



# Edenbridge Town Council



Town Clerk: Caroline Leet

Finance | 15 Nov 2021 | Short Agenda (Excludes Confidential Items) | v:1

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

A FINANCE AND GOVERNANCE COMMITTEE meeting will be held at 7:30 pm on 15 November 2021 in Rickards Hall.

Members of the public are welcome to observe this meeting, please e-mail the RFO by Monday 15 November at 9am.

Lorraine Ganney RFO  
10 November 2021

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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 27 September 2021**

 Finance | 27 Sep 2021 v.1 | Minutes (Pages to )

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 31 October 2021


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

 Annex 1: 5\_1 Paid Expenditure Transactions.pdf

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

 Annex 2: 5\_2 Expenditure Approval List.pdf

5.3 **To review Expenditure over £500 up to 31 October 2021**

 Annex 3: 5\_3 Paid over 500.pdf

5.4 **To receive the income up to 31 October 2021**

 Annex 4: 5\_4 Received Income Transactions.pdf


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

 Annex 5: 5\_5 Financial Budget Comparison.PDF


5.6 **To review the Consolidated Balance Sheet**

 Annex 6: 5\_6 Consolidated Balance sheet.pdf

5.7 **To receive the Financial Summary Cashbook**

 Annex 7: 5\_7 Cashbook.pdf

5.8 **To confirm the Bank Reconciliation statements and Procurement Card for September and October 2021**

 Annex 8: 5\_8 Bank and Investment Accounts.pdf

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

 Annex 9: 5\_9 Bank Account Transfers.pdf

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

6 **Other Finance Business**


6.1 **To review the fees and charges for 2022**

The fees and charges for hire of Rickards Hall and other charges usually increase in line with the RPI; Link for RPI

- <https://www.ons.gov.uk/economy/inflationandpriceindices/timeseries/czbh/mm23>.

Attached is the current list with proposed increase.

**Do Members agree the fees and charges?**

 Annex 10: 6\_1 Fees and Charges.pdf

 Confidential Annex 11 (omitted from public documents): 6\_1 Leases.pdf

 Annex 12: 6\_1 Draft Cemetery Fees 2022.pdf

6.2 **To confirm the Service Level Agreements (SLA) for 2022**

The current SLAs are:

- HOUSE £7,500;
- The Eden Valley Museum £6,500;
- Twinning £500.

HOUSE has both requested previously, and again this year if the Council could consider increasing its SLA. Twinning would also like an increase considered in view that 2020/21 it did not claim its grant.

**Do Members confirm the SLA grants to the Eden Valley Museum; HOUSE; Edenbridge & District Twinning Association? Do Member support any increases?**


6.3 **To confirm the Lease rents for 2022**

**Do Members confirm the lease rents for 2022 for Cricket Club; Rugby Club; Nomads Football Club?**

7 **Governance**


- 7.1 **To receive the Internal Auditors report – half-yearly interim review (October)**  
The Internal Auditor, Keith Robertson carried out the end of year on 20 October with the Town Clerk and RFO present. *The link to his report is on the agenda.*

**Do Members receive the Internal Auditors report and comments, and make recommendation to full Council?**

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/11/21-11-EB-Interim-Int-Audit-report-Oct-2021-issued-Nov-2021.pdf>

- 7.2 **To receive the amended Complaints Policy section 8 and appendix.**  
The Town Council's solicitor has now reviewed the Council's Complaint's procedures. It is satisfied with the procedure/policy and has made some suggested amendments to section 8 (Review of investigation and complaint (second stage)). This provides clarity of the procedures. There is also a flowchart, appendix 1. (Papers attached under Confidential papers).


**Do Members agree to the proposed changes to section 8 of the Council's Complaint Procedure and make recommendation to the full Council to adopt the amendments?**

 Confidential Annex 13 (omitted from public documents): 7\_2 Complaints Procedure Revision.pdf

## 8 **Budgets 2022/23**

- 8.1 **To consider the draft budget for 2022/23.**  
A presentation will be given by the Chairman at the meeting for discussion. (Papers attached under Confidential papers). The draft budget is displayed with the Financial I&E Budget Comparison report, agenda item 5.5.

**Do Members confirm the draft budget and make recommendation to the full Council?**

 Confidential Annex 14 (omitted from public documents): 8\_1 Draft Budget.pdf

- 8.2 **To consider the Precept and to make recommendations to present to full council.**  
This is part of the considerations in 8.1.

## 9 **Finance Correspondence** None

## 10 **Press Release**

## 11 **Date of Next Meeting** 24 January 2022