



Edenbridge Town Council



Town Clerk: Caroline Leet

Finance | 23 May 2022 | Short Agenda (Excludes Confidential Items) | v:1

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

A Finance and Governance Committee Meeting will be held at 7:30 pm on 23 May 2022 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO

18 May 2022

Agenda

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1 **Elections**

1.1 **Election of Chairman of the Finance and Governance Committee for the ensuing year**

1.2 **Election of Vice Chairman of the Finance and Governance Committee**

2 **Apologies for Absence**

3 **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.

4 **To Confirm the Minutes of The Finance Committee Held on 21 March 2022**

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

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

 Annex 1: RFO Report.pdf

6 **Actuals 2021/22 Year End**

Do Members confirm the end-of-year actuals?

6.1 **To receive the Consolidated Balance Sheet report and to note the end-year cash balances**

The Balance sheet was reviewed by the Internal Auditor for submission for the AGAR (Annual Governance & Accountability Return). The carried forward net asset cash balances £1,041,590

6.2 **To review the Financial Income and Expenditure (I&E) budget comparisons report**

The end-of-year actuals can be seen with the Financial Income and Expenditure budget comparisons report – please refer to Item 8.5 which shows the closing figures for 2021/22 Chairman’s report is attached.

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

To approve the Financial Income and Expenditure Statements as of the 30 April 2022


7.1 **To ratify the expenditure up to 30 April 2022**

Do Members ratify the above report?

 Annex 2: 7.1 Paid Expenditure Transactions.pdf


7.2 To approve the list of expenditure for payment

Do Members approve the above payment?

 Annex 3: 7.2 Expenditure Transactions List.pdf

7.3 To review Expenditure over £500 up to 30 April 2022

Do Members/ the Committee accept the above report?

 Annex 4: 7.3 Paid over 500.pdf


7.4 To receive the income up to 30 April 2022


Do Members receive the above report?

 Annex 5: 7.4 Received Income.pdf

7.5 To review the Financial I&E Budget Comparisons report


Do Members receive the above reports?

 Annex 6: Financial Budget Comparison.pdf

 Annex 7: 7.5 Financial Budget Comparison.pdf

7.6 To Review the I&E Account up to the 30 April 2022

Do Members receive the above Report

 Annex 8: 7.6 Income and expenditure acc.pdf


7.7 To review the Consolidated Balance Sheet

Do Members confirm the above report?

 Annex 9: 7.7 Consolidated Balance sheet.pdf

7.8 To receive the Financial Summary Cashbook

Do Members confirm the above report?

 Annex 10: 7.8 financial summary - cashbook.pdf

7.9 To confirm the Bank Reconciliation statements and Procurement Card for March and April 2022

Do Members confirm and accept the above reports?

 Annex 11: 7.9 Bank and Investment Accounts.pdf

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

Do Members approve and accept the attached report?

 Annex 12: 7.10 Bank Account Transfers.pdf

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

Nothing to report.

8 **Financial Business**

8.1 **To ratify the renewal of the Vehicle insurance with NFU Mutual**

The vehicles insurance is a saving of £500 on last year.

Do Members ratify the NFU Mutual renewal (as emailed 18 May confirming best value) and the expenditure of £1925.05

 Annex 13: 8.1 Vehicle Insurance Cover.pdf

8.2 **To note: the Council's insurance policy renewal**

The renewal papers for the year beginning July 2022 for the buildings and other insurances is due for review in June, this is part of a 3-year agreement we have with WPS Hallam for a better deal over a 3-year period. This is the last year of the arrangement.

9 **Annual Governance and Accountability Return (AGAR) 2021/22**

Full end of year finances, including the consolidated balance sheet, cash book, and budget comparisons for year end 31 March 2022 were presented to full Council meeting 9 May.

9.1 **To note: The AGAR for the financial year up to 31 March 2022 was completed, approved by full Council (9 May) and submitted to the external audit**

9.2 **To note: The Notice of Public Rights and Publication of the unaudited Annual Return inspection period is 6 June to 15 July 2021 (this included the first 10 working days of July).**

This will be published on 1 June on the website and noticeboards.

10 **Governance Business**

10.1 **To receive the Internal Auditors Report April 2022**

The Internal Auditor carried out a comprehensive review of the Council's accounting records and end-of-year 31 March 2022. Overall, it was a good report which shows improved procedures and items highlighted at the October interim audit having been addressed.

However, it was noted that the Council does need to update its Financial and Governance Risk and review for financial controls. At the May meeting 2021 it had been resolved that Cllrs Lloyd and Sumner would work with the RFO and Town Clerk. However, due to other work commitments, new RFO and the RFO working on the financial software and anomalies, this remains outstanding. A date could be set over the early summer period. This

is part of the Internal Audit Group remit.

As part of the risk controls, we were reminded that for good practice invoices and bank reconciliations should be checked by different Members and not the same three Members each month. Are any other Members available to check and initial monthly invoices?

Another item mentioned was that there is not an investment policy. An Earmarked/Capital and General Reserve Fund Policy was adopted in November 2021. This will be looked at and presented to Governance Committee in due course and following the interim review.

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

10.2 **Internal Audit Group – to set a review date**

Following a review of the Council's Financial and Governance Risk controls (date to be agreed with Cllrs Lloyd and Sumner), this should be presented to the IA Group. The IA Group should also consider any other matters it would like to look at/check.

Propose a date a date in August/September.

10.3 **To appoint and confirm the Personnel Committee membership**

Terms of Reference / personnel committee states - Membership: The Committee shall consist of 7 Members appointed by the Finance and Governance (F&G) Committee, but not necessarily F&G Committee members (membership will be confirmed annually after the AMTC).

Current membership:

- Angela Baker
- Michael Gemmell Smith
- Alan Layland
- Nick Lloyd
- Margot McArthur (Committee Chair)
- Stuart McGregor
- Bob Todd (Position held by the Chairman of the Councillor)

Do Members confirm the same membership or are there any changes?

10.4 **To approve the amendments to the Standing Orders (items 5.1, 18 and 19) and make recommendation to Council**

NALC has updated its Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the recently reissued Legal Topic Note (LTN) 87, which contains the current procurement threshold figures. It has also simplified the model standing order and taken out references to the European Union. Attached is a copy of the LTN 87 for procurement.

The NALC model Standing Orders was updated April 2022; the Town Council had based its

in 2020 update. Having checked there are no differences apart from Standing Order 18.

There are also some other minor recommendations:

5.1 Annual Meeting of the Town Council – some other good practice procedural housekeeping has been suggested (these were included on the agenda for the Council’s Annual meeting in May).

19 Handling staff matters – typo correction in item ‘e’

Do members agree to the amendments to the Standing Orders (items 5.1, 18 and 19) as shown in red, and make recommendation to full Council to adopt the amendments?

11 **Finance Correspondence**

None

12 **Date of Next Meeting – 18 July 2022**

Please note that the date of this meeting has changed from 11 to 18 July; this meeting will be following Planning Committee, 8.00 pm. It will be a Finance Committee looking at 1/4ly review.