



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 7:45 pm on 23 January 2023 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO

18 January 2023

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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 14 November 2022**

 Finance | 14 Nov 2022 v.1 | Minutes (Pages 9813 to 9816)

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

4.1 **Responsible Finance Officer's Report to Committee Information**

I am still working on learning the Cemetery program and have been busy reviewing the EPITAPH IT systems with some anomalies being corrected and some still being sorted.

I attended a few works hops these last few months

- Budget Workshop Hosted by Edge.
- Keeping on Top of Website Accessibility , hosted by SLCC
- Attended a Burial Grounds Management Workshop, hosted KALC, held in person
- Cemetery and Churchyard Safety webinar , hosted by SLCC

I will also be attending an Allotments Management course, attending the NAMBA Conference, Electoral Training and Standards Matter in the next few weeks.

The Precept has been reviewed and submitted to SDC after Full Council approval 16 January 2022

Governance Updates/information to note:

- Risk register updated – work is progressing with listing all Council assets on EDGE Asset management.
- Managing Risk –Once the Lloyds Bank account funds have been moved (resolutions 2022), the Capital and Reserve Funds Policy will need updating to reflect banking changes. An Investment Policy could be considered as part of managing risk
- Financial Regulations follow the NALC recommendations but do need a full review and update

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

Do Members ratify the above report?

- 5.1 **To ratify the expenditure up to 31 December 2022**
📎 Annex 1: Paid Expenditure Transactions
- 5.2 **To approve the list of expenditure for payment**
Do Members approve the above payment?
📎 Annex 2: Expenditure Transactions
- 5.3 **To review Expenditure over £500 up to 31 December 2022**
Do Members/ the Committee accept the above report?
🔗 <https://www.edenbridgetowncouncil.gov.uk/expenditure-over-500/>
📎 Annex 3: Paid Expenditure over £500
- 5.4 **To receive the income up to 31 December 2022**
Do Members receive the above report?
📎 Annex 4: 5.4 Received Income Transactions.pdf
- 5.5 **To review the Financial I&E Budget Comparisons report up to 31 December 2022**
Do Members receive the above reports?
📎 Annex 5: 5.5 Financial Budget Comparison.pdf
- 5.6 **To Review the I&E Accounts up to the 31 December 2022**
Do Members receive the above report?
📎 Annex 6: Income and Expenditure Account
- 5.7 **To review the Consolidated Balance Sheet**
Do Members confirm the above report?
📎 Annex 7: Consolidated Balance Sheet
- 5.8 **To receive the Financial Summary Cashbook**
Do Members confirm the above report?
📎 Annex 8: Financial Summary - Cashbook
- 5.9 **To confirm the Bank Reconciliation statements and Procurement Card for November and December 2022**
Do Members confirm and accept the above reports?
📎 Annex 9: Bank and Investment Accounts / Barclaycard Expenditure
- 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: Bank Account Transfers

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

Nothing to report.

6 **Other Finance Business**

6.1 **To note: The Precept 2023/24 request has been submitted to SDC following full Council resolution (January) to approve the draft budget published December**

7 **Governance**


7.1 **To receive an update on the Health and Safety Action Plan following the October external audit (reported to October full Council)**


An extract from the full report presented to full Council (October 2022), is attached with the Action Plan and actions taken to date.

 Confidential Annex 11 (omitted from public documents): 2022 GRA Safety Action Plan

7.2 **To note: the updated Health and Safety Policy Manual and Employee Handbook have been published on the website**

WorkNest has reviewed and updated the Council's H&S policy and manual following the H&S audit.

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Policy-Manual-September-2022.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/01/2023-Health-and-Safety-Employee-Handbook-September-2022.pdf>

7.3 **Nomads Lease update: Review to reflect changes permitting Nomads to hire facilities to Chipstead juniors and lady's teams**

At the August Planning & Transportation Committee, under delegated authority, it was agreed Nomads could hire its facilities to allow Chipstead Ladies team to play at Mowshurst facilities, for the remainder of the Lease period. Committee asked for Lease to be reviewed to reflect the previous permission for Chipstead juniors and now also the lady's team. At the annual Lease meeting with Nomads this was discussed. A request has been made to the solicitors to ask if this could be done under a memorandum or if the Lease needs full update.

8 **Finance Correspondence**

9 **DATE OF NEXT MEETING - 27 March 2023**

5.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/11/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD011122SD C4	01/11/22	43327		£329.00	£0.00	£329.00	OS	Sevenoaks District Council Rates Depot	3010/1/1
DD011122SD C3	01/11/22	43328		£536.00	£0.00	£536.00		Sevenoaks District Council Rates Market Yard Car Park and Toilets	3010/1/4
DD012211SD C2	01/11/22	43329		£192.00	£0.00	£192.00	OS	Sevenoaks District Council Rates Mowshurst Barn	3010/1/2
DD011122SD C1	01/11/22	43330		£419.00	£0.00	£419.00	CS	Sevenoaks District Council Rates Doggetts Barn	2010/1
DD221221GM A	01/11/22	43409		£157.50	£0.00	£157.50	OS	Grounds Management Association Membership for Ground Management	3090/1
DPIZETO er	02/11/22	43315		£7.88	£0.00	£7.88	CS	Izettle Card Charges October	2070/1
DD021122OS S	02/11/22	43411		£45.00	£0.00	£45.00	OS	Open Spaces Society Membership	3090/1
DD031122VAT	03/11/22	43326		£45.90	£0.00	£45.90	CS	Vatix Lone Worker Alarms	2005/7
DDAVINOV	04/11/22	43333		£925.85	£0.00	£925.85		Aviva Health Care November	2000/7
DD041122BA RC	04/11/22	43414		£54.09	£0.00	£54.09	CS	Barclays Bank Charges 13/09 to 12/10	2070/1
DD PS TECH	11/11/22	43374		£1,016.95	£169.49	£847.46		PS Technology November Phone and IT Charges	2010/6/1
DD221111OF C	11/11/22	43413		£112.50	£0.00	£112.50	EPC	Ofcom Ofcom Licence	5010/1
DDMILLHILL	15/11/22	43458		£263.99	£44.00	£219.99	OS	Mill Hill Garage (Petrocell Holdings Ltd) Fuel for Grounds Staff Vehicles	3070/5
DDMILLHILL	15/11/22	43459		£68.00	£11.33	£56.67	OS	PTA Motoring Centres , Petrocell Holdings New Tyre for VW Caddy	3070/3
DD031122SA GE	16/11/22	43331		£39.00	£6.50	£32.50	CS	Sage Software Limited Payroll Software	2020/6
DD161122BC ARD	16/11/22	43457		£947.08	£34.12	£912.96		Barclaycard October Barclay Card	1171/3
DD221122SE S1	22/11/22	43423		£73.26	£0.00	£73.26	OS	SES Business Water Water supply Forge Croft Allotments	3010/4/4/2
DD221122SE S2	22/11/22	43424		£16.00	£0.00	£16.00	OS	SES Business Water Water Supplu S/P Cemetery 155111	3010/4/2
DD221122SE S3	22/11/22	43425		£3.00	£0.00	£3.00	OS	SES Business Water Water Supply Cemetery 155112	3010/4/2
DD221122SE S4	22/11/22	43426		£13.00	£0.00	£13.00	CS	SES Business Water Water Supply Rickards Hall 156644	2220/1/4

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DDS221122S ES5	22/11/22	43427		£11.00	£0.00	£11.00	CS	SES Business Water	Water Supply Public Toilets 156785 2210/1/3
DD221122SE S6	22/11/22	43428		£6.00	£0.00	£6.00	CS	SES Business Water	Water supply Doggetts Barn 156804 2010/4
DD221122SE S7	22/11/22	43430		£10.00	£0.00	£10.00	OS	SES Business Water	Water supply Swan Lane Allotments 1 3010/4/4/1
DD221123SD C6	23/11/22	43332		£157.00	£0.00	£157.00	OS	Sevenoaks District Council	Rates Market Yard 3011/1
DD231122SD C6	23/11/22	43432		£187.00	£0.00	£187.00	CS	Sevenoaks District Council	Rates Rickards Hall 2220/1/1
BACS221124P R	24/11/22	43450		£27,223.16	£0.00	£27,223.16		Salaries	Salaries November 2000/1
BACS221124 PEN	24/11/22	43451		£10,018.02	£0.00	£10,018.02		KCC Pension Fund	Staff Pensions November 2000/2
BABS221124I R	24/11/22	43452		£10,458.26	£0.00	£10,458.26		Inland Revenue	PAYE/ IN November 2000/1
DD251122ICO	25/11/22	43456		£55.00	£0.00	£55.00	CS	Information Commissioner	Data Protection 2070/7
DD221126O2	28/11/22	43344		£32.93	£5.49	£27.44	OS	O2	Ground Staff Mobile November 3010/6/1
DD221130NP O	30/11/22	43335		£879.95	£146.66	£733.29	OS	N Power	Street Lighting 01/10/22 to 31/10/2 3130
BACS221130K C	01/12/22	43334		£2,519.43	£0.00	£2,519.43	CIL	Kent County Council	Cost of construction of Speed Limit 6000
BACS221130J EW	01/12/22	43336		£29.62	£4.94	£24.68	OS	Jewson	Drain Pipe and washers 3050/15
BACS221130J EW	01/12/22	43337		£31.20	£5.20	£26.00	OS	Jewson	Screws, Drill Bits 3050/15
BACS221130J EW	01/12/22	43338		£13.82	£2.30	£11.52	OS	Jewson	Unseasoned timber 3050/15
BACS221130J EW	01/12/22	43339		£11.88	£1.98	£9.90	OS	Jewson	Treated Timber 3050/15
BACS221130S N	01/12/22	43340		£40.00	£6.67	£33.33	OS	S&N Machinery	Repair to the 4 line marker 3040/2
BACS221130S N	01/12/22	43341		£261.88	£0.00	£261.88	OS	S&N Machinery	repairs rto the lfor Williams Trail 3040/2
BACS221130P DC	01/12/22	43342		£1,663.20	£277.20	£1,386.00	OS	Peter Duke Contracting	Spraying Nomads, Blossoms and Recre 3140/1
BACS221130 RWE	01/12/22	43345		£3,600.00	£600.00	£3,000.00	OS	RWE Rural Services	Tree Survey Works 3140/1

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BACS221130A ES	01/12/22	43346		£210.00	£35.00	£175.00	OS	Automated Environmental Systems Ltd	Service on the Sport Pavillion Pump 3140/1
BACS221130A ES	01/12/22	43347		£210.00	£35.00	£175.00	OS	Automated Environmental Systems Ltd	Service on the Mill Leat Pump 3140/1
BACS221130A ES	01/12/22	43348		£2,152.50	£358.75	£1,793.75	OS	Automated Environmental Systems Ltd	Repair of the Recreation Ground Pum 3140/1
BACS221130P YR	01/12/22	43349		£233.43	£38.90	£194.53		Pyrotec	Servicing of Fire Extingishers 2060/3
BACS30112C CG	01/12/22	43350		£168.00	£28.00	£140.00	OS	C C Goard	To supply screened soil 3030/4
BACS301122S DC	01/12/22	43351		£160.70	£26.78	£133.92	CS	Sevenoaks District Council	Supply of Trade Sack - July 2040/1
BACS301122B SS	01/12/22	43353		£96.00	£16.00	£80.00	OS	Besure Security Systems	Setting up Key Holders with Contine 3010/7
BACS301122B SS	01/12/22	43354		£96.00	£16.00	£80.00	CS	Besure Security Systems	Setting up Key Holders with Contine 2200/5
BACS301122 WC	01/12/22	43355		£499.80	£83.30	£416.50	CS	Wilkin Chapman LLP	FOI Advice 2015
BACS301122 RBL	01/12/22	43357		£25.00	£0.00	£25.00	CNCL	Royal British Legion (E/B Branch)	'B' Wreath 1020
	01/12/22	43358		£262.25	£0.00	£262.25		The Edenbridge Magazine	Jan/Feb adverts 2070/8
BACS221130P HP	01/12/22	43359		£635.23	£105.87	£529.36	OS	Pallet Handling Penshurst Ltd	Fencing materials 3050/4
BACS221130J EW	01/12/22	43360		£16.16	£2.69	£13.47	OS	Jewson	Rope 3050/15
BACS221130S DC	01/12/22	43361		£365.20	£60.87	£304.33	OS	Sevenoaks District Council	Hire of Static Container for Bulky 3029
BACS221130E DG	01/12/22	43362		£72.00	£12.00	£60.00	CS	Edge IT Systems Ltd	Budget workshop CL and LG 2005/4
BACS221130 WN	01/12/22	43363		£325.00	£54.17	£270.83	CS	WorkNest Ltd	WorkNest Insurance 2015
BACS221130 WN	01/12/22	43364		£2,895.35	£482.56	£2,412.79	CS	WorkNest Ltd	WorkNest HR and H&S contract 2015
BACS221130 COB	01/12/22	43365		£65.00	£0.00	£65.00	OS	The Cobblers Shop	Squire Combi Lock 3050/15
BACS221130 WYB	01/12/22	43366		£875.99	£146.00	£729.99	CIL	Wybone Ltd	New Bin for the Recreation Ground 6000

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BACS221130 CAN	01/12/22	43367		£181.62	£30.27	£151.35	CS	Canon (uk) Ltd	01/10 ti 31/12/22 Photocopier Contr	2030/3
BACS221130S LC	01/12/22	43368		£36.00	£6.00	£30.00	CS	SLCC Enterprises Ltd	Cemetery and Churchyard Safety Trai	2005/4
BACS221130S LC	01/12/22	43369		£36.00	£6.00	£30.00	CS	SLCC Enterprises Ltd	Cemetery and Churchyard Safety Trai	2005/4
BACS221130 WEA	01/12/22	43370		£108.36	£18.06	£90.30	OS	Wealden Embroidery & Print	Ground Staff Uniform	3016/4
BACS221130B S	01/12/22	43371		£80.68	£0.00	£80.68	CS	Business Stream	Rickards hall 08/07 to 14/11/22 Was	2220/1/5
BACS221130B S	01/12/22	43372		-£6.91	£0.00	-£6.91	CS	Business Stream	Rickards hall 08/07 to130722 Waste	2220/1/5
BACS221130 MFPH	01/12/22	43373		£465.00	£77.50	£387.50	CS	MFP&H Plumbing and Heating	Service of Boiler in Doggets	2065
DD011222SD C1	01/12/22	43434		£192.00	£0.00	£192.00	OS	Sevenoaks District Council	Rates Mowshurst Barn	3010/1/2
DD011222SD C2	01/12/22	43435		£536.00	£0.00	£536.00		Sevenoaks District Council	Rates Market Yard Car Park and Toiltes	3010/1/4
DD011222SD C3	01/12/22	43436		£329.00	£0.00	£329.00	OS	Sevenoaks District Council	Rates Depot	3010/1/1
DDSDC10	01/12/22	43499		£419.00	£0.00	£419.00	CS	Sevenoaks District Council	Rates Doggetts Barn	2010/1
DD021222VAT	02/12/22	43464		£45.90	£0.00	£45.90	CS	Vatix	Lone Worker Alarms	2005/7
DD221205TO	05/12/22	43491		£25.34	£1.21	£24.13	CS	Total Gas & Power	Gas Invoice Rickards Hall 09/08 to	2010/3
DD051222BA R	05/12/22	43492		£8.50	£0.00	£8.50	CS	Barclays	Commission Charges 13/10 to 13/11	2070/1
DPIZETNovem ber	05/12/22	43495		£6.30	£0.00	£6.30	CS	IZettle	Card Charges November	2070/1
DDAVIDEC	06/12/22	43489		£925.85	£0.00	£925.85		Aviva	Health Care December	2000/7
DD PS TECH	12/12/22	43490		£1,133.34	£188.89	£944.45		PS Technology	December Phone and IT Charges	2010/6/1
DD221215MIL L	15/12/22	43412		£323.31	£53.88	£269.43	OS	Mill Hill Garage (Petrocell Holdings Ltd)	Fule for Cady and Land Rover	3070/5
DD221215MIL L	15/12/22	43496		£60.00	£10.00	£50.00	OS	PTA Motoring Centres , Petrocell Holdings	Tyre for the Trailer	3070/3
DD221215MIL L	15/12/22	43497		£5.00	£0.83	£4.17	OS	PTA Motoring Centres , Petrocell Holdings	Bulb	3070/3
DD221215MIL L	15/12/22	43498		£6.00	£1.00	£5.00	OS	PTA Motoring Centres , Petrocell Holdings	Bulbs	3070/3

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5.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/11/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD161222SA GE	16/12/22	43465		£39.00	£6.50	£32.50	CS	Sage Software Limited	Payroll Software 2020/6
DD230116BC	16/12/22	43484		£442.29	£42.27	£400.02		Barclaycard	Novemembr Barclaycard 3016/3
BACS221221V IK	21/12/22	43375		£6.07	£1.01	£5.06	CS	Viking Direct Ltd	2 Diaries 2040/2
BACS221221J EW	21/12/22	43376		£36.25	£6.04	£30.21	OS	Jewson	Screws & Washers 3050/15
BACS221221J EW	21/12/22	43377		£43.15	£7.19	£35.96	OS	Jewson	Winter Essential Pack 3050/15
BACS221221S DC	21/12/22	43378		£750.00	£0.00	£750.00	CS	Sevenoaks District Council	50 x Garden Sacks 2085
BACS221221 NAB	21/12/22	43379		£360.00	£60.00	£300.00	OS	The National Association of British Market Authorities	2 delegates for the One Day Confere 3011/5
BACS221221S DC	21/12/22	43380		£90.00	£15.00	£75.00	OS	Sevenoaks District Council	Mesh Banner for the Market 3011/2
BACS221221 COB	21/12/22	43381		£7.00	£0.00	£7.00	CS	The Cobblers Shop	Market Yard Key 2065
BACS221221 COB	21/12/22	43382		£14.00	£0.00	£14.00	CS	The Cobblers Shop	Market Yard Key x 2 2065
BACS221221 ROB	21/12/22	43383		£184.40	£0.00	£184.40	CS	Keith Robertson	Intrim Audit 2075
BACS221221S DC	21/12/22	43385		£57.00	£0.00	£57.00		Sevenoaks District Council	360ltr Bin Collection 07/11 to 04/12 2020/3
BACS221221 CAR	21/12/22	43386		£1,194.00	£199.00	£995.00	CS	Cardinus Risk Management	Reinstatement Cost Assesment - Dogg 2050/1
BACS221221 CAR	21/12/22	43387		£1,320.00	£220.00	£1,100.00		Cardinus Risk Management	Reinstatement Cost Assesment - Church House and Rickards 2200/3
BACS221221 COB	21/12/22	43389		£14.00	£0.00	£14.00	OS	The Cobblers Shop	2 Keys 3050/15
BACS221221 RWE	21/12/22	43390		£60.00	£10.00	£50.00	OS	RWE Rural Services	Delivery of 1 bag of Woodchips 3050/15
BACS221221B US	21/12/22	43392		£25.61	£0.00	£25.61	CS	Business Stream	Waste removal - 23/09 to 01/11 - Go 2010/5
BACS221221K CS	21/12/22	43393		£82.72	£13.79	£68.93		Kent County Council Commercial Services	Toiletry Supplies & Stationery 2210/4
BACS221221S DC	21/12/22	43394		£756.60	£126.10	£630.50	OS	Sevenoaks District Council	Emptying of Dog Bins July ot Septem 3030/1

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paid between 01/11/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS221221B US1	21/12/22	43395		£51.04	£0.00	£51.04	CS	Business Stream	Waste Removal 21/09 to 29/09 2210/1/4
BACS221221S TR	21/12/22	43396		£117.30	£19.55	£97.75	OS	Streetlights	Lighting Repairs - Column 243, Swan 3136
BACS221221T RU	21/12/22	43397		£101.16	£16.86	£84.30	OS	TrueBuild	Water Tank repair at Swan Lane Allo 3140/18/1
BACS221221K ALC	21/12/22	43398		£72.00	£12.00	£60.00	OS	Kent Association Of Local Councils	Burial Law and Management Workshop 3016/1
BACS221221B RA	21/12/22	43399		£25.00	£0.00	£25.00	OS	Bradford Electrical Hardware	Tree Ties 3050/15
BACS221221B RA	21/12/22	43400		£86.15	£14.36	£71.79	OS	Bradford Electrical Hardware	Hammerite Spray, Fuses, Sandpaper, 3050/15
BACS221221B RA	21/12/22	43401		£26.70	£4.45	£22.25	OS	Bradford Electrical Hardware	Broom , Plastic Jug 3050/15
BACS221221B RA	21/12/22	43402		£19.02	£3.17	£15.85	OS	Bradford Electrical Hardware	Compost and Canes 3050/15
BACS221221B RA	21/12/22	43403		£3.05	£0.51	£2.54	CS	Bradford Electrical Hardware	Sink Plunger 2065
BACS221221T RI	21/12/22	43404		£99.25	£16.54	£82.71		Trichem	Waste Bags, Hand Towels 3050/15
BACS221221F LE	21/12/22	43405		£346.32	£57.72	£288.60	OS	Fleet Line Markers Ltd	Pitch Marking Paints 3050/2
BACS221221S DC	21/12/22	43406		£450.00	£0.00	£450.00	CS	Sevenoaks District Council	30 x Garden Sacks 2085
BACS221221 WYB	21/12/22	43407		£875.99	£146.00	£729.99	CIL	Wybone Ltd	Bin For the Rec 6000
BACS221221P AR	21/12/22	43408		£85.80	£14.30	£71.50	CS	ParkerBell	PAT Testing Clabration 2065
BACS221221S P	21/12/22	43415		£2,030.40	£338.40	£1,692.00	OS	Safeplay Playground Maintenance Services Ltd	Replace Birch Ply at Skate Park 3140/9/6
BACS221221 WEA	21/12/22	43416		£18.60	£3.10	£15.50	OS	Wealden Embroidery & Print	Green Hoodie 3016/4
BACS221121K CL	21/12/22	43417		£117.60	£19.60	£98.00	CS	Kingdom Cleaning Ltd	Rickards Hall Cleaning July 2022 2220/2/3
BACS221121K CL	21/12/22	43418		£117.60	£19.60	£98.00	CS	Kingdom Cleaning Ltd	Rickards Hall Cleaning August 2022 2220/2/3
BACS221121K CL	21/12/22	43419		£117.60	£19.60	£98.00	CS	Kingdom Cleaning Ltd	Rickards Hall Cleaning September 20 2220/2/3

5.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/11/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS221121K CL	21/12/22	43420		£117.60	£19.60	£98.00	CS	Kingdom Cleaning Ltd	Rickards Hall Cleaning October 2022 2220/2/3
BACS221121K CL	21/12/22	43421		£117.60	£19.60	£98.00	CS	Kingdom Cleaning Ltd	Rickards Hall Cleaning November 202 2220/2/3
	21/12/22	43422		£1,200.54	£0.00	£1,200.54		Gallagher Insurance	Additional Insurance for Church House and Doggets 2050/1
BABS2212.21I R	21/12/22	43453		£6,098.44	£0.00	£6,098.44		Inland Revenue	PAYE/ IN December 2000/1
BACS221221 PEN	21/12/22	43454		£7,018.05	£0.00	£7,018.05		KCC Pension Fund	Staff Pensions December 2000/2
BACS221221P R	21/12/22	43455		£19,500.17	£0.00	£19,500.17		Salaries	Salaries December 2000/1
BACS221221V IK	21/12/22	43477		-£6.07	-£1.01	-£5.06	CS	Viking Direct Ltd	2 Diaries - Returned Funds due to b 2040/2
BACS211222K ID	21/12/22	43478		£334.81	£55.80	£279.01	OS	Kidmans	Air Filters, Fuel Filters, spark pl 3050/15
BACS211222K ID	21/12/22	43479		£234.50	£39.08	£195.42	OS	Kidmans	Hoder, Masport and Rover Blade, Air 3050/15
BACS211222K ID	21/12/22	43480		£108.74	£18.12	£90.62	OS	Kidmans	Auticut head, air filters 3050/15
BACS211222K ID	21/12/22	43481		£541.55	£90.26	£451.29	OS	Kidmans	BCS Mower Service 3040/2
BACS211222A DIX	21/12/22	43482		£70.71	£0.00	£70.71	OS	Adam Dix	Mill Leet Water Contribution 3010/4/6
BACS211222 WILK	21/12/22	43483		£420.00	£70.00	£350.00	CNCL	Wilkin Chapman LLP	Legal Advice on the 3 Charities 1150
DD221222SE S8	22/12/22	43466		£70.55	£0.00	£70.55	OS	SES Business Water	Water supply Forge Croft Allotments 3010/4/4/2
SS221222SES 7	22/12/22	43467		£16.00	£0.00	£16.00	OS	SES Business Water	Water Supplu S/P Cemetery 155111 3010/4/2
DD221222SE S5	22/12/22	43469		£13.00	£0.00	£13.00	CS	SES Business Water	Water Supply Rickards Hall 156644 2220/1/4
DD221222SE S2	22/12/22	43470		£11.00	£0.00	£11.00	CS	SES Business Water	Water Supply Public Toilets 156785 2210/1/3
DD221222SE S4	22/12/22	43471		£6.00	£0.00	£6.00	CS	SES Business Water	Water supply Doggetts Barn 156804 2010/4
DD221222SE S3	22/12/22	43473		£10.00	£0.00	£10.00	OS	SES Business Water	Water supply Swan Lane Allotments 1 3010/4/4/1

5.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/11/22 and 31/12/22

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD221222SE S1	22/12/22	43474		£3.00	£0.00	£3.00	OS	SES Business Water	Water Supply Cem 155112 3010/4/2
DD231222SD C5	23/12/22	43475		£187.00	£0.00	£187.00	CS	Sevenoaks District Council	Rates Rickards Hall 2220/1/1
DD231222SD C4	23/12/22	43476		£157.00	£0.00	£157.00	OS	Sevenoaks District Council	Rates Market Yard 3011/1
DD221229NP O	29/12/22	43494		£973.21	£162.20	£811.01	OS	N Power	Street Lighting 01/11 to 30/11 3130
DD261222O2	30/12/22	43388		£32.45	£5.41	£27.04	OS	O2	Ground Staff Mobile - December 3010/6/1
DDMILLHILL	30/12/22	43493		£115.90	£19.32	£96.58	OS	Mill Hill Garage (Petrocell Holdings Ltd)	Fuel for Grounds Staff Vehicles 3070/5
Total				<u>£124,348.67</u>	<u>£5,122.45</u>	<u>£119,226.22</u>			

5.2 Edenbridge Town Council Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
43504	BACS2301 24AD	£374.80	1150	17/01/23	Alan Dyer - Consultancy for the Local Plan	January
		£374.80	Alan Dyer - Total			
43521	BACS2401 23AB	£230.00	3011/2	02/01/23	Andy Boughtflower - Christmas Walkabout in the Market	B900
		£230.00	Andy Boughtflower - Total			
43487	BACS2301 24BELE	£7.99	2065	30/11/22	Bradford Electrical - C Batteries	3044594
43488	BACS2301 24BELE	£7.99	2065	13/01/23	Bradford Electrical - C Batteries	3046752
		£15.98	Bradford Electrical - Total			
43485	BACS2301 24BRAD	£21.30	3050/15	08/12/22	Bradford Electrical Hardware - Bin and Nuts	99166
43486	BACS2301 24BRAD	£9.00	3050/15	08/12/22	Bradford Electrical Hardware - Tree Ties	99168
		£30.30	Bradford Electrical Hardware - Total			
43512	BACS2301 24BS1	£33.90	2220/1/5	13/01/23	Business Stream - Waste Service Rickards Hall 17/11/22 to 12/01/23	2763586/20
		£33.90	Business Stream - Total			
43510	BACS2301 24CAN	£122.98	2030/3	05/01/23	Canon (uk) Ltd - Photocopying 01/10/22 to 31/12/22	2308800008592
43511	BACS2301 24CAN	£181.62	2030/3	05/01/23	Canon (uk) Ltd - Photocopier Contract 01/10/22 to 31/12/22	2308800008924
		£304.60	Canon (uk) Ltd - Total			
43522	BACS2401 23CSG	£1,087.30	3030/10	22/12/22	Cleansing Services Group Ltd - Interceptor Cleaning	22094559
		£1,087.30	Cleansing Services Group Ltd - Total			
43505	BACS2301 24DG	£40.00	2020/1	11/01/23	D Goodwin - Window Cleaning	January
		£40.00	D Goodwin - Total			
43509	BACS2301 24JEW	£17.86	3050/15	04/01/23	Jewson - Rawplugs	0948/00147737
43519	BACS2401 23JEW	£35.96	3050/15	15/12/22	Jewson - Stiff Broom and Bolt	0948/00147546
		£53.82	Jewson - Total			
43515	BACS2401 23KCC	£55.12	2040/2	13/01/23	Kent County Council Commercial Services - Diary and copier paper	148182

Signature _____ Signature _____
Date _____

5.2 Edenbridge Town Council Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£55.12	Kent County Council Commercial Services - Total			
43518	BACS2401 23MVC	£264.97	3140/18/1	09/12/22	McVeigh Parker - Water Trough for Swan Lane Allotments	1870801
		£264.97	McVeigh Parker - Total			
43524	BACS2301 24RWE	£720.00	3140/16/12	18/01/23	RWE Rural Services - Tree Works in Stangrove Park	19795
		£720.00	RWE Rural Services - Total			
43513	BACS2301 24SDC	£756.60	3030/1	06/01/23	Sevenoaks District Council - Dog Litter Bin emptying Oct - Dec	2079167
43517	BACS2401 23SDC	£42.75	2020/3	04/01/23	Sevenoaks District Council - Waste bin Collection 05/12/22 to 01/0123	2079119
		£799.35	Sevenoaks District Council - Total			
43501	BACS2301 24SG	£258.00	3110/1	13/01/23	Sevenoaks Glazing - Bus Shelter replacement Glass, Main Road,	26488
43523	BACS2401 23SG	£258.00	3110/1	22/12/22	Sevenoaks Glazing - Repair to the Bus Shelter Main road	26431
		£516.00	Sevenoaks Glazing - Total			
43506	BACS2301 24SAS	£823.10	2060/1	17/01/23	Solar Advance Systems Ltd - Service of the Solar Panels at the Depot and Pavillion	11256
		£823.10	Solar Advance Systems Ltd - Total			
43503	BACS2301 24SL	£818.10	6000	05/01/23	Streetlights - Relocation of Westways Lamp Post	13393
		£818.10	Streetlights - Total			
43516	BACS2401 23SK	£45.00	2010/10	12/01/23	Surekill Pest Control Services - Pest Control	12/01/23
		£45.00	Surekill Pest Control Services - Total			
43508	BACS2301 24TRI	£45.31	3050/11	12/01/23	Trichem - Compactor Bags	261072
		£45.31	Trichem - Total			
43525	BACS2301 24WEA	£18.60	3016/4	13/01/23	Wealden Embroidery & Print - Staff Uniform	1018742
		£18.60	Wealden Embroidery & Print - Total			
Total		£6,276.25				

Signature _____ Signature _____
Date _____

5.3 Paid Expenditure over £500.00 **Nov - Dec** **Start of year 01/04/22**

Payment Reference	Paid date	Tn no	Net	Cttee	Details	Heading
DD011122SD C3	01/11/22	43328	£536.00		Sevenoaks District Council	Rates Market Yard Car Park and Toilets 3010/1/4
DDAVINOV	04/11/22	43333	£925.85		Aviva	Health Care November 3000/8
DD PS TECH	11/11/22	43374	£847.46		PS Technology	November Phone and IT Charges 2010/6/1
DD161122BC ARD	16/11/22	43457	£912.96		Barclaycard	October Barclay Card 1171/3
BACS221124P R	24/11/22	43450	£27,223.16		Salaries	Salaries November 4000/1
BACS221124 PEN	24/11/22	43451	£10,018.02		KCC Pension Fund	Staff Pensions November 4000/4
BABS221124I R	24/11/22	43452	£10,458.26		Inland Revenue	PAYE/ IN November 4000/1
DD221130NP O	30/11/22	43335	£733.29	OS	N Power	Street Lighting 01/10/22 to 31/10/22 3130
BACS221130K C	01/12/22	43334	£2,519.43	CIL	Kent County Council	Cost of construction of Speed Limit reduction Main Road Edenbridge 6000
BACS221130P DC	01/12/22	43342	£1,386.00	OS	Peter Duke Contracting	Spraying Nomads, Blossoms and Recreation Ground 3140/1
BACS221130 RWE	01/12/22	43345	£3,000.00	OS	RWE Rural Services	Tree Survey Works 3140/1
BACS221130A ES	01/12/22	43348	£1,793.75	OS	Automated Environmental Systems Ltd	Repair of the Recreation Ground Pump 3140/1
BACS221130P HP	01/12/22	43359	£529.36	OS	Pallet Handling Penshurst Ltd	Fencing materials 3050/4
BACS221130 WN	01/12/22	43364	£2,412.79	CS	WorkNest Ltd	WorkNest HR and H&S contract 2015
BACS221130 WYB	01/12/22	43366	£729.99	CIL	Wybone Ltd	New Bin for the Recreation Ground 6000
DD011222SD C2	01/12/22	43435	£536.00		Sevenoaks District Council	Rates Market Yard Car Park and Toilets 3010/1/4
DDAVIDEC	06/12/22	43489	£925.85		Aviva	Health Care December 3000/8
DD PS TECH	12/12/22	43490	£944.45		PS Technology	December Phone and IT Charges 2010/6/1
BACS221221S DC	21/12/22	43378	£750.00	CS	Sevenoaks District Council	50 x Garden Sacks 2085

5.3 Paid Expenditure over £500.00 Nov - Dec

Start of year 01/04/22

Payment Reference	Paid date	Tn no	Net	Cttee	Details	Heading
BACS221221 CAR	21/12/22	43386	£995.00	CS	Cardinus Risk Management	Reinstatement Cost Assesment - Doggetts Barn 2050/1
BACS221221 CAR	21/12/22	43387	£1,100.00		Cardinus Risk Management	Reinstatement Cost Assesment - Church House and Rickards 2200/3
BACS221221S DC	21/12/22	43394	£630.50	OS	Sevenoaks District Council	Emptying of Dog Bins July ot September 3030/1
BACS221221 WYB	21/12/22	43407	£729.99	CIL	Wybone Ltd	Bin For the Rec 6000
BACS221221S P	21/12/22	43415	£1,692.00	OS	Safeplay Playground Maintenance Services Ltd	Replace Birch Ply at Skate Park 3140/9/6
	21/12/22	43422	£1,200.54		Gallagher Insurance	Additional Insurance for Church House and Doggets 2050/1
BABS2212.21I R	21/12/22	43453	£6,098.44		Inland Revenue	PAYE/ IN December 4000/1
BACS221221 PEN	21/12/22	43454	£7,018.05		KCC Pension Fund	Staff Pensions December 4000/4
BACS221221P R	21/12/22	43455	£19,500.17		Salaries	Salaries December 4000/1
DD221229NP O	29/12/22	43494	£811.01	OS	N Power	Street Lighting 01/11 to 30/11 3130

5.4 Received Income Transactions

Start of year 01/04/22

received between 01/11/22 and 31/12/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DP011122RH S	01/11/22	34242	1128	£45.00	£0.00	£45.00	311	Rica Homestyle Marinades Edenbridge Market
DP011122MG	01/11/22	34255	November	£91.26	£15.21	£76.05	310/14	Mopwshurst Garage Rent November
IZETTLE er	02/11/22	34229	October	£1,506.50	£0.00	£1,506.50	285/1	IZettle Till Takings October Taking for Izettle
DP021122AJ1	02/11/22	34239	1133	£105.45	£0.00	£105.45	305	Alex Jones Funeral Directors Grave
DP021122AJ2	02/11/22	34240	1132	£105.45	£0.00	£105.45	305	Alex Jones Funeral Directors Grave
DP021122AJ2	02/11/22	34266	October	£172.24	£0.00	£172.24	606	CCLA CIL Interest CCLA Interest October
CCLA INT Oct	02/11/22	34289	October	£344.49	£0.00	£344.49	226	CCLA October Interest
DP031122EV MT	03/11/22	34227	1116	£1,115.00	£0.00	£1,115.00	235/1	Eden Valley Museum Trust Quarterly Rent 25 July 2022 to 24 September 2022
RH-1296 Oct	03/11/22	34272	RH-1296	£34.90	£0.00	£34.90	240/1	Edenbridge & District PC - Men's Probus Facilities Booking Invoice
BACS031022J ones	03/11/22	34282		-£100.00	£0.00	-£100.00	240/2	Rickards Hall Customer Repayment of Hall Deposit
RH1283- Brophy	04/11/22	34257	RH-1283	£137.14	£0.00	£137.14	240/1	Rickards Hall Customer Facilities Booking Invoice
DP041122BB	04/11/22	34259	October	£11.40	£0.00	£11.40	227	Barclays Bank Plc Loyalty Rewards 13/09/22 to 12/10/22
DP071122HM RC	07/11/22	34226		£41,900.56	£0.00	£41,900.56	215	HM Customs & Excise VAT refund 01/07/22 - 30/09/22
DP071122ETB	07/11/22	34237	1141	£75.94	£0.00	£75.94	310/9	E/B Town Band Annual Rent for the Band Room
DP081122SS	08/11/22	34241	1131	£821.30	£0.00	£821.30	305	S Smith & Son Cemetery
DP091122EV MT	09/11/22	34256	1143	£380.11	£0.00	£380.11	235/5	Eden Valley Museum Trust Gas Bill from 31/01/21 to 12/08/22
DP101122SC H	10/11/22	34258	1148	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 1
DP111122INS URANCE	11/11/22	34260	202205003	£3,450.50	£0.00	£3,450.50	290	Insurance Receipts Insurance Claim Received
RH-1279	15/11/22	34261	1279	£278.55	£0.00	£278.55	240/1	Evolution Dance Academy Facilities Consolidated Income, Rickards Hall

5.4 Received Income Transactions

Start of year 01/04/22

received between 01/11/22 and 31/12/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DP161122ME M	16/11/22	34262	161122	£112.20	£0.00	£112.20	305	Cemetery Fees Memorial Tree
RH-1284 Nov	16/11/22	34273	RH-1284	£34.90	£0.00	£34.90	240/1	Edenbridge & District PC - Men's Probus Facilities Booking Invoice
DP161122AS	16/11/22	34274	1112	£60.00	£0.00	£60.00	311	Photoimpressions Edenbridge Market
DP161122RC	16/11/22	34275	1152	£100.00	£0.00	£100.00	220/1	Rotary Club of Edenbridge and Westerham Purchase of a Tree for the Queen Jubilee, to be planted in Blossoms Park
DP171122SC C	17/11/22	34270	1162	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 1
DP181122RIC	18/11/22	34276	1135	£22.50	£0.00	£22.50	311	Rica Homestyle Marinades Edenbridge Market
RH-1281BUSY	23/11/22	34277	RH-1281	£30.68	£0.00	£30.68	240/1	Bizzy Bees Facilities Booking Invoice
RH-1281BUSY	23/11/22	34278	RH-1281	£30.68	£0.00	£30.68	240/1	Bizzy Bees Facilities Booking Invoice
RH-1281BUSY	23/11/22	34279	RH-1281	£30.68	£0.00	£30.68	240/1	Bizzy Bees Facilities Booking Invoice
RH-1281BUSY	23/11/22	34280	RH-1281	£30.68	£0.00	£30.68	240/1	Bizzy Bees Facilities Booking Invoice
DP221128	28/11/22	34269	1163	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 24/11
DP281122	28/11/22	34290	1167	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 03/11
DP301122HIG H	30/11/22	34281	1142	£879.65	£146.61	£733.04	315/1	Freshwater Group of Companies Leather Market Maintenance October to December 2022
CHQ100394	30/11/22	34283	Cheque	£77.25	£0.00	£77.25	305	Yew Tree Stone Wall Plaque
CHQ100394	30/11/22	34284	1114	£421.62	£0.00	£421.62	310/8	Forge Singers Annual Rent for the Old Band Hut, Doggetts Barn
CHQ100394	30/11/22	34285		£365.20	£0.00	£365.20	305	Alex Jones Funeral Directors 2-135
CHQ100394	30/11/22	34286	RH-1282	£52.35	£0.00	£52.35	240/1	Ladies Probus Facilities Booking Invoice
CHQ100394	30/11/22	34287	RH-1292	£52.35	£0.00	£52.35	240/1	Ladies Probus Facilities Booking Invoice

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Edenbridge Town Council

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5.4 Received Income Transactions

Start of year 01/04/22

received between 01/11/22 and 31/12/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
CHQ100394	30/11/22	34288	RH-1270	£42.68	£0.00	£42.68	240/1	Rickards Hall Customer Facilities Booking Invoice
IZETTLENovember	01/12/22	34264	November	£866.90	£0.00	£866.90	285/1	IZettle Till Takings November Taking for Izettle
DP011222	01/12/22	34268	1164	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 01/12
DP221201HA	01/12/22	34294	December	£91.26	£15.21	£76.05	310/14	Mopwshurst Garage Rent April
DP011222RIK	01/12/22	34295	Fearn	-£100.00	£0.00	-£100.00	240/2	Rickards Hall Customer Refundable Deposit
DP011222RIK	01/12/22	34296	Brophy	-£100.00	£0.00	-£100.00	240/2	Rickards Hall Customer Refundable Deposit
DP11222-1147	01/12/22	34297	1147	£89.50	£0.00	£89.50	305	Burslem Memorials Memorial Permit Application
DPCCLA0212	02/12/22	34291	November	£220.63	£0.00	£220.63	606	CCLA CIL Interest CCLA Interest November
CCLA INT Nov	02/12/22	34309	November	£441.17	£0.00	£441.17	226	CCLA November Interest
IZETTLENovember	05/12/22	34265	RH-1289	£143.50	£0.00	£143.50	240/1	Rickards Hall Customer Facilities Booking Invoice
DPBARCCIL	05/12/22	34292	December	£120.32	£0.00	£120.32	605	Barclays Bank Plc Barclays CIL Interest 05/09to 04/12
DPBARCLAYS	05/12/22	34293	December	£270.44	£0.00	£270.44	228	Barclays Bank Plc Interest in Reserves 05/09 to 04/12
RH-1290	06/12/22	34298	1290	£55.71	£0.00	£55.71	240/1	Evolution Dance Academy Facilities Consolidated Income, Rickards Hall
RH-1288	06/12/22	34303	RH-1288	£59.94	£0.00	£59.94	240/1	Rickards Hall Customer Facilities Booking Invoice
RH-1293	08/12/22	34304	RH-1293	£69.99	£0.00	£69.99	240/1	Grace Community Church Facilities Booking Invoice
DP091222	09/12/22	34267	1165	£22.50	£0.00	£22.50	311	Sevenoaks Clothes House Market Pitch 08/12
RH-1287	14/12/22	34305	1287	£92.04	£0.00	£92.04	240/1	Bizzy Bees Facilities Consolidated Income, Rickards Hall
DP151222	15/12/22	34299	1154	£90.00	£15.00	£75.00	315/4	Great Stone Bridge Trust Autumn Maintenance of the Water Meadows 3 hours at £25.00 + VAT
RH-1300	15/12/22	34308	RH-1300	£146.43	£0.00	£146.43	240/1	Rickards Hall Customer Facilities Booking Invoice
DP191222	19/12/22	34300	1153	£3,500.00	£0.00	£3,500.00	410	West Kent Housing Contribution to the Community Warden - Edenbridge Town Council
RH-1297	19/12/22	34306	RH-1297	£267.13	£0.00	£267.13	240/1	Rickards Hall Customer Facilities Booking Invoice
DP211222RiC	21/12/22	34301	Payton	-£100.00	£0.00	-£100.00	240/2	Rickards Hall Customer Refundable Deposit

5.4 Received Income Transactions

Start of year 01/04/22

received between 01/11/22 and 31/12/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DP211222RIC K	21/12/22	34302	CLM	-£100.00	£0.00	-£100.00	240/2	Rickards Hall Customer Refundable Deposit - CLM Trading Co
RH-1299	23/12/22	34307	1299	£188.19	£0.00	£188.19	240/1	Evolution Dance Academy Facilities Consolidated Income, Rickards Hall
DP231222NB	23/12/22	34310	BLACK	£65.71	£0.00	£65.71	240/1	Rickards Hall Customer 4/1/23
CQ100395	28/12/22	34311		£27.40	£0.00	£27.40	305	Cemetery Fees -
CQ100395	28/12/22	34312		£2,000.00	£0.00	£2,000.00	420	John Coldman Trust Grant
CQ100395	28/12/22	34313		£5.75	£0.00	£5.75	325/2	UK Power Networks (wayleaves) Wayleaves
Total				£61,366.22	£192.03	£61,174.19		

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
INCOME						
Council						
100	C Precept	£52,725.75	£68,606.00	£68,606.00	£0.00	£64,700.00
115	C Grants	£0.00	£0.00	£2,000.00	£2,000.00	£0.00
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00	£0.00
160	C Covid 19	£11,712.00	£0.00	£0.00	£0.00	£0.00
170	C Events	£4,250.00	£0.00	£0.00	£0.00	£0.00
199	Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Council		£68,687.75	£68,606.00	£70,606.00	£2,000.00	£64,700.00
Open Spaces						
300	OS Allocation from Precept	£298,890.90	£333,626.00	£333,626.00	£0.00	£351,498.00
305	OS Cemetery Fees	£16,491.75	£15,000.00	£13,713.75	-£1,286.25	£16,500.00
310	OS Rents	£11,916.83	£10,810.00	£6,785.18	-£4,024.82	£11,000.00
311	OS Market Rents	£7,722.45	£6,000.00	£5,433.50	-£566.50	£8,000.00
315	OS Maintenance Services	£4,675.08	£5,224.00	£3,374.12	-£1,849.88	£7,000.00
320	OS Solar Panels	£1,908.37	£1,000.00	£0.00	-£1,000.00	£1,500.00
325	OS Sundry Receipts	£2,278.30	£70.00	£352.47	£282.47	£150.00
Total Open Spaces		£343,883.68	£371,730.00	£363,285.02	-£8,444.98	£395,648.00
Central Services						
200	CS Allocation from Precept	£221,666.20	£244,509.00	£244,509.00	£0.00	£274,890.00
205	XXXX CS Barclays CIL Interest	£0.00	£0.00	£0.00	£0.00	£0.00
220	CS Sundry Receipts	£0.00	£234.00	£100.00	-£134.00	£5,234.00
221	XXXX CS-Sundry Receipts	£0.00	£0.00	£0.00	£0.00	£0.00
226	CCLA Interest	£134.90	£75.00	£2,014.00	£1,939.00	£1,500.00
227	Bank Interest Other Accounts	£55.34	£75.00	£52.79	-£22.21	£300.00
228	Barclay Reserve Interest XX	£32.33	£30.00	£417.88	£387.88	£0.00
235	Church House	£4,936.79	£6,200.00	£2,610.11	-£3,589.89	£6,589.00
240	Rickards Hall Lettings	£8,762.37	£6,000.00	£5,605.37	-£394.63	£6,500.00

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
245	WI Hall Admin XX	£283.77	£0.00	£0.00	£0.00	£0.00
250	XXXX CS Reserves 10 year Maintenance Plan (TF) XX	£0.00	£0.00	£0.00	£0.00	£0.00
260	XXXX CS Reserves 30 year Maintenance Plan XX	£0.00	£0.00	£0.00	£0.00	£0.00
285	Refuse bags & other sales	£10,961.40	£10,000.00	£10,600.72	£600.72	£15,000.00
290	CS Insurance Claim Payments	£0.00	£0.00	£3,450.50	£3,450.50	£0.00
Total Central Services		£246,833.10	£267,123.00	£269,360.37	£2,237.37	£310,013.00
Emergency Planning Committee						
500	EP Allocation from Precept	£339.15	£360.00	£360.00	£0.00	£345.00
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£339.15	£360.00	£360.00	£0.00	£345.00
Community Warden						
400	CW Precept (ETC Cont)	£9,100.00	£9,263.00	£9,263.00	£0.00	£10,784.00
405	CW Moat Housing	£1,000.00	£1,000.00	£0.00	£-1,000.00	£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	£2,000.00	£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	£7,000.00	£1,000.00	£7,000.00
435	CW KCC	£0.00	£0.00	£0.00	£0.00	£0.00
440	XXX CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00	£0.00
450	Sundry Receipts	£300.00	£0.00	£300.00	£300.00	£0.00
Total Community Warden		£21,900.00	£21,763.00	£22,063.00	£300.00	£24,284.00
CIL						
600	CIL	£47,621.79	£0.00	£66,529.45	£66,529.45	£0.00
605	Interest	£46.95	£0.00	£142.06	£142.06	£0.00
606	CIL CCLA Interest	£67.78	£0.00	£1,007.02	£1,007.02	£0.00

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	Previous Year's Net	2022/23	Actual Net	Balance	2023/24
Total CIL	£47,736.52	£0.00	£67,678.53	£67,678.53	£0.00
Total Income	<u>£729,380.20</u>	<u>£729,582.00</u>	<u>£793,352.92</u>	<u>£63,770.92</u>	<u>£794,990.00</u>

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
EXPENDITURE						
Council						
1010	C Contingencies	£1,750.00	£10,200.00	£0.00	£10,200.00	£10,200.00
1011	C Projects	£0.00	£13,000.00	£101.94	£12,898.06	£6,500.00
1012	C Projects from reserves	£0.00	£0.00	£5,040.00	£-5,040.00	£0.00
1020	Miscellaneous Items	£458.32	£0.00	£25.00	£-25.00	£0.00
1030	C Grants	£7,880.00	£7,880.00	£0.00	£7,880.00	£8,000.00
1040	C Replacement Equipment and Tools	£1,672.50	£8,000.00	£0.00	£8,000.00	£4,000.00
1050	C EdenbridgeTwinning Association	£0.00	£1,000.00	£1,000.00	£0.00	£500.00
1060	C Eden Valley Museum Trust	£6,500.00	£6,500.00	£6,500.00	£0.00	£6,500.00
1070	C House Project	£7,500.00	£8,000.00	£8,000.00	£0.00	£8,000.00
1080	C Membership KALC	£1,620.00	£1,700.00	£1,655.00	£45.00	£1,800.00
1120	C Summer Playscheme	£1,696.00	£2,000.00	£1,414.00	£586.00	£2,000.00
1130	C Bonfire Clean Up	£0.00	£1,110.00	£0.00	£1,110.00	£1,200.00
1150	Legal & Professional fees	£1,430.00	£5,000.00	£1,100.00	£3,900.00	£5,000.00
1160	Election Costs	£0.00	£4,000.00	£0.00	£4,000.00	£5,000.00
1170	Covid 19 PPE	£3,555.75	£500.00	£385.95	£114.05	£0.00
1171	C Events	£4,589.98	£5,000.00	£5,415.30	£-415.30	£6,000.00
Total Council		£38,652.55	£73,890.00	£30,637.19	£43,252.81	£64,700.00
Open Spaces						
3000	OS Staff Costs	£176,868.18	£179,775.14	£147,496.78	£32,278.36	£203,782.00
3010	OS Utilities and Rates	£11,395.46	£12,375.00	£10,016.61	£2,358.39	£12,650.00
3011	OS Market 1	£2,392.85	£3,600.00	£2,576.63	£1,023.37	£4,600.00
3012	OS Market 2	£0.00	£5,700.00	£3,712.22	£1,987.78	£7,379.00
3016	OS Other Staff Expenses	£3,391.50	£3,000.00	£683.76	£2,316.24	£3,000.00

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
3020	OS IT Equipment and Licences	£725.66	£0.00	£0.00	£0.00	£0.00
3029	OS Bulky Waste Collection	£608.66	£1,200.00	£608.66	£591.34	£1,300.00
3030	OS External Services Costs	£4,484.43	£6,000.00	£4,172.58	£1,827.42	£6,980.00
3040	OS Replacement Equipment and Tools	£7,849.25	£6,630.00	£5,502.51	£1,127.49	£7,000.00
3050	OS Materials	£6,182.36	£6,500.00	£7,205.55	£-705.55	£6,800.00
3055	OS Hanging Baskets & Plants	£5,692.38	£6,600.00	£5,134.71	£1,465.29	£6,300.00
3060	OS Buildings Insurance	£2,139.00	£2,500.00	£3,726.04	£-1,226.04	£2,600.00
3065	OS Cemetery Expenditure	£110.00	£0.00	£62.93	£-62.93	£493.00
3070	OS Vehicles/Costs/Fuel	£8,354.78	£9,000.00	£6,910.49	£2,089.51	£9,000.00
3080	OS Contingencies	£3,982.14	£3,000.00	£4,243.25	£-1,243.25	£3,000.00
3090	OS Subs/Misc	£571.65	£1,000.00	£599.67	£400.33	£1,000.00
3100	OS Small Projects	£2,695.94	£4,250.00	£402.50	£3,847.50	£2,500.00
3110	OS Vandalism	£3,122.37	£5,100.00	£1,477.74	£3,622.26	£3,000.00
3115	XXXX OS Misc Maintenece Charges	£860.00	£0.00	£0.00	£0.00	£0.00
3120	XXXX OS Footpaths Equipment	£0.00	£0.00	£0.00	£0.00	£0.00
3130	OS Public Street Lighting Electricity	£9,095.96	£11,000.00	£5,569.44	£5,430.56	£18,000.00
3135	OS Public Street Light Contract Maintenance	£6,765.64	£7,000.00	£6,765.64	£234.36	£7,500.00
3136	OS Public Lighting Repairs	£2,154.75	£2,500.00	£2,231.75	£268.25	£2,500.00
3140	OS 10 Yr Maintenance Plan	£33,188.62	£24,500.00	£17,821.63	£6,678.37	£28,469.00
3141	OS Annual and Inspection Costs	£0.00	£0.00	£0.00	£0.00	£10,295.00
3145	OS 30 Yr Maintenance Plan	£32,320.00	£55,000.00	£0.00	£55,000.00	£31,500.00
Total Open Spaces		£324,951.58	£356,230.14	£236,921.09	£119,309.05	£379,648.00
Central Services						
2000	CS Staff Costs	£149,414.98	£165,536.45	£125,641.31	£39,895.14	£188,779.00

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
2005	CS Other staff/Cllr costs	£4,684.54	£4,450.00	£1,171.40	£3,278.60	£7,600.00
2010	CS Utilities/Rates/Phones	£10,093.75	£8,750.00	£8,424.05	£325.95	£11,550.00
2015	Professional HR/ H&S& Risk	£2,234.15	£4,300.00	£3,730.74	£569.26	£3,600.00
2020	CS Service/IT/Cleaning/Misc	£11,456.04	£11,500.00	£7,547.65	£3,952.35	£12,755.00
2030	CS Photocopier Rental/printing	£987.57	£1,500.00	£501.97	£998.03	£1,200.00
2040	CS Materials/Stationery	£1,528.87	£1,100.00	£1,059.78	£40.22	£1,600.00
2050	CS Doggetts, Office and Council Insurance	£8,421.38	£9,500.00	£11,467.54	-£1,967.54	£7,585.00
2055	xxxx CS Annual Maintenance	£1,820.00	£250.00	£0.00	£250.00	£0.00
2060	CS 10 Year Buildings Maintenance Plan	£8,000.87	£6,500.00	£742.20	£5,757.80	£8,120.00
2061	CS Annual Maintenance	£0.00	£0.00	£0.00	£0.00	£5,160.00
2062	CS 30 Yr Building Maintenance Plan	£3,814.41	£9,000.00	£0.00	£9,000.00	£5,500.00
2065	CS Buildings Materials and Repair Costs	£404.04	£2,200.00	£701.35	£1,498.65	£2,500.00
2070	CS Subs/Bank Costs/Lone Working	£2,053.24	£3,920.00	£2,592.74	£1,327.26	£4,060.00
2075	CS Audit Fee External/IA	£2,041.10	£3,300.00	£1,770.70	£1,529.30	£3,300.00
2085	CS Garden sacks	£8,680.00	£6,000.00	£5,191.67	£808.33	£7,000.00
2090	CS Insurance Claims	£0.00	£0.00	£4,651.15	-£4,651.15	£0.00
2200	CS Church House	£3,966.91	£2,413.00	£4,892.40	-£2,479.40	£4,370.00
2210	CS Public Toilets 1	£11,568.19	£9,850.00	£5,746.04	£4,103.96	£8,209.00
2211	CS Public Toilets 2	£8,448.67	£8,538.36	£7,029.71	£1,508.65	£9,662.00
2220	CS Rickards Hall	£6,273.69	£8,515.00	£8,232.04	£282.96	£10,314.00
Total Central Services		£245,892.40	£267,122.81	£201,094.44	£66,028.37	£302,864.00
Emergency Planning Committee						
5000	EP Equipment/Tools	£148.90	£110.00	£0.00	£110.00	£110.00

5.5 Financial Budget Comparison

Comparison between 01/04/22 and 31/12/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		Previous Year's Net	2022/23	Actual Net	Balance	2023/24
5010	EP Licences	£112.50	£235.00	£112.50	£122.50	£235.00
5011	EP Training	£0.00	£15.00	£0.00	£15.00	£0.00
Total Emergency Planning Committee		£261.40	£360.00	£112.50	£247.50	£345.00
Community Warden						
4000	CW Salary	£19,362.39	£20,443.00	£16,127.84	£4,315.16	£22,934.00
4010	XXXX CW Management Costs	£0.00	£0.00	£0.00	£0.00	£0.00
4020	XXXX CW Phone	£29.30	£0.00	£0.00	£0.00	£0.00
4030	CW CRB Check	£0.00	£100.00	£0.00	£100.00	£100.00
4040	CW Sundries	£143.73	£100.00	£285.08	-£185.08	£100.00
4050	CW Clothing & Supplies	£161.02	£200.00	£0.00	£200.00	£200.00
4060	CW Vehicle Running Costs	£528.26	£800.00	£265.25	£534.75	£800.00
4080	CW Training	£52.33	£120.00	£0.00	£120.00	£150.00
Total Community Warden		£20,277.03	£21,763.00	£16,678.17	£5,084.83	£24,284.00
CIL						
6000	CIL Payments For ETC Projects	£25,633.53	£0.00	£210,616.48	-£210,616.48	£0.00
6001	CIL Grants	£0.00	£0.00	£117,754.80	-£117,754.80	£0.00
Total CIL		£25,633.53	£0.00	£328,371.28	-£328,371.28	£0.00
Total Expenditure		£655,668.49	£719,365.95	£813,814.67	-£94,448.72	£771,841.00
Total Income		£729,380.20	£729,582.00	£793,352.92	£63,770.92	£794,990.00
Total Expenditure		£655,668.49	£719,365.95	£813,814.67	-£94,448.72	£771,841.00
Total Net Balance		£73,711.71	£10,216.05	-£20,461.75		£23,149.00

5.6 Income and Expenditure Account

31/03/22		31/12/22
£		£
	INCOME	
582,722.00	Precept	656,364.00
4,073.88	Other Income	2,884.67
16,187.75	Cemetery Income	13,713.75
20,572.61	Open Spaces Income	11,005.92
6,597.36	Market Income	10,009.09
11,712.00	Grants Income	2,000.00
3,480.00	Church House Income	2,610.11
8,682.45	Rickards Hall Income	5,685.29
10,961.40	Bag Sales	10,600.72
12,500.00	Community Warden Support Grants	12,500.00
47,736.52	CIL Receipts	67,798.85
<hr/> 725,225.97	TOTAL INCOME	<hr/> 795,172.40
	EXPENDITURE	
354,094.22	Salaries	300,007.86
10,192.97	Staff Other Costs	5,585.90
54,306.29	Other Expenditure	55,801.23
7,880.00	Grants	0.00
14,000.00	SLA's	15,500.00
55,898.98	Open Spaces Expenditure	50,000.31
18,016.35	Street Lighting	14,566.83
2,392.85	Market	2,576.63
49,893.98	Open Spaces 10/30 YR Maintenance Plan	17,821.63
3,966.91	Church House Expenditure	4,892.40
6,273.69	Rickards Hall Expenditure	8,232.04
11,568.19	Public Toilets	5,746.04
8,190.00	Garden Bags	5,191.67
-21,214.72	10/30YR Maintenance Plan	742.20
25,633.53	CIL Awards	328,371.28
<hr/> 601,093.24	TOTAL EXPENDITURE	<hr/> 815,036.02
203,051.24	Balance as at 01/04/22	250,811.88
725,225.97	Add Total Income	795,172.40
<hr/> 928,277.21		<hr/> 1,045,984.28
601,093.24	Deduct Total Expenditure	815,036.02
<hr/> 0.00	Stock Adjustment	0.00
-76,372.09	Transfer to/ from reserves	262,672.10
<hr/> 250,811.88	Balance as at 31/12/22	<hr/> 493,620.36

5.7 Consolidated Balance Sheet

31/03/22		31/12/22
£		£
	Long Term assets	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>0.00</u>	TOTAL LONG TERM ASSETS	<u>0.00</u>
	Current assets	
300,000.00	Investments	300,000.00
0.00	Loans Made	0.00
0.00	Investments	0.00
<u>0.00</u>	Stocks	<u>0.00</u>
6,129.18	VAT Recoverable	6,888.02
1,450.21	Debtors	470.60
1,221.35	Payment in Advance	0.00
869,128.43	Cash in Hand & at Bank	840,756.13
<u>1,177,929.17</u>	TOTAL CURRENT ASSETS	<u>1,148,114.75</u>
<u>1,177,929.17</u>	TOTAL ASSETS	<u>1,148,114.75</u>
	Current liabilities	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
10,513.17	Creditors	2,255.78
1,693.41	Receipts in Advance	0.00
<u>12,206.58</u>	TOTAL CURRENT LIABILITIES	<u>2,255.78</u>
<u>1,165,722.59</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,145,858.97</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>1,165,722.59</u>	NET ASSETS	<u>1,145,858.97</u>
	Represented by	
250,811.88	General Fund	493,620.36
83,934.46	CIL Funds	158,862.66
1,000.00	Cemetery	1,000.00
11,500.00	Election	11,500.00
15,000.00	Neighbourhood Plan	15,000.00
1,000.00	Depreciation Equipment & tools	1,000.00
80,117.00	10/30 Year Building Plan	80,117.00
225,064.00	10/30 Year Plan Open Spaces	225,064.00
3,771.00	Community Warden	3,771.00

5.7 Consolidated Balance Sheet

31/03/22		31/12/22
£		£
12,000.00	Staff Reserves	12,000.00
472,795.00	Allocated CIL Funds	141,006.95
772.25	Grants	0.00
7,957.00	Project Carried Over	2,917.00
0.00	LONG TERM Investment Accounts	0.00
<u>1,165,722.59</u>		<u>1,145,858.97</u>

Signed _____

Chairman _____

Date _____

Responsible Financial Officer

5.8 Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/12/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

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

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	<u>£1,169,128.43</u>

RECEIPTS	Net	Vat	Gross
Council	£70,606.00	£0.00	£70,606.00
Open Spaces	£363,526.37	£1,205.63	£364,732.00
Central Services	£333,160.61	£0.00	£333,160.61
Emergency Planning Committee	£360.00	£0.00	£360.00
Community Warden	£22,063.00	£0.00	£22,063.00
CIL	£67,798.85	£0.00	£67,798.85
Total Receipts	<u>£857,514.83</u>	<u>£1,205.63</u>	<u>£858,720.46</u>

PAYMENTS	Net	Vat	Gross
Council	£34,158.24	£3,084.98	£37,243.22
Open Spaces	£240,717.04	£13,367.40	£254,084.44
Central Services	£201,820.13	£7,374.97	£209,195.10
Emergency Planning Committee	£205.80	£18.66	£224.46
Community Warden	£16,799.57	£71.28	£16,870.85
CIL	£328,371.28	£41,103.41	£369,474.69
Total Payments	<u>£822,072.06</u>	<u>£65,020.70</u>	<u>£887,092.76</u>

Closing Balances

Ordinary Accounts

Barclays CIL	£201,670.54
Barclays General Account	£14,970.66
Barclays General Reserves	£495,247.53
Lloyds General Account	£128,667.40
Petty Cash	£200.00

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	<u>£1,140,756.13</u>

5.9 Bank and Investment Accounts

Dec-22

Bank Account	Opening balance as of 01/11/2022	Spend	Receipts	Transfers	Closing Balance as of 31/12/2022
Barclays General	£10,029.74	-£124,348.67	£60,582.59	£68,707.00	£14,970.66
Barclays Reserves	£527,977.09		£270.44	£33,000.00	£495,247.53
Barclays CIL	£236,864.35		£513.19	£35,707.00	£201,670.54
Lloyds General	£128,667.40		£0.00		£128,667.40
CCLA General	£200,000.00		£0.00		£200,000.00
CCLA CIL	£100,000.00		£0.00		£100,000.00
Petty Cash	£200.00		£0.00		£200.00
	£1,203,738.58	-£124,348.67	£61,366.22	£0.00	£1,140,756.13

5.9 Barclaycard Expenditure

Expenditure between 01/11/22 and 31/12/22

Tn no	Net	Vat	Gross	Invoice date	Supplier	Details
43457	£912.96	£34.12	£947.08	02/11/22	Barclaycard	October Barclay Card
	£912.96	£34.12	£947.08	Total for November 2022		
43484	£400.02	£42.27	£442.29	02/12/22	Barclaycard	Novemebr Barclaycard
	£400.02	£42.27	£442.29	Total for December 2022		
Total	£1,312.98	£76.39	£1,389.37			

5.10 Bank Account Transfers

Start of year 01/04/22

Date	Amount	Debit	Credit	Cheque Ref.	Reason
14/11/22	£80.00	Barclays CIL	Barclays General Account	Tourism CIL Funded	Tourism CIL Funded
14/11/22	£23,929.00	Barclays CIL	Barclays General Account	Skate Park CIL	Skate Park CIL Funded
14/11/22	£4,218.00	Barclays CIL	Barclays General Account	Lighting CIL Funded	Lighting CIL Funded
14/11/22	£2,500.00	Barclays CIL	Barclays General Account	KH Lighting CIL Fund	KH Liighting CIL
14/11/22	£4,980.00	Barclays CIL	Barclays General Account	REC Footpath CIL Fun	REC Footpath CIL funded
16/11/22	£80,000.00	Barclays General Account	Barclays General Reserves	Movement of Funds	Movement of Funds
24/11/22	£50,000.00	Barclays General Reserves	Barclays General Account	November Payroll	November Payroll
30/11/22	£20,000.00	Barclays General Reserves	Barclays General Account	November Invoices	November Invoices
21/12/22	£32,000.00	Barclays General Reserves	Barclays General Account	December Payroll	December Payroll
21/12/22	£11,000.00	Barclays General Reserves	Barclays General Account	December Invoices	December Invoices