



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 14 November 2022 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO

9 November 2022

## Agenda

*In view of the confidential nature of agenda items 9, 9.2, 9.2.1, 9.2.2, 9.2.3, 9.2.4 and 9.3.1 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.*

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1 **Apologies for Absence**

2 **Declaration of Interests or Predetermination**

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

3 **To Confirm the Minutes of The Finance Committee Held on 10 October 2022**

 Finance | 10 Oct 2022 v.1 | Minutes (Pages 9791 to 9792)

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

4.1 **RFO Report**

Grant applications for 2022: We have received 6 applications for this year which will be reviewed and presented at the Grants Meeting on the 28 November 2022.

The Charities meetings will be on 28 November and the end of year accounts up to 31 March 2022 will be presented. The deadline for submission to the Charities Commission is 31 January 2023.

I have been busy with the budgets this month and correcting some errors in the EDGE IT account package to make things clearer in the Budgeting processes.

Having also taken over the Cemeteries from K Staff, I have been busy reviewing the EPITAPH IT systems with some anomalies being corrected and some still being sorted.

The Clerk and I had a meeting with our Internal Auditor. We had a productive meeting, and he is pleased with the progress we have made to make everything clearer. He looked at the budgeting processes and confirmed we meet the audit standards. He also looked at the payroll records, processes and controls which also meet the audit standards.


I attended the KALC Finance Networking event in October where I was finally able to meet some other RFO's and Clerks from other Councils, this was an enlightening experience and I hope to be able to attend some more networking events in the future.










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

To approve the Financial Income and Expenditure Statements up to 30 September 2022 (6-month review)


5.1 **To ratify the expenditure up to 31 October 2022**

Do Members ratify the above report?

 Annex 1: 5.1 Paid Expenditure Transactions.pdf

- 5.2 **To approve the list of expenditure for payment**  
None  
  
Do Members approve the above payment?
- 5.3 **To review Expenditure over £500 up to 31 October 2022**  
 Annex 2: 5.3 Paid over 500.pdf
- 5.4 **To receive the income up to 31 October 2022**  
Do Members receive the above report?  
 Annex 3: 5.4 Received Income Transactions.pdf
- 5.5 **To review the Financial I&E Budget Comparisons report 30 September**  
Do Members receive the above reports?  
 Annex 4: 5.5 Financial Budget Compariosn.pdf
- 5.6 **To Review the I&E Accounts up to the 30 September 2022**  
Do Members receive the above report?  
 Annex 5: 5.6 Income and Expenditure Account.pdf
- 5.7 **To review the Consolidated Balance Sheet 30 September**  
Do Members confirm the above report?  
 Annex 6: 5.7 Consolidated Balance Sheet.pdf  
 Annex 7: 5.7 Summary Trial Balance.pdf
- 5.8 **To receive the Financial Summary Cashbook 31 October**  
Do Members confirm the above report?  
 Annex 8: 5.8 Financial Summary - Cashbook.pdf
- 5.9 **To confirm the Bank Reconciliation statements and Procurement Card for September and October 2022**  
Do Members confirm and accept the above reports?  
 Annex 9: 5.9 Bank and Investment Accounts.pdf
- 5.10 **To approve and accept the transfers into, out of and between bank accounts**  
Do Members approve and accept the attached report?  
 Annex 10: 5.10 Bank Account Transfers.pdf
- 5.11 **To note and advise on invoices outstanding over 3 months**  
Nothing to report.

## 6 Other Finance Business

 Annex 11: 6. Fees.pdf

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

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

Attached is the current list with proposed increase.

**Do Members agree the fees and charges, and to increase all in line with the current (September) RPI rate? The Leases will be by the RPI at the month of the review.**

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

### 6.2 To confirm the Service Level Agreements (SLA) for 2023

The current SLAs: HOUSE £8,000; The Eden Valley Museum £6,500; Twinning £500.

Twining will be having their Golden Anniversary this year and then the group are planning on disbanding.

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

### 6.3 To confirm the Lease rents for 2023

See the attached with fees and charges.

Leases for each Club differ slightly. Actual invoicing changes are effective from 1 April due to the invoicing dates in two equal payments:

Cricket – annually on review date (1 January) by RPI at the rent review date

Nomads – two yearly review February (month agreement made) by RPI published in the month preceding the review date – next increase 2023

Rugby – increase annually by RPI at the rent review date

**Do Members confirm the lease rents for 2023 for Cricket Club; Rugby Club; Nomads Football Club? In view of current situation, do Members confirm the RPI for September, but if the RPI is lower on the review date to adjust to reflect this?**

## 7 Internal Audit

To receive the Internal Auditors report – half-yearly interim review (October)

The Internal Auditor, Keith Robertson carried out the end of year on 31 October with the Town Clerk and RFO present. The report is published on the website.

**Do Members have any comments on the IA report and comments to report for recommendation to full Council?**

## 8 Update on The Maintenance Plans

## **To receive the updated 10-year and 30-year Maintenance Plans**

The Buildings Maintenance Plans for 10-and-30-year have recently been reviewed by the Buildings Manager, Town Clerk, RFO and Cllr Lloyd. These have been updated for the coming 30- years, up to 2052. With any of the projects, closer to each annual budget year it will be known the need for the project and a more accurate view on the work time frame and costs. The Plans are to give an indicative plan and cost.

30-year plans: Some maintenance lines have been removed and where there are potentially larger projects in the pipeline the approach has been taken to spread the cost over the approaching years. For example, replacement boilers and replacing radiators. The boilers have been done in the recent past, and we ask why all radiators would need to be replaced.

However, with new more effective environmental systems being expected, it was thought to spread the cost ready for when heating changes to all electric or other eco heating systems. It was also considered sensible to include a 'contingency reserves' effectively to help increase the Buildings Reserves for the unpredictable for example a significant roof repair, sewage/or water pipe repairs. It is unlikely a whole roof would be replaced in one event.

10-year plans: The other change is all annual expenditure has been identified, e.g. annual alarms servicing, gas service, fire extinguishers, fuel inspection etc. A small uplift for each year has also been included. The budget codes now have an annual (2061) and a 10-year codes (2060).

The cost summary sheet shows the 10-year project costs, the annual costs and an overall total.

There is also an adjustments tab which allow a percentage increase that can be applied to see how this impacts future years.

Open Spaces 10-and-30-year plans: A similar approach has been taken to split the annual ongoing costs from the 10-year cost which has been reflected in the draft budgets 2023-24 in codes 3141 annual and inspection costs; and 3140 10-year maintenance plans. The 30-year plan now includes a 'contingency for playground repairs' – there are now three new areas (Rec, Spitals and Stangrove Gym and Games Wall) and replacement costs for individual items could be more the budgets can stretch. The 30-year plan has maintained future projects which may be considered eligible for CIL funding. The work is ongoing to review these plans and to transfer onto an updated format similar to the Buildings Plans for the annual and 10-year plans.

## **Do Members receive the updated 10-year and 30-year Maintenance Plans?**

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## **9 [CONFIDENTIAL] Budgets 2023-24** *Confidential item omitted from public papers.*

9.1 **To receive the recommendations from the following committees for budgets 2023-24**

9.1.1 **Personnel Committee**

See draft Personnel Committee minutes attached\*\*

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

9.1.2 **Open Spaces budgets cost centres 300s/3000s\*\***

Total budget as considered and supported by the Open Spaces Committee 07 November:

	Budget	2022/23	% change
Total Expenditure	£ 379,648.00	£ 350,530.14	8%
Other Income	£ 4,150.00	£ 38,104.00	16%
Precept for Open Spaces	£ 335,498.00	£ 333,626.00	1%
Total income	£ 379,648.00	£ 371,730.00	2%

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

9.2 **[CONFIDENTIAL] To Consider the budgets for the following cost centers\*\***

*Confidential item omitted from public papers.*

9.2.1 **[CONFIDENTIAL] Council (100's/1000's)**

*Confidential item omitted from public papers.*



9.2.2 **[CONFIDENTIAL] Central Services (200's/2000's)**  
*Confidential item omitted from public papers.*

9.2.3 **[CONFIDENTIAL] Community Warden (400's/4000's)**  
*Confidential item omitted from public papers.*

9.2.4 **[CONFIDENTIAL] Emergency Planning (500's/5000's)**  
*Confidential item omitted from public papers.*

9.3 **To Consider the full budget 2023-24\*\***

9.3.1 **[CONFIDENTIAL] Recommendation to full Council**  
*Confidential item omitted from public papers.*

9.3.2 **To make Precept 2023-24 recommendation to full Council**  
**Do Members support a Precept proposal for 2023-24 and make recommendation to the full Council?**

10 **Finance Correspondence**  
None

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