.00	OS	270721	The Cobblers Shop - 2 sets of Keys
26/07/21	42128	02/08/21	-1,188.00	-197.99	-990.01		3995	Facts Training SV Ltd - Cancelled 2 days of the first aid course
26/07/21	42140	24/08/21	23.98	4.00	19.98	OS	0948/00133857	Jewson - Heavy Duty Wipes
26/07/21	42141	24/08/21	107.52	17.92	89.60	OS	0948/00133856	Jewson - Rigger Boots
27/07/21	42124	24/08/21	20.20	0.00	20.20	OS	4898	S&N Machinery - 2 stroke sachets
27/07/21	42126	24/08/21	173.00	0.00	173.00	CS	5062	The Edenbridge Magazine - Sept/Oct Issue Double page advert
28/07/21	42123	24/08/21	475.00	0.00	475.00	OS	1409	TMPI Ltd - Annual Playground Inspection x 5
28/07/21	42127	24/08/21	19,740.00	3,290.00	16,450.00	OS	12335	Streetlights - Replacement Columns
28/07/21	42150	28/07/21	6,000.00	0.00	6,000.00	CNCL		Eden Valley Museum Trust - SLA Agreement
28/07/21	42151	28/07/21	7,500.00	0.00	7,500.00	CNCL		West Kent Extra - SLA Agreement for House
29/07/21	42122	24/08/21	420.00	0.00	420.00	OS	CE/81/22	Cowell & Edwards Contractors - Digger for the water Leak in the Cemetery
29/07/21	42139	24/08/21	6.48	1.08	5.40	OS	0948/00133940	Jewson - Treated Joist
30/07/21	42121	24/08/21	171.60	28.60	143.00	OS	0001387	TrueBuild - Water main Repair in the Cemetry
30/07/21	42137	24/08/21	7.92	1.32	6.60	OS	0948/00133994	Jewson - Bolts an Washers
30/07/21	42138	24/08/21	18.02	3.00	15.02	OS	0948/00133987	Jewson - Bolts, Washers and Drill Bits
30/07/21	42213		80.10	13.35	66.75	OS	12337	Streetlights - Column 144 Mill Hill Repair

Invoiced Expenditure Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
30/07/21	42234	17/08/21	78.17	13.03	65.14	OS	202106000019	Mill Hill Garage (Petrocell Holdings Ltd) - Fuel for VW Caddy and Land Rover
31/07/21	42208		11.88	0.00	11.88	CS	IZettle May	IZettle - July Credit Card Charges
01/08/21	42147	16/08/21	974.08	162.35	811.73	CS	H1A233208A	E-On UK Plc - Public Street Lightoing 01/07 to 31/07
01/08/21	42193	02/08/21	329.00	0.00	329.00	OS		Sevenoaks District Council - Non Domestic Rates Depot
01/08/21	42194	02/08/21	419.00	0.00	419.00	CS		Sevenoaks District Council - Non Domestic Rates Doggetts Barn
01/08/21	42195	02/08/21	192.00	0.00	192.00	OS		Sevenoaks District Council - Non Domestic Rates Mowshurst Barn
01/08/21	42196	02/08/21	268.00	0.00	268.00	OS		Sevenoaks District Council - Non Domestic Rates Car park & Toilets
01/08/21	42197	23/08/21	187.00	0.00	187.00	CS		Sevenoaks District Council - Non Domestic Rates Rickards Hall
01/08/21	42198	02/08/21	268.00	0.00	268.00	CS		Sevenoaks District Council - Non Domestic Car park & Toilets
01/08/21	42232	05/08/21	685.09	114.18	570.91	CS		PS Technology - Business telephones
02/08/21	42238	16/08/21	709.41	114.62	594.79			Barclaycard - July Barclaycard
03/08/21	42136	24/08/21	1,686.00	0.00	1,686.00	CNCL	JS1030821	Play Place - Summer Playdays x 3
03/08/21	42148	24/08/21	45.00	0.00	45.00	OS	03/08/2021	Surekill Pest Control Services - Stangrove Park Pest Control
03/08/21	42206	03/08/21	45.90	0.00	45.90	CS		Vatix - Lone Worker Alarms
04/08/21	42205	04/08/21	778.13	0.00	778.13			Aviva -
04/08/21	42207	04/08/21	29.26	0.00	29.26	CS		Barclays - July Bank Charges
04/08/21	42236	04/08/21	11.88	0.00	11.88	CS		IZettle - I Zettle charges July 2021
04/08/21	42237	04/08/21	74.09	8.98	65.11			Petty Cash - Petty cash , transferred from Till
05/08/21	42218		68.59	0.00	68.59	OS	4910	S&N Machinery - Bump head and Bump head feed
10/08/21	42131	24/08/21	68.47	0.00	68.47	OS	2714480/12	Business Stream - Blossom Park Waste, 06/04 to 09/08
10/08/21	42132	26/08/21	100.67	4.79	95.88	CS	244506476/21	Total Gas & Power - Gas Doggetts Barn, 30/04 to 31/07
10/08/21	42133	26/08/21	262.51	12.50	250.01	CS	244506465/21	Total Gas & Power - Museum Gas 30/04 to 31/07
10/08/21	42143	24/08/21	120.00	20.00	100.00	OS	16562	RWE Rural Services - Moving of Horse Chestnut from Stangrove Park to Rec
10/08/21	42144	24/08/21	588.00	98.00	490.00	OS	16560	RWE Rural Services - Dismantling of Horse Chestnut Tree Stangrove Park
10/08/21	42146	24/08/21	662.69	110.45	552.24	OS	RSIN0384484	Origin Amenity Solutions - Line Marking
12/08/21	42135	26/08/21	21.23	3.54	17.69	OS	97090440	O2 - Mobile Phone 13/07 to 12/08

Invoiced Expenditure Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
13/08/21	42192	24/08/21	10.00	0.00	10.00	CNCL	2067659	Sevenoaks District Council - Date Strip for Banner
15/08/21	42145	24/08/21	2,568.00	428.00	2,140.00	OS	1672	Hever Countryside Services - Repair and disosl ofFencing caused by Acciden
16/08/21	42168	16/08/21	34.55	5.76	28.79	CS		Sage Software Limited - Payroll Software
16/08/21	42203	16/08/21	968.70	0.00	968.70			Premium Credit - Buildings Insurance
16/08/21	42204	20/08/21	968.70	0.00	968.70			Premium Credit - Buildings Insurance
17/08/21	42181	23/07/21	16,489.80	0.00	16,489.80			Salaries - July Saleries
17/08/21	42191	24/08/21	42.94	0.00	42.94	CS	2723421/13	Business Stream - Waste Service Doggetts Barn 23/03 to 17/08
18/08/21	42184	24/08/21	80.30	13.38	66.92	OS	432266	Pallet Handling Penshurst Ltd - Timber to repair foot bridge over Eden
18/08/21	42210		55.00	9.17	45.83	OS	0948/	Jewson - Screw, Bungee Cord, Screwdriver Bit, Impact Set
18/08/21	42212		296.69	49.45	247.24	CS	JI328562	Pickering Lifts - Lift Repair
18/08/21	42215		6.02	1.00	5.02	OS	4080291	Champion Ltd - Timber
19/08/21	42188	24/08/21	285.00	47.50	237.50		1022	MFP&H Plumbing and Heating - Service of 2 boilers
19/08/21	42209		36.82	6.14	30.68	OS	0948/00134452	Jewson - Combination Padlock
20/08/21	42185	24/08/21	198.00	33.00	165.00	CS	BK203115/1	SLCC Enterprises Ltd - Cemetery Compliance - Lorraine Ganney
20/08/21	42186	24/08/21	42.00	7.00	35.00	CS	BK203114-1	SLCC Enterprises Ltd - Budgeting Basics Course - Lorraine Ganney
20/08/21	42187	24/08/21	180.00	20.00	160.00	CS	50278	Mulberry and Co - Vat Training and Charity and Trustees CL and NL
20/08/21	42189	24/08/21	60.00	10.00	50.00	CS	1826070229	Kent Association Of Local Councils - Dynamic Councillor Traiining Sarah Co
20/08/21	42211		10.27	1.71	8.56	OS	0948/00134500	Jewson - Padlock, Hasp and Strap
20/08/21	42222		19,882.00	3,313.67	16,568.33	OS		TrueBuild - Building Works
22/08/21	41964	23/08/21	5.00	0.00	5.00	OS		SES Business Water - Water supply Swan Lane Allotments
22/08/21	42054	23/08/21	1.00	0.00	1.00	OS		SES Business Water - Water Supply Cemetery
22/08/21	42199	23/08/21	10.00	0.00	10.00	CS		SES Business Water - Water Supply Rickards Hall
22/08/21	42201	23/08/21	5.00	0.00	5.00	CS		SES Business Water - Water supply Doggetts Barn
23/08/21	42202	23/08/21	720.00	120.00	600.00	CS		Health Assured Ltd - Phone Line Health Care
24/08/21	42200	23/08/21	157.00	0.00	157.00	OS		Sevenoaks District Council - Non Domestic Rates Market Yard
24/08/21	42217		700.00	0.00	700.00	CS	2067756	Sevenoaks District Council - 50 Bundles Gaarden Waste Sacks

Invoiced Expenditure Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Tn no	Paid date	Gross (£)	Vat (£)	Net (£)	Cttee	Supplier Invoice	Details
24/08/21	42229	24/08/21	16,464.70	0.00	16,464.70			Salaries - August Salaries
24/08/21	42230	24/08/21	6,080.18	0.00	6,080.18			KCC Pension Fund - Staff Pensions August
24/08/21	42231	24/08/21	5,132.63	0.00	5,132.63			Inland Revenue - PAYE / IN August
25/08/21	42216		540.29	90.05	450.24	CS	30109997	Rentokil Specialist Hygiene - Wash Room Contract 15/09/21 to 14/12/21
25/08/21	42220		20.00	0.00	20.00	OS	SUBS2021	Kent County Playing Fields Association - 2021 Subscription for KentPFA
26/08/21	42214		82.67	13.78	68.89	CS	382/088/V	Dave Cole Electrical Installations Ltd - Repair Light in Gents in Rickards Hall
27/08/21	42224		264.00	44.00	220.00	OS	37804	BSP (Knockholt) Ltd - Skip Hire
27/08/21	42225		45.00	0.00	45.00	CS	27/0682021	Surekill Pest Control Services - Bi Monthly Pest Control
31/08/21	42221		283.47	0.00	283.47	OS	4931	S&N Machinery - Repair of Kuota and grease
Total			178,935.25	13,439.76	165,495.49			

5.2 Payment Run 28/09/2021

Supplier	Details	Gross	Sum
Besure Security Systems -	Maintenance of the Alarm at The Depot	£97.20	
Besure Security Systems -	Maintenance of the Fire Alarm System Doggets (6m)	£253.59	£350.79
BSP (Knockholt) Ltd -	Skip Hire	£264.00	£264.00
Business Stream -	Cemetry Water Supply 30/06 to 06/07	£10.10	£10.10
Canon (uk) Ltd -	Copier agreement 01/10/21 to 31/12/2021	£181.62	£181.62
Champion Ltd -	Timber	£6.02	
Champion Ltd -	Planned Timber 75 x 75mm	£76.55	
Champion Ltd -	20k Post Mix	£24.30	£106.87
Dave Cole Electrical Installations Ltd -	Emergency Light Repair. Rickards hall	£116.24	
Dave Cole Electrical Installations Ltd -	Repair Light in Gents in Rickards Hall	£82.67	£198.91
Edge IT Systems Ltd -	Epitaph Training LG	£88.80	£88.80
Hever Countryside	Car Park Repairs Mowshurst	£2,688.00	£2,688.00
Jewson -	Screw, Bungee Cord, Screwdriver Bit, Impact Set	£55.00	
Jewson -	Combination Padlock	£36.82	
Jewson -	Padlock, Hasp and Strap	£10.27	
Jewson -	Yale combination Padlock	£36.82	
Jewsons	Cleaner and Sandpaper	£14.42	
Jewsons	NOVIpro	£6.62	
Jewsons	Nuts, Bolts, cleaning products	£21.97	
Jewsons	Painting items	£65.06	
Jewsons	Painting items	£81.04	
Jewsons	Hammerite and Screws	£37.30	£365.32
Kent Association Of Local Councils -	Chairmanship Networking Training (AB)	£60.00	£60.00
Kent County Council Commercial Services -	Stationery	£32.51	£32.51
Kent County Playing Fields Association -	2021 Subscription for KentPFA	£20.00	£20.00
Kmb Autos Limited -	Weekly Cleaning of Doggetts Barn	£510.00	£510.00
Network Rail -	Water Pipe under the Railway Line	£87.52	£87.52
Paula Crooks Decorating Services -	Decorating of Rickards Hall	£3,975.00	£3,975.00
Peter Duke Contracting -	BLW control at Blossom, Nomads and Recreation Grounds	£1,375.20	£1,375.20
Pickering Lifts -	Lift Repair	£296.69	£296.69
PKF Littlejohn LLP -	External Audit YE 31 03 2021	£1,920.00	£1,920.00
Rentokil Specialist Hygiene -	Wash Room Contract 15/09/21 to 14/12/21	£540.29	£540.29

- Annex 2 | 5_2 Payment Run.pdf -

S&N Machinery -	Repair of Kubota and grease	£283.47	
S&N Machinery -	Annual test for Air compressor	£52.40	£335.87
Sevenoaks District Council -	50 Bundles Garden Waste Sacks	£700.00	
Sevenoaks District Council -	100 x Garden waste Sacks del 13/08	£1,400.00	
Sevenoaks District Council -	ID Badges	£112.80	£2,212.80
		<u>£15,620.29</u>	<u>£15,620.29</u>

5.3 Invoiced Income Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
01/07/21	1011	33707	05/07/21	112.50	0.00	112.50 OS	Cheese Passion - Market Yard Rent x 5 weeks @ £22.50 Inc 10% Disco
01/07/21		33729	01/07/21	87.00	0.00	87.00 OS	Mr C E Haimes - Rent of Mowhusrt Garage
02/07/21	1012	33708	06/07/21	41.96	6.99	34.97 CS	W I Hall Managment Committee - Payroll Services
02/07/21	1013	33735	06/07/21	248.80	0.00	248.80 CS	W I Hall Managment Committee - April 2021 to June 2021 - WI salary/ad
02/07/21		33742	02/07/21	5.11	0.00	5.11 CS	CCLA - June Interest
02/07/21	July	33750	02/07/21	2.56	0.00	2.56 CIL	CCLA CIL Interest - CIL interest
05/07/21	June	33727	05/07/21	5.51	0.00	5.51 CS	Barclays Bank Plc - Loyalty Rewards June
08/07/21	1014	33710		1,000.00	0.00	1,000.00 CW	Moat Housing Group Ltd - Contribution from other organisations for
08/07/21	1015	33718	03/06/21	-0.03	0.00	-0.03 CS	Bizzy Bees - Credit re underpayment 03/06/21
09/07/21	4089	33744	09/07/21	26.10	0.00	26.10 OS	Cemetery Fees - C Clark Cemetery Fee
15/07/21	2021CWG	33746	15/07/21	300.00	0.00	300.00 OS	War Graves Commission (RBS Leamington Spa) - Payment form Comm
20/07/21		33747	20/07/21	515.35	0.00	515.35 OS	Cemetery Fees - Robert Perkins for Margaret Griggs
26/07/21	RH-1038	33752/					Grace Community Church -
26/07/21	RH-1038	33753/					Grace Community Church -
26/07/21	RH-1038	33754/					Grace Community Church -
26/07/21	RH-1038	33755/					Grace Community Church -
26/07/21	RH-1038	33756/					Grace Community Church -
26/07/21	RH-1038	33757/					Grace Community Church -
26/07/21	RH-1038	33759/					Grace Community Church -
26/07/21	RH-1038	33760/					Grace Community Church -
26/07/21	RH-1038	33761/					Grace Community Church -
26/07/21	RH-1038	33762/					Grace Community Church -
26/07/21	1037	33764	26/07/21	248.66	0.00	248.66 CS	Evolution Dance Academy - Facilities Consolidated Income, Rickards Ha
26/07/21	RH-1040	33770/					Evolution Dance Academy -
27/07/21		33736	27/07/21	255.90	0.00	255.90 OS	Cemetery Fees - Hewstone - K Flipponce 3-615

Invoiced Income Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
27/07/21	1039	33758	27/07/21	52.35	0.00	52.35 CS	Ladies Probus - Facilities Consolidated Income, Rickards Hall
27/07/21	1038	33763	28/07/21	197.40	0.00	197.40 CS	Grace Community Church - Facilities Consolidated Income, Rickards Hal
28/07/21	FAMSEARCH	33745	28/07/21	10.45	0.00	10.45 OS	Cemetery Fees - Family History Search S Pocknell
29/07/21	1019	33737	04/08/21	90.00	0.00	90.00 OS	Cheese Passion - Market Yard Rent x 4 weeks @ £22.50 Inc 10% Disco
29/07/21	1018	33738	30/07/21	162.00	0.00	162.00 OS	McCarthy Country Stores - Market Yard Rent x 4 weeks @ £40.50 Inc 1
29/07/21	1017	33739		650.05	108.34	541.71 OS	Lloyds Banking Group - Mobile Bank in Market Yard Car Park
29/07/21	1016	33740	26/08/21	150.01	25.00	125.01 OS	Lloyds Banking Group - Mobile Bank in Market Yard Car Park
31/07/21	May	33774/4	25/08/21	94.00	0.00	94.00 CS	IZettle Till Takings - Clear Sack Sales July
31/07/21	May	33774/3	25/08/21	450.00	0.00	450.00 OS	IZettle Till Takings - Market Rents July
31/07/21	May	33774/5	25/08/21	150.00	0.00	150.00 CS	IZettle Till Takings - Black Sack Sales July
31/07/21	May	33774/1	25/08/21	1,635.34	0.00	1,635.34 CS	IZettle Till Takings - Bag Sales July
02/08/21		33741	26/08/21	2,846.65	0.00	2,846.65 OS	Allotment Holders - Rents for Forge Croft Allotments
02/08/21		33767	02/08/21	87.00	0.00	87.00 OS	Mr C E Haimes - Rent of Mowshurst Garage
03/08/21		33771	03/08/21	3.95	0.00	3.95 CS	CCLA - CCLA Interest July 2021
03/08/21		33772	03/08/21	1.98	0.00	1.98 CIL	CCLA CIL Interest - CIL Interest July
04/08/21		33769	04/08/21	301.50	0.00	301.50 OS	Cemetery Fees - T Clark Cem3 A329
04/08/21		33773	04/08/21	5.69	0.00	5.69 CS	Barclays Bank Plc - Barclays Loyalty Rewards 14/06 to 12/07
05/08/21		33768	05/08/21	100.50	0.00	100.50 OS	Cemetery Fees - S Richardson Cem2 a68 Solder
17/08/21	1020	33751		4,328.00	0.00	4,328.00 CNCL	Sevenoaks District Council - Covid-19 compliance activites and awarene
24/08/21		33765	24/08/21	178.04	0.00	178.04 CS	2nd Edenbridge Brownies - Facilities Consolidated Income, Rickards Hall
24/08/21	RH-1045	33766	26/08/21	52.35	0.00	52.35 CS	Ladies Probus - Facilities Booking Invoice
25/08/21	1040	33775	04/08/21	74.16	0.00	74.16 CS	Evolution Dance Academy - Facilities Consolidated Income, Rickards Ha
25/08/21	1022	33776		90.00	0.00	90.00 OS	Cheese Passion - Market Yard Rent x 5 weeks @ £22.50 Inc 10% Disco
25/08/21	1021	33777	25/08/21	202.50	0.00	202.50 OS	McCarthy Country Stores - Market Yard Rent x 5 weeks @ £40.50 Inc 1
25/08/21		33779	25/08/21	255.90	0.00	255.90 OS	Yew Tree Stone - Maslin Q5841 BGC

Invoiced Income Transactions

Start of year 01/04/21

Invoices with a ledger date on or after 01/07/21 and on or before 31/08/21

Invoice date	Invoice no.	Tn no	Received date	Gross (£)	Vat (£)	Net Cttee (£)	Details
26/08/21		33778	26/08/21	281.12	0.00	281.12 CS	Rickards Hall Customer - Facilities Consolidated Income, Rickards Hall
Total				15,300.36	140.33	15,160.03	

5.4 Consolidated Balance Sheet

31/03/21 £		31/08/21 £
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
	LONG TERM Investment Accounts	0.00
<u>0.00</u>	TOTAL LONG TERM ASSETS	<u>0.00</u>
	Current assets	
507,326.32	Investments	548,831.49
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
4,276.31	VAT Recoverable	0.00
2,824.12	Debtors	11,562.97
1,175.00	Payment in Advance	0.00
580,880.31	Cash in Hand at Bank	560,655.98
<u>1,096,482.06</u>	TOTAL CURRENT ASSETS	<u>1,121,050.44</u>
<u>1,096,482.06</u>	TOTAL ASSETS	<u>1,121,050.44</u>
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
54,528.90	Creditors	81,753.31
363.30	Receipts in Advance	0.00
<u>54,892.20</u>	TOTAL CURRENT LIABILITIES	<u>81,753.31</u>
<u>1,041,589.86</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,039,297.13</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>1,041,589.86</u>	NET ASSETS	<u>1,039,297.13</u>
	Represented by	
203,051.24	General Fund	211,983.15
536,207.62	CIL Funds	536,207.62
1,000.00	Cemetery	1,000.00
7,500.00	Election	7,500.00
15,000.00	Neighbourhood Plan	15,000.00
1,000.00	Depreciation Equipment & tools	1,000.00
58,796.00	10/30 Year Building Plan	58,796.00
214,264.00	10/30 Year Plan Open Spaces	214,264.00
3,771.00	Community Warden	3,771.00
1,000.00	Staff Reserves	1,000.00
0.00	Allocated CIL Funds	0.00
<u>1,041,589.86</u>		<u>1,050,521.77</u>

5.5 Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
INCOME					
Council					
100	C Precept	£52,725.75	£0.00	£26,363.00	-£26,362.75
115	C Grants	£0.00	£0.00	£0.00	£0.00
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00
160	Covid 19	£0.00	£0.00	£70.00	£70.00
170	Christmas Market Stalls	£0.00	£0.00	£0.00	£0.00
Total Council		£52,725.75	£0.00	£26,433.00	-£26,292.75
Open Spaces					
300	OS Allocation from Precept	£298,890.90	£0.00	£149,445.45	-£149,445.45
305	OS Cemetery Fees	£15,000.00	£0.00	£5,045.70	-£9,954.30
310	OS Rents	£17,000.00	£0.00	£5,795.66	-£11,204.34
315	OS Maintenance Services	£6,000.00	£0.00	£1,162.40	-£4,837.60
320	OS Solar Panels	£920.00	£0.00	£1,908.37	£988.37
325	OS Sundry Receipts	£500.00	£0.00	£51.68	-£448.32
395	CIL & Grants	£0.00	£0.00	£0.00	£0.00
Total Open Spaces		£338,310.90	£0.00	£163,409.26	-£174,901.64
Central Services					
200	CS Allocation from Precept	£221,665.85	£0.00	£109,908.75	-£111,757.10
201	CS Precept 10 Yr Building Plan	£0.00	£0.00	£0.00	£0.00
202	CS Precept 30 Yr Buildings Plan	£0.00	£0.00	£0.00	£0.00
205	CS Interest (Barclays Reserves)	£100.00	£0.00	£0.00	-£100.00
220	CS Sundry Receipts CWM	£2,765.00	£0.00	£0.00	-£2,765.00
225	CS Interest (Lloyds Investments)	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
226	CCLA Interest	£150.00	£0.00	£22.22	-£127.78
227	Bank Interest	£0.00	£0.00	£24.16	£24.16
228	Barclay Reserve Interest	£0.00	£0.00	£5.17	£5.17
230	Charity Account Transfers	£0.00	£0.00	£0.00	£0.00
235	Church House	£6,200.00	£0.00	£1,137.50	-£5,062.50
240	Rickards Hall Lettings	£3,000.00	£0.00	£2,807.45	-£192.55
245	WI Hall Admin	£2,081.00	£0.00	£283.77	-£1,797.23
250	CS Reserves 10 year Maintenance Plan (TF)	£0.00	£0.00	£0.00	£0.00
260	CS Reserves 30 year Maintenance Plan	£0.00	£0.00	£0.00	£0.00
285	Refuse bags & other sales	£10,000.00	£0.00	£4,918.58	-£5,081.42
Total Central Services		£245,961.85	£0.00	£119,107.60	-£126,854.25
Emergency Planning Committee					
500	EP Allocation from Precept	£339.15	£0.00	£169.60	-£169.55
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£339.15	£0.00	£169.60	-£169.55
Community Warden					
400	CW Precept (ETC Cont)	£9,100.00	£0.00	£5,474.20	-£3,625.80
405	CW Moat Housing	£1,000.00	£0.00	£0.00	-£1,000.00
410	CW West Kent Housing	£3,500.00	£0.00	£3,500.00	£0.00
415	CW Westerham	£0.00	£0.00	£0.00	£0.00
420	CW John Coldman Trust	£2,000.00	£0.00	£2,000.00	£0.00
425	CW Police	£0.00	£0.00	£0.00	£0.00
430	CW Great Stonebridge Trust	£6,000.00	£0.00	£0.00	-£6,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
435	CW KCC	£0.00	£0.00	£0.00	£0.00
440	CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00
445	CW Reserve	£0.00	£0.00	£0.00	£0.00
450	Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Community Warden		£21,600.00	£0.00	£10,974.20	-£10,625.80
CIL					
140	C CIL	£0.00	£0.00	£0.00	£0.00
600	CIL	£0.00	£0.00	£0.00	£0.00
605	Interest	£0.00	£0.00	£11.76	£11.76
606	CIL CCLA Interest	£0.00	£0.00	£13.25	£13.25
Total CIL		£0.00	£0.00	£25.01	£25.01
Total Income		<u>£658,937.65</u>	<u>£0.00</u>	<u>£320,118.67</u>	<u>-£338,818.98</u>

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
1010	C Contingencies	£10,200.00	£0.00	£0.00	£10,200.00
1020	Miscellaneous Items	£0.00	£0.00	£0.00	£0.00
1030	C Grants	£7,880.00	£0.00	£0.00	£7,880.00
1040	C Depreciation Equipment/tools	£14,800.00	£0.00	£233.50	£14,566.50
1050	C Edenbridge Twinning Association	£0.00	£0.00	£0.00	£0.00
1060	C Eden Valley Museum Trust	£6,500.00	£0.00	£6,000.00	£500.00
1070	C House Project	£7,500.00	£0.00	£7,500.00	£0.00
1120	C Summer Playscheme	£2,400.00	£0.00	£1,696.00	£704.00
1130	C Bonfire Clean Up	£1,110.00	£0.00	£0.00	£1,110.00
1150	Legal & Professional fees	£5,000.00	£0.00	£1,430.00	£3,570.00
1155	Market	£0.00	£0.00	£618.00	-£618.00
1160	Election Costs	£4,000.00	£0.00	£0.00	£4,000.00
1170	Covid 19 PPE	£1,000.00	£0.00	£43.66	£956.34
1171	Stall holder refunds	£0.00	£0.00	£0.00	£0.00
Total Council		£60,390.00	£0.00	£17,521.16	£42,868.84
Open Spaces					
3000	OS Staff Costs	£167,000.00	£0.00	£72,772.70	£94,227.30
3010	OS Utilities	£14,000.00	£0.00	£5,875.49	£8,124.51
3016	Other Staff Expenses	£9,026.00	£0.00	£453.65	£8,572.35
3029	Amenity Collections	£1,200.00	£0.00	£550.00	£650.00
3030	OS External Services Costs	£6,000.00	£0.00	£1,380.50	£4,619.50
3040	OS Equipment/Tools	£6,630.00	£0.00	£3,296.64	£3,333.36
3050	OS Materials	£6,500.00	£0.00	£1,048.21	£5,451.79
3055	Hanging Baskets & Plants	£6,600.00	£0.00	£5,338.39	£1,261.61
3060	OS Buildings Insurance	£2,300.00	£0.00	£875.01	£1,424.99

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
3070 OS Vehicles/Costs/Fuel	£9,000.00	£0.00	£4,283.15	£4,716.85
3080 OS Contingencies	£3,000.00	£0.00	£2,803.00	£197.00
3090 OS Subs/Misc	£1,150.00	£0.00	£173.90	£976.10
3095 Projects (CIL)	£0.00	£0.00	£15,069.00	-£15,069.00
3100 OS Small Projects	£4,250.00	£0.00	£493.00	£3,757.00
3110 OS Vandalism	£5,100.00	£0.00	£1,430.45	£3,669.55
3120 OS Footpaths Equipment	£50.00	£0.00	£0.00	£50.00
3130 OS Public Street Lighting	£10,500.00	£0.00	£2,934.95	£7,565.05
3135 OS Public Street Light Contract	£7,000.00	£0.00	£3,382.82	£3,617.18
3140 OS 10 Yr Maintenance Plan	£38,000.00	£0.00	£7,791.00	£30,209.00
3145 OS 30 Yr Maintenance Plan	£49,400.00	£0.00	£32,320.00	£17,080.00
Total Open Spaces	£346,706.00	£0.00	£162,271.86	£184,434.14
Central Services				
2000 CS Staff Costs	£158,000.00	£0.00	£63,052.52	£94,947.48
2005 Other staff/Cllr costs	£9,000.00	£0.00	£1,119.03	£7,880.97
2010 CS Utilities/Rates/Phones	£10,000.00	£0.00	£5,846.77	£4,153.23
2015 Professional HR/ H&S& Risk	£3,700.00	£0.00	£1,070.00	£2,630.00
2020 CS Service/IT/Cleaning/Misc	£12,000.00	£0.00	£4,557.17	£7,442.83
2030 CS Photocopier Rental/printing	£2,000.00	£0.00	£229.58	£1,770.42
2040 CS Materials/Stationery	£1,100.00	£0.00	£421.78	£678.22
2050 CS Buildings	£9,200.00	£0.00	£3,614.03	£5,585.97
2055 Inspections	£0.00	£0.00	£1,750.00	-£1,750.00
2060 CS 10 Year Buildings Maintenance Plan	£14,105.00	£0.00	£778.00	£13,327.00
2062 CS 30 Yr Building Maintenance Plan	£39,000.00	£0.00	£0.00	£39,000.00
2063 CS Reserves TR 30 Yr Building Maintenance Plan	£0.00	£0.00	£0.00	£0.00
2065 CS Buildings Materials	£2,200.00	£0.00	£131.84	£2,068.16

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
2070	CS Subs/Bank Costs/Lone Working	£5,000.00	£0.00	£2,169.58	£2,830.42
2075	CS Audit Fee External/IA	£3,300.00	£0.00	£272.00	£3,028.00
2085	Garden sacks	£6,000.00	£0.00	£3,710.00	£2,290.00
2200	Church House	£3,100.00	£0.00	£1,467.86	£1,632.14
2210	Public Toilets inc Rates	£18,214.00	£0.00	£7,677.06	£10,536.94
2220	Rickards Hall	£7,200.00	£0.00	£2,338.37	£4,861.63
Total Central Services		£303,119.00	£0.00	£100,205.59	£202,913.41
Emergency Planning Committee					
5000	EP Equipment/Tools	£110.00	£0.00	£0.00	£110.00
5010	EP Licences	£235.00	£0.00	£0.00	£235.00
5011	Training	£15.00	£0.00	£0.00	£15.00
Total Emergency Planning Committee		£360.00	£0.00	£0.00	£360.00
Community Warden					
4000	CW Salary	£16,700.00	£0.00	£8,046.66	£8,653.34
4010	CW Management Costs	£2,625.00	£0.00	£0.00	£2,625.00
4020	CW Phone	£0.00	£0.00	£0.00	£0.00
4030	CW CRB Check 0	£0.00	£0.00	£0.00	£0.00
4040	CW Sundries	£240.00	£0.00	£24.78	£215.22
4050	CW Clothing & Supplies	£315.00	£0.00	£0.00	£315.00
4060	CW Vehicle Running Costs	£1,600.00	£0.00	£196.76	£1,403.24
4080	CW Training	£120.00	£0.00	£52.33	£67.67
Total Community Warden		£21,600.00	£0.00	£8,320.53	£13,279.47
CIL					
1195	C CIL	£0.00	£0.00	£0.00	£0.00
6000	CIL payments	£0.00	£0.00	£2,030.00	-£2,030.00
6001	CIL Grants	£0.00	£0.00	£0.00	£0.00
Total CIL		£0.00	£0.00	£2,030.00	-£2,030.00

Financial Budget Comparison

Comparison between 01/04/21 and 13/09/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance
Total Expenditure	<u>£732,175.00</u>	<u>£0.00</u>	<u>£290,349.14</u>	<u>£441,825.86</u>
Total Income	£658,937.65	£0.00	£320,118.67	-£338,818.98
Total Expenditure	£732,175.00	£0.00	£290,349.14	£441,825.86
Total Net Balance	-£73,237.35		£29,769.53	

5.6 Financial Summary - Cashbook

Summary between 01/04/21 and 31/08/21 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays CIL	£436,207.70
Barclays General Account	£15,805.21
Lloyds General Account	£128,667.40
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£0.00
Barclays General Reserves	£207,326.32
CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	<u>£1,088,206.63</u>

RECEIPTS	Net	Vat	Gross
Council	£26,433.00	£0.00	£26,433.00
Open Spaces	£163,794.13	£289.10	£164,083.23
Central Services	£133,144.91	£6.99	£133,151.90
Emergency Planning Committee	£169.60	£0.00	£169.60
Community Warden	£10,974.20	£0.00	£10,974.20
CIL	£25.01	£0.00	£25.01
Total Receipts	<u>£334,540.85</u>	<u>£296.09</u>	<u>£334,836.94</u>

PAYMENTS	Net	Vat	Gross
Council	£17,521.16	£465.04	£17,986.20
Open Spaces	£164,549.60	£15,940.39	£180,489.99
Central Services	£101,309.87	£3,404.08	£104,713.95
Community Warden	£8,320.53	£15.43	£8,335.96
CIL	£2,030.00	£0.00	£2,030.00
Total Payments	<u>£293,731.16</u>	<u>£19,824.94</u>	<u>£313,556.10</u>

Closing Balances

Ordinary Accounts

Barclays CIL	£419,133.71
Barclays General Account	£12,654.87
Lloyds General Account	£128,667.40
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£0.00
Barclays General Reserves	£248,831.49
CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	<u>£1,109,487.47</u>

5.6 Expenditure between 01/07/21 and 31/08/21

Tn no	Net	Vat	Gross Invoice date	Supplier	Details
42125	£512.80	£6.27	£519.07 02/07/21	Barclaycard	July Barclaycard Spend
	£512.80	£6.27	£519.07	Total for July 2021	
42238	£594.79	£114.62	£709.41 02/08/21	Barclaycard	July Barclaycard
	£594.79	£114.62	£709.41	Total for August 2021	
Total	£1,107.59	£120.89	£1,228.48		

5.9 Paid Expenditure over £500.00 Jul - Aug

Start of year 01/04/21

Cheque	Paid date	Tn no	Net	Cttee	Details	Heading
IB010721	01/07/21	42040	£994.99		Facts Training SV Ltd	First Aid Course July
DD210706AVI VA	06/07/21	42049	£778.13		Aviva	3000/8
DD210705 PST	08/07/21	42047	£611.66		PS Technology	Business telephones
DD210716	16/07/21	42094	£785.55	CS	E-On UK Plc	Electricity Doggetts Barn 01/06 to 30/06/21
DD210716 BC	16/07/21	42125	£512.80		Barclaycard	July Barclaycard Spend
DD2230721	23/07/21	42181	£16,489.80		Salaries	July Saleries
DD230721IR	23/07/21	42183	£5,139.03		Inland Revenue	PAYE / IN July
DD260721EL2	26/07/21	42153	£871.40	CS	Total Gas & Power	Rickards Hall Electricity 04/04 to 03/07
IB210725SDC	28/07/21	42041	£630.50	OS	Sevenoaks District Council	Emptying of Dog Waste Bins
IB210725HCS	28/07/21	42063	£2,286.00	OS	Hever Countryside Services	To Cut Back boundry of Swan Lane Allotments and Erect a fence
IB210725SP	28/07/21	42069	£1,200.00	OS	Safeplay Playground Maintenance Services Ltd	Repair and Renewal of Skatepark Equipment
IB210725HCS	28/07/21	42072	£15,069.00	OS	Hever Countryside Services	Stangrove Park Playground Fencing
IB210720	28/07/21	42095	£1,275.00	OS	Kidmans	Strimmer and Kmapsack Sprayer
IB210720	28/07/21	42100	£5,068.50	OS	Amethyst Horticulture Ltd	Hanging Baskets for the Town
IB210720	28/07/21	42108	£1,620.00	CS	Kent Association Of Local Councils	Annual Subscription KALC and NALC
IB210728EVM	28/07/21	42150	£6,000.00	CNCL	Eden Valley Museum Trust	SLA Agreement
IB280721WK	28/07/21	42151	£7,500.00	CNCL	West Kent Extra	SLA Agreement for House
DD040821AVI VA	04/08/21	42205	£778.13		Aviva	3000/8
DD210805PST	05/08/21	42232	£570.91		PS Technology	Business telephones
DD150821EO N	16/08/21	42147	£811.73	CS	E-On UK Plc	Public Street Lightoing 01/07 to 31/07
DD160821	16/08/21	42203	£968.70		Premium Credit	Buildings Insurance
DD 160821BC	16/08/21	42238	£594.79		Barclaycard	July Barclaycard
DD200821	20/08/21	42204	£968.70		Premium Credit	Buildings Insurance
DD23082HA	23/08/21	42202	£600.00	CS	Health Assured Ltd	Phone Line Health Care

Paid Expenditure over £500.00 Jul - Aug

Start of year 01/04/21

Cheque	Paid date	Tn no	Net Cttee	Details	Heading
IB210823DC	24/08/21	42113	£1,750.00	Dave Cole Electrical Installations Ltd	Annual Test and Inspection 2055/1/1
IN210823 SDC	24/08/21	42117	£2,236.00	Sevenoaks District Council	Bag Delivery 2085
IB210823SL	24/08/21	42127	£16,450.00	OS	Streetlights Replacement Columns 3145
IB210821PP	24/08/21	42136	£1,686.00	CNCL	Play Place Summer Playdays x 3 1120
IB210821HCS	24/08/21	42145	£2,140.00	OS	Hever Countryside Services Repair and disosl ofFencing caused by Accident 3080/1/1
IB210821OR	24/08/21	42146	£552.24	OS	Origin Amenity Solutions Line Marking 3050/2
IB210821SDC	24/08/21	42190	£1,050.00	CS	Sevenoaks District Council Garden Waste Bags 2085
IB240821	24/08/21	42229	£16,464.70	Salaries	August Salaries 2210/5
IB240821	24/08/21	42230	£6,080.18	KCC Pension Fund	Staff Pensions August 4000/4
IB240821	24/08/21	42231	£5,132.63	Inland Revenue	PAYE / IN August 4000/1

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Edenbridge Town Council – KE0092**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2019/20 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

18/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Edenbridge Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Edenbridge Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Edenbridge Town Council on application to:	
(a) _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Edenbridge Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

06/05/2021

and recorded as minute reference:

18-2 06/05/21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.edenbridgetowncouncil.gov.uk

Section 2 – Accounting Statements 2020/21 for

Edenbridge Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	929,556	1,093,091	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	513,234	554,973	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	451,063	146,730	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	328,753	326,289	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	472,008	426,914	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,093,091	1,041,590	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,155,807	1,088,207	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,213,938	4,036,148	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B The figures in the accounting statements above do not include any Trust transactions.
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

L. Gann

Date

6/5/2021

I confirm that these Accounting Statements were approved by this authority on this date:

06 05 21

as recorded in minute reference:

18-3 06105/21

Signed by Chairman of the meeting where the Accounting Statements were approved

[Signature]