



Edenbridge Town Council



Town Clerk: Caroline Leet

Full Council | 09 May 2022 | Full Agenda (Excludes Confidential Items) | v:1

To Councillors: J Aldridge, A Baker (*Vice-Chair*), S Compton, A Damodaran, M Gemmell Smith, V Jennings, A Layland, N Lloyd, M McArthur, S McGregor, A Read, P Smith, S Sumner, S Taylor, B Todd (*Chair*).

Notice is hereby given of the ANNUAL MEETING of Edenbridge Town Council to be held in Rickards Hall on 9 May 2022 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk
26 April 2022

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.

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 **Elections**

1.1 **Election of Chairman for the ensuing year**


1.2 **To receive the Chairman's declaration of office**

1.3 **Election of the Vice-Chairman**

1.4 **To receive the Vice-Chairman's declaration of office**

2 **To Receive Apologies for Absence**

3 **To Receive, Adopt and Sign the Minutes of The Extraordinary Council Meeting Held on 14 March 2022**

 Full Council | 14 Mar 2022 v.1 | Minutes (Pages to)


4 **To Adopt the Following Reports/minutes of Meetings**

4.1 **Planning/Planning and Transportation Committee**


Planning Committee - 22 March (9697-9702);

Planning and Transportation Committee - 4 April (9706-9708);

Planning Committee - 25 April (9714-9716)


 Planning and Transport | 22 Mar 2022 v.1 | Minutes (Pages 9683 to 9685)

 Planning and Transport | 04 Apr 2022 v.1 | Minutes (Pages to)

 Planning and Transport | 25 Apr 2022 v.1 | Minutes (Pages 9714 to 9716)


4.2 **Finance Committee**

21 March (9695-9696a)

 Finance | 21 Mar 2022 v.1 | Minutes (Pages 9695 to 9697)


4.3 **Emergency Planning**

28 March (9703-9705)

 Emergency Planning | 28 Mar 2022 v.1 | Minutes (Pages to)

4.4 **Open Spaces Committee**

11 April (9709-9713)

 Open Spaces | 11 Apr 2022 v.1 | Minutes (Pages 9709 to 9713)

- 5 **To Receive Recommendations from Finance Committee Meeting on 21 March:**
Details in the Finance Committee minutes, agenda item 6.
- 5.1 **To note: the review of the predicted year-end for 2021/22 and recommended ear-marked reserves movement**
- 5.2 **To note: Kent County Council Covid-19 Contain Outbreak Management Fund had awarded a grant of £7,274 towards the additional expenditure costs incurred by the Council during the two years of the pandemic**
- 6 **To Review the Delegated Arrangements to Committees, Sub-Committees, Staff (as Detailed in The Terms of Reference) and Appointment of Any New Committees**
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>
- 6.1 **Finance and Governance Committee (10)**
- 6.2 **Planning and Transportation Committee (12)**
- 6.3 **Open Spaces Committee (10)**
- 6.4 **Emergency Planning Committee (8)**
- 6.5 **Community Infrastructure Levy (CIL) Board (15)**
- 6.6 **Personnel Committee (7) membership appointed by Finance Committee**
- 6.7 **Charities and Grants (15)**
- 6.8 **Forward Planning Steering Group**
- 6.9 **Internal Audit / Council Risk Group**
- 6.10 **Lease/SLA negotiation Group**

6.11 **Open spaces play and activity areas – current project Recreation refurbishment**

6.12 **Parking Group**

6.13 **Market Yard Car Park Parking Group**

The Parking Groups have not met in the past year, and as matters are currently reported to the Open Spaces Committee, do Members want to consider merging the two parking groups?

6.14 **Planting Trees and Wildflower areas Group**

Open Spaces Committee oversees any planting programmes and the Community Warden works with the Open Spaces manager/Deputy Clerk and Head Groundsman on planting programmes with the volunteer bulb planters. Is the Planting/wildflowers working group still required?

6.15 **Aviation Consultation Group**

Aviation Consultation Group have not met for several years, but there are members who follow activities at Gatwick and consultations. Aviation matters is also an agenda item on the Planning and Transportation Committee. Do members want to continue with this working group or are they satisfied that it is represented by the P&T Committee?

6.16 **Delegated powers to Town Clerk and Officers**

6.17 **Delegation for procurement procedures***

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/04/PROCUREMENT-REFERENCE.pdf>

Annex 1: Procurement

6.18 **To consider any additional committees**

7 **To Confirm Terms of Reference (last Reviewed by Finance and Governance 15 February 2021)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-adopted-terms-of-reference-27.01.20-amended-16.02.21.pdf>

8 **To appoint/confirm members for each Committee***

Annex 2: Committee Membership 2022

8.1 **Finance and Governance Committee (10)**

8.2 **Planning and Transportation Committee (12)**

8.3 **Open Spaces Committee (10)**

8.4 **Emergency Planning Committee (8)**

8.5 **Re 6.18 if there are any new committees to appoint members**

9 **To appoint/confirm the members of the Working Groups***

9.1 **Internal Audit / Council Risk Group**

9.2 **Lease/SLA negotiation Group**

9.3 **Open spaces play and activity areas – current project Recreation refurbishment**

9.4 **Parking Group**

9.5 **Market Yard Car Park Parking Group**

9.6 **Planting Trees and Wildflower areas Group**

9.7 **Aviation Consultation Group**

10 **To confirm and adopt the following:**

10.1 **Standing Orders (last reviewed 14 March 2022)**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/03/21-03-Standing-Orders-adopted-08.03.21-based-on-NALC-Model-SO-revised-2020.docx.pdf>

10.2 **Financial Regulations**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/02/Model-Financial-Regs-adopted-May-16-Amended-Feb-18.pdf>

11 To Review Arrangements with Other Local Authorities, Not-For-Profit and Business

11.1 Citizens Advice Bureau

Payroll

11.2 Freshwater Properties Group

Some maintenance and waste clearance for Leather Market

11.3 Great Stonebridge Trust

Grass cutting and Water Meadow management services

11.4 Sevenoaks District Council

Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate

11.5 War Graves Commission

Maintenance of War Graves Professional services engaged

11.6 EDGE IT

(software packages for Finance, Assets register, Epitaph and Rickards Hall hire)

11.7 PS Technology

(IT support)

11.8 Fusion4/Besure

(security and fire alarms)

11.9 Continental Security

(facilities security management)

11.10 James Hallam Insurance

(Council insurance broker)

11.11 NFU Mutual Insurance

(vehicles)

- 11.12 **Keith Robertson**
(internal auditor)
- 11.13 **PKF Little John LLP**
(external auditor)
- 11.14 **Streetlight Maintenance**
Streetlights
- 11.15 **Wilkin Chapman Solicitors**
(legal advice of FOIs, contracts and agreements and other matters)
- 11.16 **Worknest**
(HR and H&S support)
- 11.17 **Canon UK**
(photocopier)
- 11.18 **SAGE**
payroll software services
- 11.19 **Summer Fun Days**
Play Place
- 11.20 **Health Assured**
(employee assistance/wellbeing mental health programmes) year 2 of 3- year agreement

- 12 **Review of Representation on Or Work with External Bodies and Arrangements for Reporting Back – See Attached List of External Bodies***
Do Members confirm the representation for each external body/organisation; and to make changes accordingly?

 Annex 3: Representatives on External Bodies

- 13 **To Review the Inventory of Land and Other Assets Including Buildings and Office Equipment**
Do Members confirm the Council's Assets and the closing balance for year-end 2021/22 of £4,085,958?

 <https://www.edenbridgetowncouncil.gov.uk/council-asset/>

14 **Confirmation of Arrangements for Insurance Cover in Respect of All Insurable Risks and The Annual Expenditure of £12,500.**

The Council's insurance is renewed July each year. This is the third year of a 3-year agreement. Last year's premium was £11,559.44. There have been additions for the SID; Monitor; IT for groundstaff; and there will be a claim for the Depot theft.

🔗 <https://www.edenbridgetowncouncil.gov.uk/policies/insurances/>

15 **To Review and Confirm the Council's And/or Staff Subscriptions to Other Bodies**

Do Members confirm the subscriptions 15.1-15.14?

15.1 **Campaign to Protect Rural England £36**

15.2 **Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £102**

15.3 **Edenbridge Magazine (3 editions, centre page newsletter) £519**

15.4 **Grounds Management Association £142**

15.5 **Information Commissioner Office £55**

15.6 **Institute of Cemetery and Crematorium Management £95**

15.7 **Kent Association of Local Council (KALC) £1,665**

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15.12 **Sevenoaks District Council – Premises Licence (TN8) £1,070**

15.13 **Society of Local Council Clerks (SLCC) Town Clerk's membership £327 (May 2022)**

15.14 **Stalls and Crafts £150**

16 **To Confirm the Direct Debit and Standing Orders Arrangements***

There are currently no Standing Orders.

Do Members confirm the list of direct debit arrangements, and amendments?

 Annex 4: Direct Debits

17 **To Confirm the Council's Banking Signatories**

TO CONFIRM THE COUNCIL'S BANKING SIGNATORIES: To confirm the signatories for the Town Council's accounts:


| ACCOUNT | Current signatories (min 3 each accounts - 2 signatories required) |
|--|--|
| Barclays | Lloyd, A Layland, M McArthur, B Todd, S McGregor, |
| CCLA | N Lloyd, A Layland, M McArthur, B Todd, |
| Lloyds | A/c to be closed - to appoint 2 members |
| | |
| Charity Accounts (Natwest a/cs) | B Todd, M McArthur, N Lloyd |
| Norman Foundation (Investment accounts - Scottish Widows / CCLA / Natwest) | A Layland, S Mcgregor, M McArthur |

NB: SO and Financial Regs does not specify that signatories need to be Finance Committee members.


Members to confirm and appoint signatories to each account.


18 **To Review of The Council's Complaints Procedure**


The Council's complaints procedure was reviewed by the solicitors in November 2019, and in 2021. Section 8 was amended and adopted by Council in December 2021.

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2022/01/21-12-19-11-adopted-Complaints-Procedure-May-2016-amended-06.12.21.pdf>

19 **To Review of The Council's Policies, Procedures and Practices in Respect of Its Obligations Under Freedom of Information and Data Protection Legislation (reviewed November 2019)**

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-Retention-and-disposal-Policy-with-appendix-A.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-amended-FOI-and-Publication-Scheme-2018.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/Information-Data-Protection-Policy-20181.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/General-Privacy-Statement.pdf>

20 **Communications Policy (and with Dealing with The Press/media)**

The Communications Policy was adopted in 2018. It is already noted that this needs a full review. Members have received a training session on communications which has prompted strategy review. Some work has started, and the new policy will be presented to Council in due course (pending other work commitments and the appointment of the Communications officer).

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/12/Communication-and-Community-Engagement-Dec-2018.pdf>

21 **General Power of Competence**

To note the Town Council continues to meet the conditions as resolved at its meeting 13 May 2019

22 **Annual Governance and Accountability Return 31 March 2022***

22.1 **To receive the internal auditor's report**

The Internal Auditor attended on 28 April; he did a thorough view of the end-of-year accounts, the Council's reserves and other risk management procedures were covered.

Do members confirm the Internal Auditor's report?






<https://www.edenbridgetowncouncil.gov.uk/internal-auditor-reports/>

22.2 **To receive the end-of-year financial statements**


A copy of the end-of-year finances is attached with the Bank Reconciliation, and the budget comparisons.

| BALANCES | EOY 31.03.22 |
|--------------------------------|---------------------|
| General Fund | 250,811.88 |
| CIL Funds - General | 83,934.46 |
| CIL Funds - Allocated | 472,795.00 |
| Ear Marked Reserves | |
| Cemetery | 1,000.00 |
| Election | 11,500.00 |
| Neighbourhood Plan | 15,000.00 |
| Depreciation Equipment & tools | 1,000.00 |
| 10/30 Year Building Plan | 80,117.00 |
| 10/30 Year Plan Open Spaces | 225,064.00 |
| Community Warden | 3,771.00 |
| Staff Reserves | 12,000.00 |
| Grants | 772.25 |
| Projects Carried Over | 7,957.00 |
| EMR total | 358,181.25 |

Do Members confirm the end-of-year financial position?

-  Annex 5: Income and Expenditure Accounts
-  Annex 6: Consolidated Balance Sheet
-  Annex 7: Financial Summary Cashbook
-  Annex 8: Bank Reconciliation
-  Annex 9: Financial Budget Comparison

22.3 **To approve the annual governance statement for 2021/22** **The Chairman to read out each statement and members to confirm each**

-  Annex 10: AGAR

22.4 **To resolve the accounting statement for 2021/22** *See the financial statements and complete AGAR*

Do Members confirm the accounting statement figures for 2021/22?

-  Annex 11: Statement of Accounts

23 **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.

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

24 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

25 **To Receive County and District Councillor Reports**

25.1 **County Councillors**


25.2 **District Councillors**

26 **COVID-19 (Coronavirus): update**


Since the last meeting report, there has been two further staff cases of coronavirus. Fortunately, there has not been an outbreak affecting service levels. The office continues to maintain safe working procedures.

27 **To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports**

27.1 **Clerk's report***

 Annex 12: Clerk's Report

27.2 **Community Warden's report***

 Annex 13: Community Warden's Report

28 **Matters Arising from The Minutes for Report and Not Elsewhere on The Agenda**

28.1 **Queens Platinum Jubilee (2 -5 June 2022)**

28.1.1 **to receive an update on current preparations**

The Working Group have planned for the Beacon to be installed at Stangrove Park and the lighting at 9.45 pm. The Beacon will provide a permanent commemorative feature of the Queen's momentous achievement.

Residents are invited to be part of this and join in to mark this celebration along with the Bonfire Society, the Town Band, the Rotary Club who will be providing bacon butties, there will be picnics in the park, jubilee memorabilia and dancing to the tunes of the Town Band. Bunting has been purchased and will put up in the High Street on 30 May.

The Council hopes community groups will contribute in any way they wish during the celebration weekend, as well as residents perhaps organising their own street parties.

28.1.2 **to confirm the details on the commemorative Beacon shield**

The Edenbridge (Council) logo to appear on the Shield with no wording.

Do Members confirm the Edenbridge logo on a Shield to be mounted on the Beacon post?

28.2 **To receive an update on legal fees expenditure**

In December 2019 the Council confirmed where appropriate to use legal services of Wilkman Chapman. Below is a list of resolutions and activity from 2019 to date.

| Summary of categories | Actual spend | Resolutions amount |
|-----------------------|--------------------|--------------------|
| Re FOIs & SAR | £ 6,811.50 | £ 8,605.00 |
| Contracts | £ 1,500.00 | £ 1,000.00 |
| Charities | £ 768.00 | £ 4,000.00 |
| Market | £ 1,430.00 | £ 1,430.00 |
| | | |
| | £ 10,509.50 | £ 15,035.00 |

2019-2022

Freedom of Information Requests (FOI): 14

Status Access Requests: 2

Formal Compliant: 1

The above information is for noting and includes four FOIs received in April. Members will continue to be kept informed of activity and further expenditure as and when required.

28.3 To note: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction)

Following recent Council support for a 40-mph buffer zone scheme, the first £2,500 has been paid to Kent Highways to undertake public consultation phase for the proposed scheme.

Kent Highways has confirmed its initial charge of £2,500 to undertake the public consultation. There may be an additional charge of £570 payable should the proposal receive five or more objections. This would be to cover the cost of producing a report to go to the Joint Transportation Board, who would then debate the proposal and make a recommendation on how to proceed.

In terms of timescales, it is estimated between 9-12 months from the start of the consultation to installation on site. A request has been forwarded to the design consultant who will advise on whether the speed limit can be extended any further back and will give the reasons as to why or why not. Further stage payments will be made to Kent Highways accordingly.

28.4 To reconsider membership of the Rural/Market Towns Group and the annual membership expenditure of £85

(following a free trial which was extended in September)

At the September Council meeting, Members resolved not to take-up the Rural/Market Towns Group membership; but that this could be reconsidered at a future date if the need arises.

When this was relayed back, the free trial was extended urging Members to reconsider after this extension. The full email was circulated to Members 26 April. Attached is a summary of its services. Some points from main email:

- now working with the National Association of Local Councils (NALC) and if your

Council are members of your county ALC organisation and through that automatically of NALC we can offer you a 15% annual subscription

- government grant (Funding Distributional) review that the government has announced it would wish to undertake this year (2022-23) and we do need therefore to now demonstrate this particular year the very fullest community backing
- rural services situation is becoming increasingly dire in many rural areas, and we need parliamentarians to be picking up and arguing our case. They will do this if we can show sufficient local support

Do Members want to join Rural/Market Towns Group and approve the annual membership of £85?

 Annex 14: Rural Market Town Group

29 Other Business Including Items Referred from Committees for Decision

29.1 To confirm and declare the legal power to use Part 111 of the Food Act 1984 in respect Edenbridge Market, and Edenbridge Town Council as market authority who may appoint the days on which, and the hours during which, markets are to be held*

Food Act 1984, Part III (52) A market authority may appoint the days on which, and the hours during which, markets are to be held. See the attached declaration.

Do Member confirm and declare the legal power to use Part III of the Food Act 1984?

 Annex 15: Declaration of Market Powers

29.2 To confirm the timing of the Annual Town Meeting (between 1st March and 1st June annually, LGA 1972 sch 12 Part III)

previous Council meeting considered if the ATM should be scheduled later in the spring period.

To consider:

March

- March is before other significant Council meetings
- It is before May elections and the purdah period which typically begins six weeks before an election
- March allows promoting 'becoming a councillor' prior to the election period in an election year
- First Monday of March is established, but could be changed in the month

Other months - April/May

- End of March/April risks clashing with Easter period and holidays so the calendar date (i.e., first Monday of the month) would change each year
- Lighter evenings and hopefully warmer, could attract more people to come out
- April is busy with year-end administration
- In an election year, after mid-May would mean a newly elected Council would have to present the meeting, this would be immediately into their tenure

- May has two bank holidays (normally)
- Annual Meeting of the Town Council takes place in May

Other considerations. Edenbridge has been fortunate to have consistent good attendance at its ATMs, estimate average 70-80 people. Naturally, when there is a contentious matter (such as significant development) this can influence higher attendance, and the opposite can be seen when there are lesser activities. This is the same for other parishes and towns. Rain tends to reduce numbers. Warmer, lighter evenings potentially more community and social events/activities.

How do Members want to proceed? Do they want to keep the ATM in March or change the month?

29.3 **To consider supporting the SLCC's Civility and Respect Project with a letter to the local MP to help have this raised via parliament***

The SLCC has written its members to call for action against growing concerns in the sector of the impact of bullying, harassment and intimidation is having on our councils, councillors and staff, and the resulting effectiveness of local councils. In response, the Civility and Respect Project has been founded by the Civility and Respect Working Group and is supported by representatives from across our sector including SLCC, National Association of Local Councils (NALC), County Associations, One Voice Wales (OVW) and councils.

You may know that on 18 March 2022, the government published its response to the Committee on Standards in Public Life (CSPL) review and recommendations on local government ethical standards. There is widespread disappointment with the report, and this is echoed by the SLCC's Chair of the Board, Steve Trice (Town Clerk to Haywards Heath).

Despite the disappointment of the government's response, the SLCC is hoping to raise this issue in parliament.

Dr Julian Lewis, MP for New Forest East, has tabled an early day motion (EDM) which calls for the government to establish an appropriate and effective sanctions mechanism to deal with local councillors who have been found guilty of bullying and harassment following an independent investigation.

What can you do?

The more MP's that support this EDM, the more likely it is to get discussed in parliament. *An example letter is attached.*

Whilst this may not be a specific issue at Edenbridge, it does not mean that it hasn't been and won't be in the future. It is, however, an issue for many clerks and council employees across the country as well as councillors.

Do Members support the initiative to promote civility in public life for councillors and staff working in the sector and in doing so to support raising concerns with the local MP Tom Tugendhat?

 Annex 16: Model letter to MP

- 29.4 **To approve the expenditure of up to £3,650 for a heavy-duty steel security door replacing the existing damaged door at the Depot (currently wooden frame and glass)**
Following the break-in at the Depot in March, the door to the mess area was damaged and will need to be replaced. It is currently secured with a temporary metal plate. To replace the door and frame will be costly, although covered by the insurance. However, the proposal is to replace the door and frame with a heavy-duty security door. It would be hoped that the insurance would contribute towards this but is yet to be confirmed. Three quotes have been received ranging from £3k to £4,917. This would be a buildings cost, potentially with a buildings budget overspend as it has not been budgeted for.

Do members support changing the rear door at the Depot to a heavy-duty steel door and the expenditure of up to £3,650.

- 30 **Consultations**
None

- 31 **To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies**

- 32 **To consider any press releases**

- 33 **Matters for Future Agendas**

- 34 **Date of Next Meeting – 4 July**

PROCUREMENT REFERENCE

| Amount | Authority from | Used for and Process |
|----------------------------|--|---|
| Over 25,000 | Council (SO 18c and d) | All items Tender: Advertise on Contract Finder website and in other appropriate manner (SO 18d iii) Sealed submissions (SO 18d iv) opened by Proper Officer in presence of one or more Councillors |
| £5,000 to £25,000 | Council (FR 4.1) | Contracts/Revenue items: Three quotes (FR 11.1h) as far as reasonable and practicable – exemptions : utilities supply, specialist services, repair existing equipment, extension of contract, additional external Audit; sole provider/fixed price (FR11.1a i-iv) |
| OR £1,000 to £5,000 | Clerk, with Council or Committee Chairman (FR 4.5) | Urgent risk to service delivery |
| £500 to £5,000 | Committee (FR 4.1) | Contracts/Revenue items: Three quotes (FR 11.1h) as far as reasonable and practicable OR under £3,000 Best Value (FR 10.3) exemptions as above |
| OR Under £1,000 | Clerk, with Council or Committee Chairman (FR 4.1) | Contracts/Revenue items: If in approved budget, can be purchased under Best Value (FR 10.3) exemptions as above |
| OR under £1,000 | Clerk (FR 4.5) | Urgent risk to service delivery |
| Over £250 | Council (FR 14.2) | Property and Equipment items (purchase and disposal) |
| Under £250 | Clerk (FR 14.2) | Property and Equipment items (purchase and disposal) |

Finance/Financial Regulations/Current/Procurement Reference

Membership of Committees/Working Groups 2021 (confirmed AMTC May 2021)

Item 8 & 9

Committees have delegated powers to authorize expenditure in line with budgets and council policy (Chairs to be appointed at first meetings of committees; bold current Chairs)

| OPEN SPACES (10) | EMERGENCY PLANNING (8) | PLANNING & TRANSPORTATION (12) <i>(Min 5 each ward)</i> | FINANCE & GOVERNANCE (10) <i>(OS Chair should be a member)</i> | PERSONNEL <i>(members appointed by F&G Committee)</i> (7) <i>(Chairman of Council should be a member)</i> | COMMUNITY INFRASTRUCTURE BOARD (15) | CHARITES & GRANTS (15) <i>Chairman of Finance who oversees finance reports also)</i> |
|--|--|--|--|---|---|---|
| Jon Aldridge Angela Baker Alan Damodaran Vic Jennings Alan Layland Nick Lloyd Stuart McGregor (VC) Bob Todd Angela Read Steve Taylor | Jon Aldridge Angela Baker Sarah Compton Alan Damodaran Margot McArthur Stuart McGregor Steve Taylor Bob Todd | Jon Aldridge (SW) (VC) Angela Baker (SW) Sarah Compton (NE) Michael Gemmell Smith (NE) Vic Jennings (NE) Alan Layland (NE) Nick Lloyd (SW) Margot McArthur (SW) Stuart McGregor (NE) Angela Read (SW) Stephen Sumner (NE) Bob Todd (NE) | Jon Aldridge Angela Baker Sarah Compton Alan Damodaran Michael Gemmell Smith Alan Layland Nick Lloyd Stuart McGregor Stephen Sumner (VC) Bob Todd | Angela Baker Michael Gemmell Smith (NE) Alan Layland Nick Lloyd Margot McArthur Stuart McGregor Cllr Bob Todd (Chair of Council) | All Members Chair – Margot McArthur | All Members |

Working Groups have no delegated powers. Group Leads are in bold

| FORWARD PLANNING STEERING GROUP (15 – all members) | Internal Audit Group (6) | Lease/ SLA Negotiating (6) <i>(including Chairman of OS)</i> | Aviation Consultation T & F (6) | Parking (Planning & Transportation) (6) | Open Spaces Play & Activities (Open Spaces projects) | Market Yard car park (Open Spaces projects) | Planting/ Wildflowers (Open Spaces projects) |
|--|--|--|--|--|--|--|---|
| All Members Chairman – Stuart McGregor | Alan Layland Nick Lloyd Peter Smith Stephen Sumner Bob Todd (vacancy) | Angela Baker Nick Lloyd Stuart McGregor Peter Smith Steve Taylor Bob Todd | Jon Aldridge Angela Baker Sarah Compton Nick Lloyd Margot McArthur Steve Taylor | Jon Aldridge Angela Baker Sarah Compton Alan Damodaran Alan Layland Angela Read | Angela Baker Vic Jennings Alan Layland Nick Lloyd Bob Todd ---- Recreation Playground Angela Baker Nick Lloyd Bob Todd | Angela Baker Alan Layland Stuart McGregor Bob Todd | Angela Baker Nick Lloyd Bob Todd <i>Community Warden & Head Groundsman</i> |

Representatives to external bodies

The external bodies on which the Council has representatives are listed below, with details of their respective meetings.

| External Body and contact details | Councillor(s) nominate representative |
|---|---|
| Edenbridge Town Village Hall (WI Hall) Management Committee | 1. Angela Read 2. tbc |
| Edenbridge Twinning Association | 1. Chairman of Council – Bob Todd 2. Stuart McGregor |
| Eden Valley Chamber of Commerce | 1. Alan Layland |
| Eden Valley Museum Trust | 1. Stuart McGregor (also SDC rep) 2. Alan Layland (also trustee & exec member) |
| CCG Board for Edenbridge Combined Hospital and Medical Practice | 1. Chairman of Council – Bob Todd 2. Alan Layland 3. Angela Read |
| Edenbridge Patient Participation Group | 1. Angela Read 2. Alan Layland |
| Edenbridge & Westerham Citizens' Advice | 1. Alan Damodaran 2. Vic Jennings |
| Campaign to Protect Rural England | 1. Nick Lloyd |
| Eden Valley Footpaths Forum | 1. Nick Lloyd & Tourism Officer |
| Edenbridge Youth Forum/Consortium | 1. Angela Baker 2. Bob Todd |
| Edenbridge Cares Group | 1. Alan Layland 2. Margot McArthur & Town Clerk |
| Friends of Edenbridge Parish Church | 1. Stuart McGregor 2. |
| Food Bank | 1. Bob Todd 2. Angela Baker (appointed 2020) |
| KALC & Sevenoaks Area Committee | 1. Jon Aldridge 2. Stephen Sumner |
| Partners and Community Together (PACT) | 1. Bob Todd 2. Alan Layland 3. Angela Baker & Town Clerk |
| Sevenoaks District Arts Council | 1. Angela Baker 2. Stephen Sumner |
| Uckfield Railway Line Parishes Committee | 1. Jon Aldridge |
| Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership) | 1. Cllr Todd & Debbie Bond (Planning & Transportation Officer) |
| Uckfield & East Grinstead Lines Steering Group (Sussex Community Rail Partnership) (Buxted) | 1. Cllr Todd & Debbie Bond (Planning & Transportation Officer) |
| Eden Valley Tourism Forum <i>(Currently on hold – waiting for SDC and main tourism providers to lead)</i> | 1. Alan Layland 2. Stuart McGregor |
| | |

Organisations/groups – currently on hold:
 Neighbourhood Planning Steering Group – *currently on hold, with Planning Committee* The Edenbridge Partnership – *currently on hold for review*

Direct Debits April 2022

| | | | |
|-----------------------------------|--------------|------------------|-----------|
| AVIVA HEALTH UK LTD | Direct Debit | 6 April 2022 | £1,089.23 |
| BARCLAYCARD COMMERCIAL | Direct Debit | 19 April 2022 | £3,376.58 |
| CC re P S Technology Consultants | Direct Debit | 22 April 2022 | £2,007.00 |
| CC Re Sage Software Ltd | Direct Debit | 20 April 2022 | £39.00 |
| CC re Vatrix Limited | Direct Debit | 1 April 2022 | £45.90 |
| Grounds Management Association | Direct Debit | 1 November 2021 | £142.20 |
| Health Assured Limited | Direct Debit | 23 August 2021 | £720.00 |
| INFORMATION COMMISSIONER IP | Direct Debit | 26 November 2021 | £55.00 |
| Npower Commercial Gas t/aNpowerBS | Direct Debit | 19 April 2022 | £3,116.27 |
| OFFICE OF COMMUNICATIONS | Direct Debit | 24 November 2021 | £112.50 |
| OPEN SPACES SOCIETY | Direct Debit | 4 November 2021 | £45.00 |
| PETROCELL HOLDINGS LIMITED | Direct Debit | 29 April 2022 | £143.33 |
| PREMIUM CREDIT | Direct Debit | 20 April 2022 | £968.70 |
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 1 April 2022 | £193.15 |
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 25 April 2022 | £158.85 |
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 1 April 2022 | £420.60 |

- Annex 4 | Direct Debits -

| | | | | |
|-----------------------------------|--------------|------------------|-----------|-----------|
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 25 April 2022 | £188.25 | |
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 1 April 2022 | £332.40 | |
| SEVENOAKS DISTRICT COUNCIL | Direct Debit | 1 April 2022 | £540.25 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £14.52 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £10.64 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £2.00 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £19.00 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £11.00 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £6.00 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £13.00 | |
| SUTTON & EAST SURREY WATER SERVS | Direct Debit | 22 April 2022 | £70.16 | |
| Telefonica UK | Direct Debit | 27 April 2022 | £32.93 | |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 April 2022 | £622.18 | |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 April 2022 | £292.56 | |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 February 2022 | £317.30 | |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 April 2022 | £296.28 | |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 February 2022 | £796.82 | Scheduled |
| TOTALENERGIES GAS & POWER LIMITED | Direct Debit | 28 April 2022 | £1,332.71 | Scheduled |

STANDING ORDERS

| | | | |
|--------------------|----------------|--------------|--------|
| ACTION WITH COMMUN | Standing order | 1 April 2023 | £65.00 |
|--------------------|----------------|--------------|--------|

Since cancelled Standing Order - fee changed last year (2021/22) to £115. Have requested invoices. Membership balance of £50 to be paid.

Income and Expenditure Account

Unaudited

| 31/03/21 | | 31/03/22 |
|--------------|---------------------------------------|------------|
| £ | | £ |
| | INCOME | |
| 554,973.00 | Precept | 582,722.00 |
| 85,113.62 | Other Income | 4,073.88 |
| 30,693.40 | Cemetery Income | 16,187.75 |
| 20,384.75 | Open Spaces Income | 20,572.61 |
| 0.00 | Market Income | 6,597.36 |
| 0.00 | Grants Income | 11,712.00 |
| 0.00 | Church House Income | 3,480.00 |
| 0.00 | Rickards Hall Income | 8,682.45 |
| 0.00 | Bag Sales | 10,961.40 |
| 10,500.00 | Community Warden Support Grants | 12,500.00 |
| 38.11 | CIL Receipts | 47,736.52 |
| <hr/> | | <hr/> |
| 701,702.88 | TOTAL INCOME | 725,225.97 |
| | EXPENDITURE | |
| 0.00 | Salaries | 354,094.22 |
| 0.00 | Staff Other Costs | 10,192.97 |
| 267,621.36 | Other Expenditure | 54,306.29 |
| 0.00 | Grants | 7,880.00 |
| 0.00 | SLA's | 14,000.00 |
| 324,332.64 | Open Spaces Expenditure | 55,898.98 |
| 0.00 | Street Lighting | 18,016.35 |
| 0.00 | Market | 2,392.85 |
| 0.00 | Open Spaces 10/30 YR Maintenance Plan | 49,893.98 |
| 2,801.89 | Church House Expenditure | 3,966.91 |
| 3,494.64 | Rickards Hall Expenditure | 6,273.69 |
| 16,232.93 | Public Toilets | 11,568.19 |
| 0.00 | Garden Bags | 8,190.00 |
| 0.00 | 10/30YR Maintenance Plan | -21,214.72 |
| 138,720.35 | CIL Awards | 25,633.53 |
| <hr/> | | <hr/> |
| 753,203.81 | TOTAL EXPENDITURE | 601,093.24 |
| 525,851.37 | Balance as at 01/04/21 | 203,051.24 |
| 701,702.88 | Add Total Income | 725,225.97 |
| <hr/> | | <hr/> |
| 1,227,554.25 | | 928,277.21 |
| 753,203.81 | Deduct Total Expenditure | 601,093.24 |
| <hr/> | | <hr/> |
| 0.00 | Stock Adjustment | 0.00 |
| -271,299.20 | Transfer to/ from reserves | -76,372.09 |
| 203,051.24 | Balance as at 31/03/22 | 250,811.88 |
| <hr/> | | <hr/> |

Signed _____

Chair

Clerk / Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

| 31/03/21 | | 31/03/22 |
|--------------|--|--------------|
| £ | | £ |
| | Long Term assets | |
| 0.00 | Investments | 0.00 |
| 0.00 | Long Term Debts | 0.00 |
| 0.00 | LONG TERM Investment Accounts | 0.00 |
| 0.00 | TOTAL LONG TERM ASSETS | 0.00 |
| | Current assets | |
| 300,000.00 | Investments | 300,000.00 |
| 0.00 | Loans Made | 0.00 |
| 0.00 | Investments | 0.00 |
| 0.00 | Stocks | 0.00 |
| 4,276.31 | VAT Recoverable | 6,129.18 |
| 2,824.12 | Debtors | 1,450.21 |
| 1,175.00 | Payment in Advance | 1,221.35 |
| 788,206.63 | Cash in Hand & at Bank | 869,128.43 |
| 1,096,482.06 | TOTAL CURRENT ASSETS | 1,177,929.17 |
| 1,096,482.06 | TOTAL ASSETS | 1,177,929.17 |
| | Current liabilities | |
| 0.00 | Loans Received | 0.00 |
| 0.00 | Temporary Borrowing | 0.00 |
| 0.00 | VAT Payable | 0.00 |
| 54,528.90 | Creditors | 10,513.17 |
| 363.30 | Receipts in Advance | 1,693.41 |
| 54,892.20 | TOTAL CURRENT LIABILITIES | 12,206.58 |
| 1,041,589.86 | TOTAL ASSETS LESS CURRENT LIABILITIES | 1,165,722.59 |
| | Current liabilities | |
| 0.00 | Long Term Borrowing | 0.00 |
| 0.00 | Deferred Liabilities | 0.00 |
| 0.00 | Deferred Credits | 0.00 |
| 0.00 | | 0.00 |
| 1,041,589.86 | NET ASSETS | 1,165,722.59 |
| | Represented by | |
| 203,051.24 | General Fund | 250,811.88 |
| 536,207.62 | CIL Funds | 83,934.46 |
| 1,000.00 | Cemetery | 1,000.00 |
| 7,500.00 | Election | 11,500.00 |
| 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 | 80,117.00 |
| 214,264.00 | 10/30 Year Plan Open Spaces | 225,064.00 |
| 3,771.00 | Community Warden | 3,771.00 |
| 1,000.00 | Staff Reserves | 12,000.00 |
| 0.00 | Allocated CIL Funds | 472,795.00 |

Consolidated Balance Sheet

Unaudited

| 31/03/21 | | 31/03/22 |
|---------------------|-------------------------------|---------------------|
| £ | | £ |
| 0.00 | Grants | 772.25 |
| 0.00 | Project Carried Over | 7,957.00 |
| 0.00 | LONG TERM Investment Accounts | 0.00 |
| <u>1,041,589.86</u> | | <u>1,165,722.59</u> |

Signed _____

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/21 and 31/03/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

| | |
|---------------------------|-------------|
| Barclays CIL | £436,207.70 |
| Barclays General Account | £15,805.21 |
| Barclays General Reserves | £207,326.32 |
| Lloyds General Account | £128,667.40 |
| Petty Cash | £200.00 |

Short Term Investment Accounts

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

| RECEIPTS | Net | Vat | Gross |
|------------------------------|--------------------|------------------|--------------------|
| Council | £68,687.75 | £0.00 | £68,687.75 |
| Open Spaces | £343,388.08 | £2,153.12 | £345,541.20 |
| Central Services | £280,267.91 | £6.99 | £280,274.90 |
| Emergency Planning Committee | £339.15 | £0.00 | £339.15 |
| Community Warden | £21,900.00 | £0.00 | £21,900.00 |
| CIL | £47,736.52 | £0.00 | £47,736.52 |
| Total Receipts | <u>£762,319.41</u> | <u>£2,160.11</u> | <u>£764,479.52</u> |

| PAYMENTS | Net | Vat | Gross |
|------------------------------|--------------------|-------------------|--------------------|
| Council | £35,131.50 | £1,089.21 | £36,220.71 |
| Open Spaces | £319,515.52 | £26,657.85 | £346,173.37 |
| Central Services | £244,551.04 | £8,891.15 | £253,442.19 |
| Emergency Planning Committee | £168.10 | £5.12 | £173.22 |
| Community Warden | £20,155.63 | £38.36 | £20,193.99 |
| CIL | £25,633.53 | £1,720.71 | £27,354.24 |
| Total Payments | <u>£645,155.32</u> | <u>£38,402.40</u> | <u>£683,557.72</u> |

Closing Balances

Ordinary Accounts

| | |
|---------------------------|-------------|
| Barclays CIL | £458,263.56 |
| Barclays General Account | £18,167.82 |
| Barclays General Reserves | £263,829.65 |
| Lloyds General Account | £128,667.40 |
| Petty Cash | £200.00 |

Short Term Investment Accounts

| | |
|---------------------------|----------------------|
| Barclays Capital Reserves | £0.00 |
| CCLA Council Reserves | £200,000.00 |
| CCLA CIL | £100,000.00 |
| Total | <u>£1,169,128.43</u> |

- Annex 7 | Financial Summary Cashbook -

| | |
|--------------------------------|--------------------|
| Reserve Balances | |
| CIL Funds | £83,934.46 |
| Cemetery | £1,000.00 |
| Election | £11,500.00 |
| Neighbourhood Plan | £15,000.00 |
| Depreciation Equipment & tools | £1,000.00 |
| 10/30 Year Building Plan | £80,117.00 |
| 10/30 Year Plan Open Spaces | £225,064.00 |
| Community Warden | £3,771.00 |
| Staff Reserves | £12,000.00 |
| Allocated CIL Funds | £472,795.00 |
| Grants | £772.25 |
| Project Carried Over | £7,957.00 |
| Reserves total | <u>£914,910.71</u> |

Signed _____
Chair

Clerk / Responsible Financial Officer

Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Edenbridge Town Council

County area (local Councils and Parish meetings only):

Financial year ending 31/03/22

Prepared by (Name and role): Lorraine Ganney

Date: 27/04/22

| Balance per bank statements as at 31/03/22 | £ | £ |
|---|-------------|---------------|
| Barclays Capital Reserves | £0.00 | |
| Barclays CIL | £458,263.56 | |
| Barclays General Account | £18,167.82 | |
| Barclays General Reserves | £263,829.65 | |
| CCLA Council Reserves | £200,000.00 | |
| CCLA CIL | £100,000.00 | |
| Lloyds General Account | £128,667.40 | |
| Petty Cash | £200.00 | |
| | | £1,169,128.43 |
| Petty cash (no balance) | | £0.00 |
| Less: any unrepresented cheques | | £0.00 |
| Add: any uncleared effects | | £0.00 |
| Net balances as at 31/03/22 (Box 8) | | £1,169,128.43 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|--------------------------|--|------------------------|-------------|-------------|------------|-------------|
| INCOME | | | | | | |
| Council | | | | | | |
| 100 | C Precept | £50,215.00 | £52,725.75 | £52,725.75 | £0.00 | £68,606.00 |
| 115 | C Grants | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 135 | C Neighbourhood Planning | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 160 | C Covid 19 | £3,471.43 | £0.00 | £11,712.00 | £11,712.00 | £0.00 |
| 170 | C Events | £105.00 | £0.00 | £4,250.00 | £4,250.00 | £0.00 |
| 700 | Suspense | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Council | | £53,791.43 | £52,725.75 | £68,687.75 | £15,962.00 | £68,606.00 |
| Open Spaces | | | | | | |
| 300 | OS Allocation from Precept | £284,658.00 | £298,890.90 | £298,890.90 | £0.00 | £333,626.00 |
| 305 | OS Cemetery Fees | £30,389.40 | £15,000.00 | £16,491.75 | £1,491.75 | £15,000.00 |
| 310 | OS Rents | £14,066.24 | £17,000.00 | £11,916.83 | £-5,083.17 | £10,810.00 |
| 311 | OS Market Rents | £0.00 | £0.00 | £7,722.45 | £7,722.45 | £6,000.00 |
| 315 | OS Maintenance Services | £6,049.57 | £6,000.00 | £4,675.08 | £-1,324.92 | £5,224.00 |
| 320 | OS Solar Panels | £0.00 | £920.00 | £1,908.37 | £988.37 | £1,000.00 |
| 325 | OS Sundry Receipts | £200.07 | £500.00 | £2,278.30 | £1,778.30 | £70.00 |
| 395 | CIL & Grants XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Open Spaces | | £335,363.28 | £338,310.90 | £343,883.68 | £5,572.78 | £371,730.00 |
| Central Services | | | | | | |
| 200 | CS Allocation from Precept | £209,350.00 | £221,665.85 | £221,666.20 | £0.35 | £244,509.00 |
| 201 | CS Precept 10 Yr Building Plan XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 202 | CS Precept 30 Yr Buildings Plan XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 205 | CS Interest (Barclays Reserves) | £219.86 | £100.00 | £0.00 | £-100.00 | £0.00 |
| 220 | CS Sundry Receipts CWM | £2,850.45 | £2,765.00 | £0.00 | £-2,765.00 | £234.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|---|--|--------------------------------|--------------------|--------------------|----------------|--------------------|
| 225 | CS Interest (Lloyds Investments) XXX | £1,652.32 | £0.00 | £0.00 | £0.00 | £0.00 |
| 226 | CCLA Interest | £85.21 | £150.00 | £134.90 | -£15.10 | £75.00 |
| 227 | Bank Interest | £0.00 | £0.00 | £55.34 | £55.34 | £75.00 |
| 228 | Barclay Reserve Interest | £0.00 | £0.00 | £32.33 | £32.33 | £30.00 |
| 230 | Charity Account Transfers XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 235 | Church House | £5,603.42 | £6,200.00 | £4,936.79 | -£1,263.21 | £6,200.00 |
| 240 | Rickards Hall Lettings | £981.90 | £3,000.00 | £8,762.37 | £5,762.37 | £6,000.00 |
| 245 | WI Hall Admin XX | £1,120.54 | £2,081.00 | £283.77 | -£1,797.23 | £0.00 |
| 250 | CS Reserves 10 year Maintenance Plan (TF) XX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 260 | CS Reserves 30 year Maintenance Plan XX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 285 | Refuse bags & other sales | £8,019.23 | £10,000.00 | £10,961.40 | £961.40 | £10,000.00 |
| 290 | CS Market Rents XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Central Services | | £229,882.93 | £245,961.85 | £246,833.10 | £871.25 | £267,123.00 |
| Emergency Planning Committee | | | | | | |
| 500 | EP Allocation from Precept | £323.00 | £339.15 | £339.15 | £0.00 | £360.00 |
| 505 | EP Sundry Receipts | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Emergency Planning Committee | | £323.00 | £339.15 | £339.15 | £0.00 | £360.00 |
| Community Warden | | | | | | |
| 400 | CW Precept (ETC Cont) | £10,427.00 | £9,100.00 | £9,100.00 | £0.00 | £9,263.00 |
| 405 | CW Moat Housing | £1,000.00 | £1,000.00 | £1,000.00 | £0.00 | £1,000.00 |
| 410 | CW West Kent Housing | £3,500.00 | £3,500.00 | £3,500.00 | £0.00 | £3,500.00 |
| 415 | CW Westerham | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 420 | CW John Coldman Trust | £0.00 | £2,000.00 | £2,000.00 | £0.00 | £2,000.00 |
| 425 | CW Police | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 430 | CW Great Stonebridge Trust | £6,000.00 | £6,000.00 | £6,000.00 | £0.00 | £6,000.00 |
| 435 | CW KCC | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|-------------------------------|-----------------------------|--------------------------------|--------------------|--------------------|-------------------|--------------------|
| 440 | CW Contribution for Vehicle | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 445 | CW Reserve XX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 450 | Sundry Receipts | £0.00 | £0.00 | £300.00 | £300.00 | £0.00 |
| Total Community Warden | | £20,927.00 | £21,600.00 | £21,900.00 | £300.00 | £21,763.00 |
| CIL | | | | | | |
| 140 | C CIL XX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 600 | CIL | £58,112.22 | £0.00 | £47,621.79 | £47,621.79 | £0.00 |
| 605 | Interest | £452.79 | £0.00 | £46.95 | £46.95 | £0.00 |
| 606 | CIL CCLA Interest | £38.11 | £0.00 | £67.78 | £67.78 | £0.00 |
| Total CIL | | £58,603.12 | £0.00 | £47,736.52 | £47,736.52 | £0.00 |
| Total Income | | <u>£698,890.76</u> | <u>£658,937.65</u> | <u>£729,380.20</u> | <u>£70,442.55</u> | <u>£729,582.00</u> |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|----------------------|-----------------------------------|------------------------|-------------------|-------------------|-------------------|-------------------|
| EXPENDITURE | | | | | | |
| Council | | | | | | |
| 1010 | C Contingencies | £10,704.38 | £10,200.00 | £1,750.00 | £8,450.00 | £10,200.00 |
| 1011 | C Projects | £0.00 | £0.00 | £0.00 | £0.00 | £13,000.00 |
| 1020 | Miscellaneous Items | £0.00 | £0.00 | £458.32 | -£458.32 | £0.00 |
| 1030 | C Grants | £7,880.00 | £7,880.00 | £7,880.00 | £0.00 | £7,880.00 |
| 1040 | C Replacement Equipment and Tools | £10,544.20 | £14,800.00 | £1,672.50 | £13,127.50 | £8,000.00 |
| 1050 | C Edenbridge Twinning Association | £500.00 | £0.00 | £0.00 | £0.00 | £1,000.00 |
| 1060 | C Eden Valley Museum Trust | £6,000.00 | £6,500.00 | £6,500.00 | £0.00 | £6,500.00 |
| 1070 | C House Project | £7,500.00 | £7,500.00 | £7,500.00 | £0.00 | £8,000.00 |
| 1080 | C Membership KALC | £0.00 | £0.00 | £1,620.00 | -£1,620.00 | £1,700.00 |
| 1120 | C Summer Playscheme | £0.00 | £2,400.00 | £1,696.00 | £704.00 | £2,000.00 |
| 1130 | C Bonfire Clean Up | £0.00 | £1,110.00 | £0.00 | £1,110.00 | £1,110.00 |
| 1150 | Legal & Professional fees | £4,718.50 | £5,000.00 | £1,430.00 | £3,570.00 | £5,000.00 |
| 1155 | Market XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 1160 | Election Costs | £0.00 | £4,000.00 | £0.00 | £4,000.00 | £4,000.00 |
| 1170 | Covid 19 PPE | £6,812.40 | £1,000.00 | £3,555.75 | -£2,555.75 | £500.00 |
| 1171 | C Events | £90.00 | £0.00 | £4,589.98 | -£4,589.98 | £5,000.00 |
| Total Council | | £54,749.48 | £60,390.00 | £38,652.55 | £21,737.45 | £73,890.00 |
| Open Spaces | | | | | | |
| 3000 | OS Staff Costs | £168,587.12 | £167,000.00 | £176,868.18 | -£9,868.18 | £179,775.14 |
| 3010 | OS Utilities and Rates | £12,232.34 | £14,000.00 | £11,395.46 | £2,604.54 | £12,375.00 |
| 3011 | OS Market | £0.00 | £0.00 | £2,392.85 | -£2,392.85 | £9,300.00 |
| 3016 | OS Other Staff Expenses | £864.30 | £9,026.00 | £3,391.50 | £5,634.50 | £3,000.00 |
| 3020 | OS IT Equipment and Licences | £0.00 | £0.00 | £725.66 | -£725.66 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|------|--|--------------------------------|--------------------|--------------------|-------------------|--------------------|
| 3029 | OS Bulky Waste Collection | £0.00 | £1,200.00 | £608.66 | £591.34 | £1,200.00 |
| 3030 | OS External Services Costs | £5,002.00 | £6,000.00 | £4,484.43 | £1,515.57 | £6,000.00 |
| 3040 | OS Replacement Equipment and Tools | £8,644.06 | £6,630.00 | £7,849.25 | -£1,219.25 | £6,630.00 |
| 3050 | OS Materials | £5,273.35 | £6,500.00 | £6,182.36 | £317.64 | £6,500.00 |
| 3055 | OS Hanging Baskets & Plants | £5,821.00 | £6,600.00 | £5,692.38 | £907.62 | £6,600.00 |
| 3060 | OS Buildings Insurance | £2,081.58 | £2,300.00 | £2,139.00 | £161.00 | £2,500.00 |
| 3065 | OS Cemetery Expenditure | £0.00 | £0.00 | £110.00 | -£110.00 | £0.00 |
| 3070 | OS Vehicles/Costs/Fuel | £7,233.05 | £9,000.00 | £8,354.78 | £645.22 | £9,000.00 |
| 3080 | OS Contingencies | £3,336.44 | £3,000.00 | £3,982.14 | -£982.14 | £3,000.00 |
| 3090 | OS Subs/Misc | £572.25 | £1,150.00 | £571.65 | £578.35 | £1,000.00 |
| 3095 | Projects (CIL) XXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3100 | OS Small Projects | £4,250.00 | £4,250.00 | £2,695.94 | £1,554.06 | £4,250.00 |
| 3110 | OS Vandalism | £2,933.45 | £5,100.00 | £3,122.37 | £1,977.63 | £5,100.00 |
| 3115 | OS Misc Maintenance Charges | £0.00 | £0.00 | £860.00 | -£860.00 | £0.00 |
| 3120 | OS Footpaths Equipment | £0.00 | £50.00 | £0.00 | £50.00 | £0.00 |
| 3130 | OS Public Street Lighting Electricity | £8,992.45 | £10,500.00 | £9,095.96 | £1,404.04 | £11,000.00 |
| 3135 | OS Public Street Light Contract Maintenance | £6,765.64 | £7,000.00 | £6,765.64 | £234.36 | £7,000.00 |
| 3136 | OS Public Lighting Repairs | £0.00 | £0.00 | £2,154.75 | -£2,154.75 | £2,500.00 |
| 3140 | OS 10 Yr Maintenance Plan | £16,148.87 | £38,000.00 | £33,188.62 | £4,811.38 | £24,500.00 |
| 3145 | OS 30 Yr Maintenance Plan | £63,317.00 | £49,400.00 | £32,320.00 | £17,080.00 | £55,000.00 |
| | Total Open Spaces | £322,054.90 | £346,706.00 | £324,951.58 | £21,754.42 | £356,230.14 |
| | Central Services | | | | | |
| 2000 | CS Staff Costs | £140,821.78 | £158,000.00 | £149,414.98 | £8,585.02 | £165,536.45 |
| 2005 | CS Other staff/Cllr costs | £3,290.72 | £9,000.00 | £4,684.54 | £4,315.46 | £4,450.00 |
| 2010 | CS Utilities/Rates/Phones | £9,248.68 | £10,000.00 | £10,093.75 | -£93.75 | £8,750.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|------|--|--------------------------------|--------------------|--------------------|-------------------|--------------------|
| 2015 | Professional HR/ H&S& Risk | £0.00 | £3,700.00 | £2,234.15 | £1,465.85 | £4,300.00 |
| 2020 | CS Service/IT/Cleaning/Misc | £8,064.66 | £12,000.00 | £11,456.04 | £543.96 | £11,500.00 |
| 2025 | Cleaning salary costs XXX | £8,297.05 | £8,500.00 | £0.00 | £8,500.00 | £8,538.36 |
| 2030 | CS Photocopier Rental/printing | £1,395.66 | £2,000.00 | £987.57 | £1,012.43 | £1,500.00 |
| 2040 | CS Materials/Stationery | £581.81 | £1,100.00 | £1,528.87 | £-428.87 | £1,100.00 |
| 2050 | CS Building, Office Insurance | £7,451.85 | £9,200.00 | £8,421.38 | £778.62 | £9,500.00 |
| 2055 | Inspections | £0.00 | £0.00 | £1,820.00 | £-1,820.00 | £250.00 |
| 2060 | CS 10 Year Buildings Maintenance Plan | £5,770.03 | £14,105.00 | £8,000.87 | £6,104.13 | £6,500.00 |
| 2062 | CS 30 Yr Building Maintenance Plan | £3,695.00 | £39,000.00 | £3,814.41 | £35,185.59 | £9,000.00 |
| 2063 | XX CS Reserves TR 30 Yr Building Maintenance Plan | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2065 | CS Buildings Materials | £401.78 | £2,200.00 | £404.04 | £1,795.96 | £2,200.00 |
| 2070 | CS Subs/Bank Costs/Lone Working | £3,969.40 | £5,000.00 | £2,053.24 | £2,946.76 | £3,920.00 |
| 2075 | CS Audit Fee External/IA | £1,884.65 | £3,300.00 | £2,041.10 | £1,258.90 | £3,300.00 |
| 2085 | CS Garden sacks | £6,286.00 | £6,000.00 | £8,680.00 | £-2,680.00 | £6,000.00 |
| 2090 | CS Insurance Claims | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2200 | CS Church House | £2,801.89 | £3,100.00 | £3,966.91 | £-866.91 | £2,413.00 |
| 2210 | CS Public Toilets 1 | £7,935.88 | £9,714.00 | £11,568.19 | £-1,854.19 | £9,850.00 |
| 2211 | CS Public Toilets 2 | £0.00 | £0.00 | £8,448.67 | £-8,448.67 | £0.00 |
| 2220 | CS Rickards Hall | £3,494.64 | £7,200.00 | £6,273.69 | £926.31 | £8,515.00 |
| 2230 | CS Market XXXXX | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Total Central Services | £215,391.48 | £303,119.00 | £245,892.40 | £57,226.60 | £267,122.81 |
| | Emergency Planning Committee | | | | | |
| 5000 | EP Equipment/Tools | £51.65 | £110.00 | £148.90 | £-38.90 | £110.00 |
| 5010 | EP Licences | £112.50 | £235.00 | £112.50 | £122.50 | £235.00 |

Financial Budget Comparison

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/18

| | Previous Year's Net | 2021/22 | Actual Net | Balance | 2022/23 |
|---|------------------------|--------------------|--------------------|--------------------|--------------------|
| 5011 EP Training | £0.00 | £15.00 | £0.00 | £15.00 | £15.00 |
| Total Emergency Planning Committee | £164.15 | £360.00 | £261.40 | £98.60 | £360.00 |
| Community Warden | | | | | |
| 4000 CW Salary | £16,880.44 | £16,700.00 | £19,362.39 | -£2,662.39 | £20,443.00 |
| 4010 CW Management Costs | £2,625.00 | £2,625.00 | £0.00 | £2,625.00 | £0.00 |
| 4020 CW Phone | £91.85 | £0.00 | £29.30 | -£29.30 | £0.00 |
| 4030 CW CRB Check | £0.00 | £0.00 | £0.00 | £0.00 | £100.00 |
| 4040 CW Sundries | £0.00 | £240.00 | £143.73 | £96.27 | £100.00 |
| 4050 CW Clothing & Supplies | £359.00 | £315.00 | £161.02 | £153.98 | £200.00 |
| 4060 CW Vehicle Running Costs | £547.76 | £1,600.00 | £528.26 | £1,071.74 | £800.00 |
| 4080 CW Training | £0.00 | £120.00 | £52.33 | £67.67 | £120.00 |
| Total Community Warden | £20,504.05 | £21,600.00 | £20,277.03 | £1,322.97 | £21,763.00 |
| CIL | | | | | |
| 6000 CIL Payments For ETC Projects | £138,720.35 | £0.00 | £25,633.53 | -£25,633.53 | £0.00 |
| 6001 CIL Grants | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total CIL | £138,720.35 | £0.00 | £25,633.53 | -£25,633.53 | £0.00 |
| Total Expenditure | £751,584.41 | £732,175.00 | £655,668.49 | £76,506.51 | £719,365.95 |
| Total Income | £698,890.76 | £658,937.65 | £729,380.20 | £70,442.55 | £729,582.00 |
| Total Expenditure | £751,584.41 | £732,175.00 | £655,668.49 | £76,506.51 | £719,365.95 |
| Total Net Balance | -£52,693.65 | -£73,237.35 | £73,711.71 | | £10,216.05 |

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

EDENBRIDGE TOWN COUNCIL

<https://www.edenbridgetowncouncil.gov.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|----------|--------|--------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered") | | | ✓ |
| L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements | ✓ | | |
| M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes ✓ | No | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/04/2022

Name of person who carried out the internal audit

Keith Robertson

Signature of person who carried out the internal audit



Date 03/05/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

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 2022, 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:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2021 £ | 31 March 2022 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | | | <i>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.</i> |
| 2. (+) Precept or Rates and Levies | | | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | | | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | | | <i>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.</i> |
| 5. (-) Loan interest/capital repayments | | | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | | | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | | | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | | | <i>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.</i> |
| 9. Total fixed assets plus long term investments and assets | | | <i>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.</i> |
| 10. Total borrowings | | | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | N/A |
| | | | |
| | | | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2022 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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2021/22

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not 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 2022.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Section 1 - Statement of accounts - English version

Edenbridge Town Council

| | Annual return last year | Year ending 31 March 2022 £ | Variance |
|--|----------------------------|-----------------------------------|----------|
| 1. Balances brought forward | 1,093,090.79 | 1,041,589.86 | |
| 2. (+) Annual precept | 554,973.00 | 582,722.00 | 5.00% |
| 3. (+) Total other receipts | 146,729.88 | 142,503.97 | -2.88% |
| 4. (-) Staff costs | 326,289.34 | 354,094.22 | 8.52% |
| 5. (-) Loan interest / capital repayments | 0.00 | 0.00 | 0.00% |
| 6. (-) Total other payments | 426,914.47 | 246,999.02 | -42.14% |
| 7. (=) Balances carried forward | 1,041,589.86 | 1,165,722.59 | |
| 8. Total cash and investments | 1,088,206.63 | 1,169,128.43 | |
| 9. Total fixed assets and long term assets | 40,36,248 | 4,085,958 | |

Signed _____
Chair

Clerk / Responsible Financial Officer

**Report to full Council and Town Clerk's Report
May 2022**

General info/updates

Buildings update - Depot: There was a break-in on the 23 March. There was damage to the rear door beyond repair, and several machinery items were stolen. The new security and fire Alarm system for Doggetts Barn and the Depot were installed in April (Council resolution January 2022). The arrangements/procedures with security management company are currently being finalised. CCTV considerations are still under review.

Business rates relief on public toilets: Business tax relief (Non-Domestic Rating (Public Lavatories) Act 2021) which should give 100% relief from business rates for stand-alone public toilets - response from NALC remains outstanding. However, further research confirms that the public toilets would be considered as ancillary to the car park and therefore it is extremely unlikely the Value Office Agency (VOA) would consider there is a case for separate assessment in terms of rating principles. Business rate relief due to Covid-19 on public halls: SDC has confirmed that Local Government Finance Act 1988 (as amended), Section 47(8A) of the Act prevents relief to a property that is occupied by a billing authority or precepting authority.

Chairman's Reception: The provisional date for this year's Chairman's Reception is Wednesday 20 July – details will be circulated in due course.

Charities status update: Feedback from the Charities Commission has been sent to the solicitor. The Town Council is the registered proprietor of both the freeholds and the Council as body corporate. The Council manages and maintains both sites.

Churchyard Wall: This has been deferred to 2023. The Diocese Faculty has expired and will need to be reinstate.

Edenbridge Magazine: The May/June edition included a newsletter. The next edition will be in the autumn.

Council's IT File Storage System And To Move To Cloud Based Storage Solutions and dedicated Broadband Line: Council's January meeting approved the move to a dedicated broadband line and new Cloud storage solution. Following a site survey, the order for the new dedicated Broadband line has been placed, and new ethernet connection should be installed and commissioned by 30th June. The IT solutions project requires all staff to review and clear document files and a full IT reorganisation which will be done over the coming months. This is a significant project and amount of work.

Games Club - Cards, Games and puzzles social club for 55+ residents' partnership with Sevenoaks District Council (SDC) and Involve Kent: The is just over half-way through its 12-week pilot and seems to be going well. There are several regulars, and weekly number average 7-8.

Highways: Main Road Marlpit Hill (Hilders Lane/Hillcrest Road junction): update reported under agenda item 26.1.

Market: The Market continues to grow with new stalls. Some traders are attending monthly, some twice monthly and others weekly. There is now a fish mongers, candles and melts, haberdashery, gluten free cupcakes. It is hoped a new Market Officer will be recruited soon.

Public Toilets: Since fitting mortice and key locks, and the opening now Monday to Friday, morning to 3.00 pm, there has been minimal damage/ASB to the toilet block. A hand sanitiser has also been sited outside the toilets.

Recreation Ground playground refurbishment: The planning decision for the zip wire is awaited. Project works have been delayed a week, now started Monday 9 May.

Sevenoaks District Council [Call For Sites 2021](#): SDC is undertaking the site assessment process; as yet it is not known which sites in Edenbridge are being considered.

Skate Park: The additional ramps are now in full use. Feedback has been mostly positive.

Sports Pavilion Windows: It is proving difficult to obtain updated suitable quotes to prepare the public tender document. In view of this, the public tender process may need to be on a recommendation design and install, with a minimum budget guide. It had been hoped to be able to provide an upper guide. CIL funding application would be made once the tender window has closed; Council may need to consider a contribution. (Council November 2021 confirmed to proceed with replacement aluminium windows and doors with shutters).

Waste Bags – price increase: The cost and retail prices for the garden bags have been increased by SDC as of 1 May. Per bag from 62p to 80p; per bundle of 25 bags from £15 to £20. The cost to the Council has increased commensurable. All clear bags and black sacks remain the same. Clear sacks 50p; Black sacks £1.50. This has been published on the Facebook page, and the website updated.

Agreement for the Water Meadows: The Agreement between the GSBT and Council has been confirmed and signed. The Groundstaff undertook some works in April.

Community Warden Summary

With the Covid-19 restrictions lifting, there has been less Care for Community support with administration and delivery of medication and food to vulnerable people, but I have maintained contact with a few who still require some support.

I meet regularly with the PCSOs Sam Rustrick and Hannah Rainbow, discussing local issues and ASB. We had our first PACT meeting since lockdown face to face, which was a welcome return to normality. This was a productive meeting. Cllr Bob Todd and myself were shown the crime hotspots by Insp Matt Atkinson and PCSO Sam Rustrick. This was very informative.

I have reported abandoned vehicles to police and left notices on unauthorised vehicles, parked on Council land without permission.

We have started to do Speedwatch again after lockdown and have resumed litter picking in several areas in Edenbridge but have been restricted with Community activities because of Government restrictions. I liaise closely with Mick Hood at SDC Dunbrik depot for collection of bags after volunteer events.

I am in constant contact with SDC regarding fly tipping and repairs and I liaise closely with Jack Wheeler at enforcement. As part of the Keep Britain Spring Clean Campaign, the volunteer litter pickers attended two sessions and collected many black bags of rubbish.

A group of volunteers have planted a sizeable number of bulbs in and around the Edenbridge area.

I work closely with Tony Bourne from West Kent Housing and Gary Rose, the caretaker on Spitals Cross estate regarding issues which arise such as ASB and fly tipping.

On 7th March I started a games and puzzles session on a Monday morning between 10-12 am which is funded by Involve at KCC and SDC and aims to bring together people aged 55 and over to reconnect after the pandemic. 13 people attended the first session, each week sees new faces and the average attendance is about 8.

I am helping to run the Edenbridge Ready Steady Grow gardening competition this year and am hoping for a sizeable number of entries. Hopefully the entrants will be judged in person rather than through pictures this year.

Sevenoaks District Council's 2022 Awards Ceremony took place on 9 March. I am delighted that volunteer litter pickers and bulb planters picking up the Highly Commended Award for 'Contribution to the Environment'.



RURAL MARKET TOWN GROUP



RSN working with **nalc** in support of Rural Market Towns

Rural/ Market Town Group (RMTG)

WORKING TO ASSIST THE COUNCIL, AND THE RURAL SERVICES IN RESPECT OF YOUR RESIDENTS.

THE SERVICES WE WILL PROVIDE:

Town Promotion

- Promotion to relevant national organisations and policy makers of the importance of members Market and Rural Towns. Their history, their traditions, their markets, and their facilities are important features of the rural economies.
- Support an increased national profile of market towns.
- Work to persuade government that Market Towns are hub centres that provide key services to a wide rural hinterland area and therefore towns in rural areas should not be discounted from being eligible for specific funding pots because of their size.
- **Area Working** – The pattern of local area Market Town meetings is mixed across England. The group could explore this to see if there is any improvement in areas where meetings / joint working is not taking place currently and look at how liaison can take place between this national facing group and existing area arrangements.

Services Focused on Vulnerable People

- **Young People** – To facilitate work in key areas, members are encouraged to nominate a representative interested in young people in their area, who may be contacted to gather specific consultation throughout the year to support national campaigning.
- **The Elderly** – Again if you have a Councillor or staff member who works in or particular interest in this area of activity, we will welcome a nomination of a person with your Council who we can liaise with in relation to work in this area. We seek where we can, to outline the opportunities for people who are in vulnerable situations in Rural Towns.

Economic Development

- **Facilitating Member Networking on a National Economic Level** – through more joint working, networking with the goal of tackling most relevant rural challenges, seeking solutions and improvement.
- **Working with the National Centre for Rural Enterprise**. Annually the Centre will address Councillor Representatives about their work This session will include exploring whether the RMTG can contribute to work and research of the National Centre.
- **Area Profiles** – an Area Profile of your Principal County/Unitary Council issued once a year setting out key statistics in relation to the rural area. This will help to give the overall picture of their local area to help plan services and understand local issues. (February)

Information & Involvement

- **A Weekly Rural RSN Bulletin** which includes Rural News, Member Insight, Economic Profiling, Spotlights on Economy & Housing, Hinterland, Analysis & Commentary Pieces, Week in Parliament – Politics Roundup and more.
- **A Monthly RSN Funding Digest & Government Consultations** – with funding and grant opportunities, along with relevant Government Consultations related to rural areas.
- **A Rural/Market Town Group (RMTG) Newsletter** – specific newsletter every other month ('Market Town Round Up') highlighting latest relevant policy developments, showcasing useful member good practice examples, net zero information, and signposting members to relevant initiatives and funding opportunities.
- **Involvement in the RSN Consultation Programme** – this includes responding to Government Consultations, White Papers, Calls for Evidence and Select Committee Inquiries. In addition, the Group will help to develop the rural voice at a national level to ensure rural are properly represented. This would be in the form of our own surveys, calls for evidence and case studies. Some surveys will be on the most important topics that were highlighted by RMTG. (Various times throughout the year.)

RMTG Meetings and Joint Working

- **Meetings** – There will be a meeting for RMTG elected representatives twice a year, dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. The Clerks Advisory Panel will also be invited to the Autumn meeting. (April, October) **RMTG Clerks Advisory Panel Meeting** – once a year a meeting for RMTG clerks dedicated for best practice sharing, networking, and group discussions on most relevant rural topics. (March). Possible annual meetings on Charter and Market Promotion.
- **Free Access to the full annual RSN Seminar Programme**. We run 9 seminars throughout the year and access is open to any Councillor Member - not just the nominated member. (Just one or two per member authority please.)
- Members of the RMTG will be able to purchase discounted access to sessions at the **National Rural Conference** subject to places being available.
- **Information Exchange** – A special RMTG Facebook area to facilitate

information exchange on a virtual basis.

Good Practice

- **RMTG Good Practice** – collecting, signposting, and informing members on good practice, relevant learning material on key policy areas, delivery challenges and opportunities for rural/market towns. We will operate an Information Exchange to allow members to do this across a series of areas.
- **Engagement and direct involvement in RSN Campaigns.**



Edenbridge Town Council

Town Clerk: Caroline Leet



Item 29.1

DECLARATION OF MARKET POWERS – Food Act 1984 part III

Food Act 1984 Part 111 enables the Town Council to determine what market days it wants to use. There is no procedure required to make use of Part 111, it is simply a case of declaring this is the legal power that you are using. This will cover any day of the week for the Charter Market.

Part 111 is the modern statutory framework for markets and can be used by a Parish Council. The Charter can be used as an historical background, but using Part 111 allows specific powers to deal with the management of the market.

The history of markets

There has been a market in Edenbridge for nearly 800 years – it was established by a Charter granted by Henry III in 1227. The site of a regular cattle market from the mid-1840s until 1928, the rings for tethering the cattle can still be found on the east wall. Pre-Christmas Fat Stock and Rootstock Shows were held from 1869 until the late 1950s.

Although a Royal Charter granted the right to hold a market, this did not necessarily mean that the market was established then or ever. To avoid disrupting existing trade, charters gave the right to hold a market only if this was not at the expense of a neighbouring one.

Edenbridge is located on the Kent/Surrey border and is in the district of Sevenoaks. It is surrounded by the villages of Chiddingstone, Cowden, Four Elms and Hever. The B2026 is the main road that goes through Edenbridge and leads north to Westerham and A25/M25, and south to A264 to Tunbridge Wells or East Grinstead. It is a growing town with a population of approximately 10,000.

The site is in the Market Yard Car Park set just off the High Street and next to the idyllic Parish Church and churchyard. This is an uncovered open market area, which has the potential to accommodate up to 15 stallholders (depending on pitch sizes of traders). There are good public toilet facilities on site and public car parking.

Edenbridge's market has always been popular with residents, it attracts people to the town centre and High Street and is a visitor attraction.

The current markets offer

For the past 50-years (and longer) the Edenbridge Market has been held on Thursdays, located at Market Yard Car Park, Edenbridge. It provides a range of stalls from meat, fish, vegetables, bread, cakes, hardware, plants, pet supplies and crafts. This has not excluded markets on other days.

It has been managed previously by market traders' companies and more recently the Town Council. Traders pay a weekly pitch fee (some have a monthly payment arrangement).

The approach to markets

The Town Council currently operates the market but is open to a market operator.

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

The role of the market is providing a community alternative retail offer. The aspirations for the future are to ensure the continued successful operation of the market and expand the range of traders, creating a vibrant market. This includes:

1. Continually seeking to draw in new stall holders.
2. Bring fresh and innovative ideas that will raise the aspirations of the market, delivering increased and sustained footfall.
3. To promote the market within Edenbridge and draw new people into the town, especially people from neighbouring villages.
4. Manage the market area set within the car park and stallholders; and to keep the area clean and tidy at all times.
5. To ensure all stall holders are well presented, keep a smart pitch area and hold the appropriate public liability traders insurance and other as required.
6. Ensure health and safety and other statutory standards are met.
7. No trader shall sell any counterfeit goods, illegally copied goods, inferior goods, or unsafe goods.

The Market currently operates a minimum of 5 hours on each Thursday; opening at 8.00 am until 2.00 pm. However, where there is opportunity, the market can operate up to 5.00 pm.

There is easily capacity for 10 pitches, with scope to expand to up to 15 pitches subject to pitch sizes, and this should not compromise the public car parking area on market days. (Appendix A)

Declaration of market powers

Market powers arise in the following ways:

- a) Royal Charter or Letters Patent
- b) Other ancient powers such as Lost Modern Grant, Immemorial User or Prescription
- c) Local legislation
- d) Part 111 of the Food Act 1984

Edenbridge Royal Charters: Extract from 'Gazetteer of Markets & Fairs'

EDENBRIDGE 5444 1457.

M (Charter) Sat; gr 1227x72, by K Hen III to Robert de Camull. In 1279, Robert Camull was holding the market (QW, p. 350).

Local legislation relates to legislation promoted by individual local authorities, and local authorities working in partnership, to provide particular services and deal with property issues. Sevenoaks District Council currently does not provide market licensing, unless there is the sale alcohol.

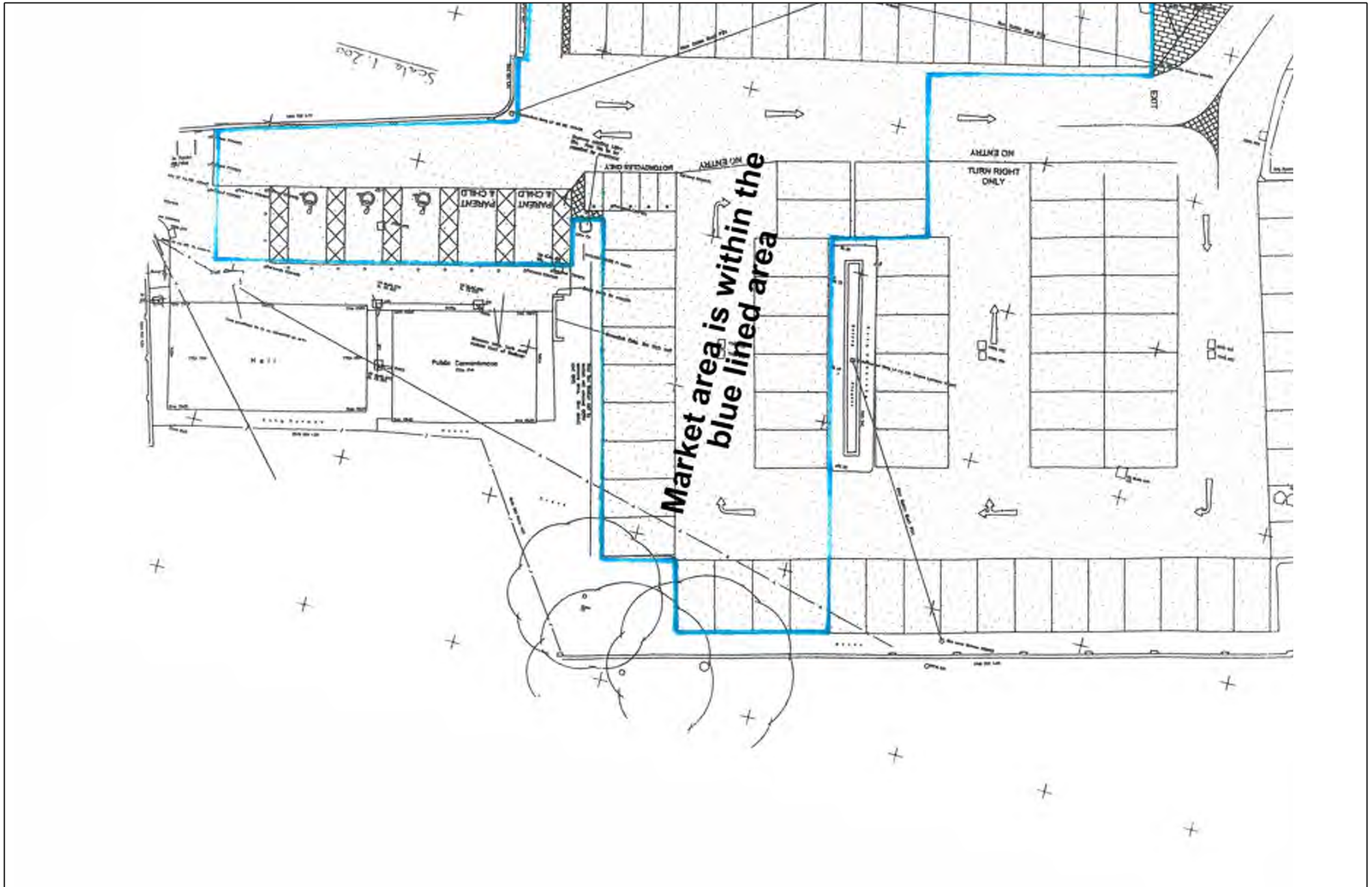
Part 111 of the Food Act 1984 contains the modern statutory framework for markets.

Section 52 - Market days and hours

Declaration to be able to hold a market on any of the following days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Hours: Monday to Friday 08:00 to 17:00 hours; and Saturday and Sunday 09:00 to 16:30.

Section 53 - Market charges – the right to charge traders pitch fees.

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR
Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749
Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetc.kentparishes.gov.uk



Model letter for councils to local MP



Item 29.3

Dear **(name of local MP)**,

On behalf of **(name of town or parish council)**, I am writing to ask for your help in addressing concerns about the bullying, harassment and intimidation of local town and parish councillors and their staff, all working in and for their communities. It echoes the growing malaise around the safety of our MPs whose day to day work is made more difficult through incivility, online and in person abuse, stalking and even threats which sometimes reach families and constituency staff. Public servants, whether working nationally or locally, deserve protection from this.

At local level, this is an issue with a significant impact. It is partly reflected in the low numbers of candidates, particularly females, stepping forward as local councillors, uncontested elections and, in some cases, a reluctance to take on public facing work (for fear of abuse (e.g., attendance at councillor surgeries and meetings)). With more than 10,000 town, parish and community councils (plus 735 in Wales) and with around 100,000 councillors, this worsening situation is magnified and clearly bad for democracy.

In the last 2 years, the high turnover of professional clerks, (a clerk is the executive officer steering the council and usually its responsible finance officer) is now heading towards a major recruitment and retention issue. Some clerks are experiencing not only casual abuse from the public as they run their councils but, sadly, in some documented cases, persistent incivility from the councillors they serve. Unlike most other employees, clerks have no recourse to this unacceptable behaviour and often, with little in the way of sanctions, the only option is for a clerk to resign.

The National Association of Local Councils (NALC), One Voice Wales (OVC) and County Associations representing local councils and councillors in England and Wales as well as the Society of Local Council Clerks (SLCC), the professional body for clerks, have together recognised this. Investment has been made in a Civility & Respect Project which is coordinating a programme to support councillors and staff within our sector via training, good governance, clear policies and intervention processes. It will also work to influence relevant legislation to combat online abuse, introduce sanctions and enhance the role of monitoring officers.

It is work sitting alongside that already being taken forward by the Local Government Association (LGA) to promote civility in public life for councillors and staff working for principal councils. It also ties in with recommendations set out in 2019 Local Government Ethical Standards Report issued by the Committee on Standards in Public Life.

Name of council would welcome your support and that of your fellow MPs in raising this important national issue via parliament.

Yours sincerely