



# Edenbridge Town Council

Town Clerk: Caroline Leet

Full Council | 15 May 2023 | Full Agenda (Excludes Confidential Items) | v:1

**To Councillors: J Aldridge, A Baker (Vice-Chairwoman), S Compton, M Gemmell Smith, A Layland, M McArthur, S McGregor, A Read, S Sumner, S Taylor, B Todd (Chairman).**

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 15 May 2023 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
10 May 2023

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.

Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

## Agenda

*In view of the confidential nature of Agenda Item 38 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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<b>4</b>	<b>To Receive Apologies for Absence</b>	<b>6</b>
<b>5</b>	<b>To Receive, Adopt and Sign the Minutes of The Extraordinary Council Meeting Held on 06 March 2023 (9883-9891)</b>	<b>6</b>
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6.1	To Adopt the Minutes of The Planning and Transport Meetings	6
6.2	Finance Committee	6
6.3	Open Spaces Committee	7
<b>7</b>	<b>To Receive Recommendations from Finance Committee Meeting on 27 March:</b>	<b>7</b>
7.1	To note: the review of the predicted year-end for 2022/23 and recommended ear-marked reserves movement	7
7.2	To note: the renewal of Street Lighting Energy contract to remain with Npower on an ongoing basis (this can be reviewed when the fuel prices change). Based on current annual usage the estimate cost is £14,918.32	7
<b>8</b>	<b>To Review the Delegated Arrangements to Committees, Sub-Committees, Staff (as Detailed in The Terms of Reference) and Appointment of Any New Committees</b>	<b>7</b>
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8.2	Planning and Transportation Committee (12)	7
8.3	Open Spaces Committee (10)	7
8.4	Emergency Planning Committee (8)	7
8.5	Community Infrastructure Levy (CIL) Board (15)	7
8.6	Personnel Committee (7)	7
8.7	Charities and Grants (15)	7
8.8	Forward Planning Steering Group	7
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8.10	Lease /SLA negotiation Group	8
8.11	Open Spaces Task and Finish group to explore viability for new concrete skate park	8
8.12	Open Spaces - Market Yard car park / Parking Group	8
8.13	Planting Trees and Wildflower areas Group	8
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10.3	To Appoint/confirm Members for the Open Spaces Committee (10)	8
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13.2	Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,325.08*)	9
13.3	Great Stonebridge Trust: Grass cutting and Water Meadow management services	9
13.4	Sevenoaks District Council: Ground maintenance services	9
13.5	War Graves Commission: Maintenance of War Graves (£300*)	10
13.6	Involve Kent (£1,500 -£3,000)	10
13.7	EDGE IT - software packages: Finance (£818*), Assets register (£238*), Epitaph (263.70*) and Rickards Hall hire (231.30*)	10
13.8	PS Technology (IT support and Licences) (£11,351.40*)	10
13.9	Fusion4/Besure/Continental (facilities security management, key holding and fire alarms) (£1,646.80*; plus £1,902 recharged to EVM)	10

13.10	Gallaghers (Hiscox) Insurance (Council insurance) see item 16	10
13.11	NFU Mutual Insurance (vehicles) (£2,043.64)	10
13.12	Keith Robertson (internal auditor) (£500*)	10
13.13	Mazars (external auditor) (£2,100)	10
13.14	Streetlight Maintenance – Streetlights (£7,103.92)	10
13.15	Npower – Street Lighting Energy (*£14,918.32)	10
13.16	Total Gas (utilities energy all buildings - contracted 31 January 2025)	10
13.17	Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)	10
13.18	Worknest (HR and H&S support) (£2683.62*)	10
13.19	Canon UK (photocopier) (£605.40* plus copying costs)	10
13.20	SAGE payroll & P11 software services (£813.80* NB some cost recharged to CAB)	10
13.21	Summer Fun Days – Play Place (£2,292*)	10
13.22	Health Assured (employee assistance/wellbeing mental health programmes) year 2 of 11 3-year agreement (£600)	10
<b>14</b>	<b>To Appoint Representatives on To/work with External Bodies and Arrangements for Reporting Back</b>	<b>11</b>
<b>15</b>	<b>To Review the Inventory of Land and Other Assets Including Buildings and Office Equipment</b>	<b>11</b>
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17.2	Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108	11
17.3	Edenbridge Magazine (6 editions) (£1,093.50)	11
17.4	Grounds Management Association £157.50	11
17.5	Information Commissioner Office £55	11
17.6	Institute of Cemetery and Crematorium Management £95	11
17.7	Kent Association of Local Council (KALC) £1,665 (23/24)	11
17.8	Kent County Playing Fields Association £20	12
17.9	National Association for British Markets Authorities (NABMA) £500	12
17.10	Open Spaces Society £45	12
17.11	Rural Market Town Group Membership £115 (23/24)	12
17.12	Sevenoaks District Council – Premises Licence (TN8) £1,070	12
17.13	Society of Local Council Clerks (SLCC) Town Clerk's membership £327 (May 2023)	12
17.14	Stalls and Crafts £150	12
<b>18</b>	<b>To Confirm the Direct Debit and Standing Orders Arrangements</b>	<b>12</b>
<b>19</b>	<b>To Confirm the Council's Banking Signatories**</b>	<b>12</b>
<b>20</b>	<b>To Review the Council's Complaints Procedure (reviewed and Amended December 2021)</b>	<b>12</b>
<b>21</b>	<b>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)</b>	<b>13</b>
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<b>25</b>	<b>Annual Governance and Accountability Return 31 March 2023*</b>	<b>13</b>
25.1	To receive the internal auditor's report	13
25.2	To receive the end-of-year financial statements (EOY financial reports attached)	14
25.3	To approve the annual governance statement for 2022/23	15
25.4	To resolve the accounting statement for 2022/23	15

<b>26</b>	<b>Public Questions and Statements</b>	15
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27.2	District Councillors	15
<b>28</b>	<b>To Receive Reports and Any Recommendations from Working Groups; Delegated Reports; Clerk's and Officers' Reports:</b>	15
28.1	Clerk's report*	16
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29.1	Edenbridge Dementia Friendly	16
29.2	Games Club update	16
29.2.1	to receive an update on funding from Involve Kent for 2023-24 (reduced from £5,000 pa to £1,500 on 6-monthly review)	16
29.2.2	to note: a recent grant awarded from the Levelling Up Fund via SDC to provide a community cohesion event for the Games Club and to help attract new members	16
29.3	To receive an update on transition of the new IT Storage (SharePoint) System following recent office closure days to support this	16
29.4	To note: Rickards Hall and Council Office closure dates to facilitate planned treatment works for 'wood boring insect infestation' at Rickards Hall, and Doggetts Barn including office redecoration.	16
29.5	To receive feedback from the Working Group on King Charles III Coronation event – 7 May	17
29.6	To receive an update on an unauthorised access gate at the Recreation Ground (pathway to Pavilion) from private rear garden and to:	17
29.6.1	To ratify total expenditure to date of £2,430 plus further estimate £1,500 for legal fees for investigation, letters and liaison with resident	17
29.6.2	To ratify total expenditure to date of £2,115 for written correspondence to surrounding properties to clarify and confirm residents backing on to Council land do not have permission to create Page 9 of 12 or have their own private access on to Council land	17
29.7	To receive a report on the Twinning Association 50th Anniversary Celebrations – weekend 12-14 May	17
29.8	Training programme for the new Council: A visioning/forward planning business plan sessions has been organised for the new Council (resolution March 2023)	17
29.9	Asset of Community Value (ACV) - To note: The nomination for The Swan Inn, Edenbridge to continue as an ACV has been approved (5-years)	18
<b>30</b>	<b>Other Business Including Items Referred from Committees for Decision</b>	18
30.1	To consider a review of the Forge Singers Agreement (dated September 1992) and the expenditure of £1,450 plus VAT for a new Lease Agreement to be prepared by the Council's solicitor	18
30.2	To approve the expenditure of £1,500 for display monitor screen in Doggetts Barn for meeting presentations (budgeted code 1011, projects FPSG Oct 2022)	18
30.3	UK Shared Prosperity Fund (via SDC) funding of up to £15k over 3-years to support High Streets regeneration: To appoint a Working Group to consider viable proposals	19
30.4	To consider and approve a budget (propose £650) to support activities for the Market over the summer	19
<b>31</b>	<b>Annual Town Meeting – to Feedback from The Meeting 20 March</b>	19
<b>32</b>	<b>COUNCILLOR ALLOWANCES: to consider whether ETC Members should receive allowances and to investigate the costs of engaging a Parish Remuneration Panel</b>	19
<b>33</b>	<b>Council Vacancies</b>	20
<b>34</b>	<b>Consultations</b>	20

34.1	Kent County Council Kent Connect to Support New Website	20
34.2	Kent County Council Kent Connect to Support New Website	20
<b>35</b>	<b>To Receive Reports from Councillors Who Have Attended Meetings of Outside Bodies</b>	20
<b>36</b>	<b>To Consider Any Press Release</b>	20
<b>37</b>	<b>Matters for Future Agendas</b>	20
<b>38</b>	<b>[CONFIDENTIAL] To Receive the Update on The New Council Logo and Rebranding with Colour Palette and Guidelines</b>	21
<b>39</b>	<b>Date of Next Meeting – 3 July 2023</b>	21
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# Meeting Papers & Report

## 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 **Declaration of Acceptance of Office of All Councillors**

To receive and confirm all Members Declaration of Acceptance of Office have been signed

## 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.

All Members have received a welcome letter, the Declarations of Interest paperwork for completion and are reminded that they must complete and return their Declarations of Interests, via the Town Clerk, to the Monitoring Officer at Sevenoaks District Council within 28 days of the Election. All members have been provided with an electronic copy of the Good Councillors Guide which identifies the role of councillors and the Council.

## 4 **To Receive Apologies for Absence**

## 5 **To Receive, Adopt and Sign the Minutes of The Extraordinary Council Meeting Held on 06 March 2023 (9883-9891)**

 Full Council | 06 March 2023 v.1 - Minutes (Pages PRE-118/-)

## 6 **To Adopt the Following Reports/Minutes of Meetings**

### 6.1 **To Adopt the Minutes of The Planning and Transport Meetings**

- Planning and Transportation Committee - 13 March (9892-9895);
- Planning Committee - 3 April (9900-9904);
- Planning Committee - 24 April (9911-9912)

### 6.2 **Finance Committee**

- Finance Committee – 27 March (9896-9899)

- 6.3 **Open Spaces Committee**  
• Open Spaces Committee - 17 April (9905-9910)

7 **To Receive Recommendations from Finance Committee Meeting on 27 March:**

- 7.1 **To note: the review of the predicted year-end for 2022/23 and recommended ear-marked reserves movement**

- 7.2 **To note: the renewal of Street Lighting Energy contract to remain with Npower on an ongoing basis (this can be reviewed when the fuel prices change). Based on current annual usage the estimate cost is £14,918.32**

8 **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>

- 8.1 **Finance and Governance Committee (10)**  
Do Members Confirm the Existing Committee

- 8.2 **Planning and Transportation Committee (12)**  
Do Members Confirm the Existing Committee

- 8.3 **Open Spaces Committee (10)**  
Do Members Confirm the Existing Committee

- 8.4 **Emergency Planning Committee (8)**  
Do Members Confirm the Existing Committee

- 8.5 **Community Infrastructure Levy (CIL) Board (15)**  
Do Members Confirm the Existing Committee

- 8.6 **Personnel Committee (7)**  
Do members confirm the existing sub-committee

- 8.7 **Charities and Grants (15)**  
Do members confirm the existing sub-committee

- 8.8 **Forward Planning Steering Group**  
Do Members Confirm the Existing Steering Group

- 8.9 **Internal Audit / Council Risk Group**  
Do Members Confirm the Existing Committee

- 8.10 **Lease /SLA negotiation Group**  
Do members confirm the existing working group
- 8.11 **Open Spaces Task and Finish group to explore viability for new concrete skate park**  
Do members confirm the existing working group
- 8.12 **Open Spaces - Market Yard car park / Parking Group**  
Do members confirm the existing working group
- 8.13 **Planting Trees and Wildflower areas Group**  
Do members confirm the existing working group
- 8.14 **Aviation Consultation Group**  
Do members confirm the existing working group
- 8.15 **Delegated powers to Town Clerk and Officers**  
Do members confirm the existing delegation arrangements
- 8.16 **Delegation for procurement procedures**  
Do members confirm the existing delegation arrangements  
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/04/PROCUREMENT-REFERENCE.pdf>
- 8.17 **To consider any additional committees**  
Do members want to establish any additional committees?

9 **To Confirm Terms of Reference**  
Last Reviewed by Finance and Governance 15 February 2021.

Do Members confirm and adopt the Terms of Reference?

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

10 **To Appoint/confirm Members for Each Committee**

10.1 **To Appoint/confirm Members for the Finance and Governance Committee (10)**

10.2 **To Appoint/confirm Members for the Planning and Transportation Committee (12)**

10.3 **To Appoint/confirm Members for the Open Spaces Committee (10)**

10.4 **To Appoint/confirm Members for the Personnel Committee (7)**

TORs allow for members appointed by Finance Committee, however as this is a new council, and a meeting is scheduled for May, Members need to be appointed by Council.

- 10.5 **To Appoint/confirm Members for the Emergency Planning Committee (8)**
- 10.6 **Re 8.17 if there are any new committees to appoint members**
- 11 **To Appoint/confirm the Members of The Working Groups**
- 11.1 **To Appoint/confirm Members for the Internal Audit / Council Risk Group**
- 11.2 **To Appoint/confirm Members for the Lease / SLA negotiation Group**
- 11.3 **To Appoint/confirm Members for the Open Spaces Task and Finish group to explore viability for new concrete skate park**
- 11.4 **To Appoint/confirm Members for the Open Spaces - Market Yard car park / Parking Group**
- 11.5 **To Appoint/confirm Members for the Planting Trees and Wildflower areas Group**
- 11.6 **To Appoint/confirm Members for the Aviation Consultation Group**
- 12 **To Confirm and Adopt the Following**
- 12.1 **Standing Orders (last reviewed & amended 14 July 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>
- 12.2 **Financial Regulations**  
<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/02/Model-Financial-Regs-adopted-May-16-Amended-Feb-18.pdf>
- 13 **To Review Arrangements with Other Local Authorities, Not-For-Profit and Business**  
(\*NB: some fees based on 2022-23)
- 13.1 **Citizens Advice Bureau: Payroll (£243\*)**
- 13.2 **Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,325.08\*)**
- 13.3 **Great Stonebridge Trust: Grass cutting and Water Meadow management services**  
Varies to cuts and management works
- 13.4 **Sevenoaks District Council: Ground maintenance services**

Town Field, playground inspection, weed spraying on residential estate (varies to cuts and management works)

- 13.5 **War Graves Commission: Maintenance of War Graves (£300\*)**
- 13.6 **Involve Kent (£1,500 -£3,000)**
- 13.7 **EDGE IT - software packages: Finance (£818\*), Assets register (£238\*), Epitaph (263.70\*) and Rickards Hall hire (231.30\*)**
- 13.8 **PS Technology (IT support and Licences) (£11,351.40\*)**
- 13.9 **Fusion4/Besure/Continental (facilities security management, key holding and fire alarms) (£1,646.80\*; plus £1,902 recharged to EVM)**
- 13.10 **Gallaghers (Hiscox) Insurance (Council insurance) see item 16**
- 13.11 **NFU Mutual Insurance (vehicles) (£2,043.64)**
- 13.12 **Keith Robertson (internal auditor) (£500\*)**
- 13.13 **Mazars (external auditor) (£2,100)**
- 13.14 **Streetlight Maintenance – Streetlights (£7,103.92)**
- 13.15 **Npower – Street Lighting Energy (\*£14,918.32)**
- 13.16 **Total Gas (utilities energy all buildings - contracted 31 January 2025)**
- 13.17 **Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)**
- 13.18 **Worknest (HR and H&S support) (£2683.62\*)**
- 13.19 **Canon UK (photocopier) (£605.40\* plus copying costs)**
- 13.20 **SAGE payroll & P11 software services (£813.80\* NB some cost recharged to CAB)**
- 13.21 **Summer Fun Days – Play Place (£2,292\*)**

13.22 **Health Assured (employee assistance/wellbeing mental health programmes) year 2 of 3-year agreement (£600)**

14 **To Appoint Representatives on To/work with External Bodies and Arrangements for Reporting Back**

To appoint representatives for each external body/organisation.

15 **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 2022/23 of £4,296,021.92?

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

16 **CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURABLE RISKS AND THE ANNUAL EXPENDITURE OF £16,621.54.**

(Year 2 of 3; includes the uplift of buildings revaluations 2022 and 12% index link)

The renewal is due 20 July. Based on last year's premium and adjustments for revaluations and additional assets, the premium has been estimated (confirmation will be received early July). Last year, the Council accepted a 3-year long term agreement option to allow maintain an idea of the premium for that period with only changes to Insurance Premium Tax (IPT) and Index linking (this has been confirmed for the current year at 12%). Council insurance details and levels are published on the website (see above link).

**Do Members confirm the Council's insurance needs and levels and the annual insurance estimate premium of £16,621.54?**

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

17 **To review and confirm the council's and/or staff subscriptions to other bodies**

Figures quoted are on last paid invoices and may increase unless stated otherwise

**Do Members confirm the subscriptions 17.1-17.14?**

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

17.2 **Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108**

17.3 **Edenbridge Magazine (6 editions) (£1,093.50)**

17.4 **Grounds Management Association £157.50**

17.5 **Information Commissioner Office £55**

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

17.7 **Kent Association of Local Council (KALC) £1,665 (23/24)**

17.8 **Kent County Playing Fields Association £20**

17.9 **National Association for British Markets Authorities (NABMA) £500**

17.10 **Open Spaces Society £45**

17.11 **Rural Market Town Group Membership £115 (23/24)**

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

17.13 **Society of Local Council Clerks (SLCC) Town Clerk’s membership £327 (May 2023)**

17.14 **Stalls and Crafts £150**

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

There is currently no Standing Orders.

**Do Members confirm the list of direct debits?**

Annex 2: 18 Direct Debits.pdf

19 **To Confirm the Council's Banking Signatories\*\***

Council Standing Orders and Financial Regs does not specify that signatories need to be Finance Committee members. Below is a list of the Council's accounts and signatory requirements; each account requires two signatories plus the RFO or Town Clerk to raise the payment/s.

Account	Minimum	Currently Have	Need Additional
Barclays	6	4	2
CCLA	4	3	1
Lloyds			
Charity Accounts (Natwest a/cs)	3	2	1
Norman Foundation (investment accounts - Scottish			

**Members to confirm and appoint signatories to each account.**

Confidential Annex 3 (omitted from public documents):

20 **To Review the Council's Complaints Procedure (reviewed and Amended December 2021)**

**Do members confirm the Complaints Procedure?**

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

21 **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)**

**Do members confirm the Council policies, procedures and practices under its obligations under the FOIA and GDPR?**

<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>

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

**Do members confirm the Communications Policy?**

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

23 **General Power of Competence**

General Power of Competency (Localism Act 2011, sections 1 to 8) allows eligible Councils to have more choice and flexibility to carry out its powers and duties (within the law). To use the GPC, the Council must resolve it meets the eligibility criteria at the first annual meeting of the new council after the ordinary elections (4-yearly).

Criteria for eligibility:

1. The number of councillors elected at the last ordinary election must equal or exceed two thirds of its total number. ETC currently meets the criteria: 11 members stood for 15 vacancies and was uncontested at the May elections.
2. The clerk must hold at least one of the sector-specific qualifications. ETC's Clerk holds CiLCA.

The benefits GPC can be used for most of the activities the council carries out and enabling it to deliver a wider range of activities, rather than without, and using the Local Government Act 1972 section 137 legislation. S137 only allows limited expenditure, currently set at £9.93 per elector in the area.

**Do Members confirm Edenbridge Town Council continues to meet the eligibility criteria and to adopt the General Power of Competency for the current new Council?**

<https://www.slcc.co.uk/qualifications/gpc/>

24 **To Receive the Calendar of Council and Committee Meetings for May to December 2023**

The annual calendar of meetings was approved by the December Council.

**Do Members request any changes?**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/02/Meetings-dates-for-2023-amended-230216.pdf>

25 **Annual Governance and Accountability Return 31 March 2023\***

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

The Internal Auditor attended on 11 May; he did a thorough view of the end-of-year accounts, the Council's reserves and other risk management procedures were covered.

Report to follow (will be uploaded on to website here).

## Do members confirm the Internal Auditor's report?

25.2

### **To receive the end-of-year financial statements (EOY financial reports attached)**

A copy of the end-of-year EDGE finance reports is attached with the Bank Reconciliation, and the budget comparisons. Summaries below

Summary of Budget Comparison 2022-23				
	Budgeted	Actual year-end		
Total Expenditure	£719,365.00	£668,119.90		
Total Income	£729,582.00	£758,797.52		
Surplus/Deficit	£10,217.00	£90,677.62	£68,435	Movement to Earmarked Reserves
Actual total movement		£22,242.62	in to General Reserves	
(This excludes the CIL income and expenditure)				

### **Consolidated balance position including Earmarked and General Reserves**

Edenbridge Town Council - Reserves View Sheet					
As of March 2023 Actual Year End					
BASED ON THE I&E ACCOUNTS					
	31/03/22	Accrual	Planned	Year-End	31/3/23
ETC - Reserves Forecast					
<b>Ear-Marked Reserves</b>					
Neighbourhood Plan	15,000				15,000
Election	11,500		4,000		15,500
Depreciation Equipment & tools	1,000				1,000
10/30 Year Building Plan	80,117		12,680		92,797
10/30 Open Spaces Plan	225,064		30,102		255,166
Cemetery / Community	4,771				4,771

Warden					
Staff	12,000	-6,000			6,000
Grants (and deposits)	772	-772	2,575		2,575
Projects Carried Over	7,957	-7,957	19,078		19,078
	358,181	-14,729	68,435		411,887
General Reserve	250,812	-1,543		38,078	287,347
	608,993	-16,272	68,435	38,078	699,234
CIL allocated	472,795				275,165
Reserve Totals -	1,165,772				982,018

**Do Members confirm the end-of-year financial position; with the general reserves at £287,347 and the total reserves including CIL and Earmarked reserves £982,018?**

- 📎 Annex 4: Financial Budget Comparison.pdf
- 📎 Annex 5: Bank Reconciliation.pdf
- 📎 Annex 6: Cash Book.pdf
- 📎 Annex 7: 25.2 Consolidated Balance Sheet.pdf

- 25.3 **To approve the annual governance statement for 2022/23**  
Attached is the Annual Governance Accounting Return (AGAR). The Auditor's form will be forwarded separate (prior to Monday's meeting)

**The Chairman to read out each statement and members to confirm each.**

- 📎 Annex 8: Annual Internal Audit Report
- 📎 Annex 9: Interim Internal Audit Report 2022-23

- 25.4 **To resolve the accounting statement for 2022/23**  
**Do Members confirm the accounting statement figures for 2022/23?**

- 26 **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.


- 27 **To Receive County and District Councillor Reports**

- 27.1 **County Councillors**

- 27.2 **District Councillors**

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


28.1 **Clerk's report\***

 Annex 10: 28.1 Clerks Report.pdf

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

29.1 **Edenbridge Dementia Friendly**

In April training awareness was provided by Elaine Murray for staff of the Town Council and Smith Scientific. Both organisations are now eligible for Edenbridge Dementia Action Alliance accreditation. (There has been a delay due other projects at Dementia Action Alliance, but formal accreditation and additional resources should be available mid-summer.) Other organisations that have signed up to the 'Pledge' will be offered training over the coming months, with another push to local business to also sign-up to this initiative.

 <https://www.edenbridgetowncouncil.gov.uk/edenbridge/dementia-friendly/>

29.2 **Games Club update**

29.2.1 **to receive an update on funding from Involve Kent for 2023-24 (reduced from £5,000 pa to £1,500 on 6-monthly review)**

Due to funding cuts, Involve Kent has advised that it has had to cut the grant available. I have accepted to continue with the Club on the new terms as there has been several positive outcomes for residents attending, and some of those are difficult to quantify; everyone really enjoys the weekly sessions and the weekly attendance averages 12. The full grants will be directed to Rickards Hall hire.

29.2.2 **to note: a recent grant awarded from the Levelling Up Fund via SDC to provide a community cohesion event for the Games Club and to help attract new members**

The Community Warden and Deputy Clerk submitted a grant application recently for a community cohesion (grant criteria) event. The bid was for an afternoon classical tea for the Games Club members and other residents who have become isolated during pandemic. A grant has been awarded and the details of the event are being organised for a date in July to take place in the courtyard. Invitations will be issued.

29.3 **To receive an update on transition of the new IT Storage (SharePoint) System following recent office closure days to support this**

Whilst there is still IT files that need clearing off the system, we have made good headway and are now trying to firm-up a suitable date with PSTech to move over to SharePoint. May/June is the proposed period. During the transition, each PC will need to have its data removed and re-set to access SharePoint. There will need to be training for all staff and a period of familiarisation.

29.4 **To note: Rickards Hall and Council Office closure dates to facilitate planned treatment works for 'wood boring insect infestation' at Rickards Hall, and Doggetts Barn including office redecoration.**

- Rickards Hall – Closed 11 and 12 May; and 23 May to 5 June
  - Doggetts Barn/Council office – Closed 24 May to 2 June.
- Office clear-out 22&23 May; moving back-in 5&6 June

There will be a mix of staff working out of Rickards Hall and home working.

Waste bags will be available to buy, but for limited hours (est.10 am – 3.30 pm).

29.5 **To receive feedback from the Working Group on King Charles III Coronation event – 7 May**

The Council has received many comments on the Big Lunch event, which was held at the Recreation Ground, having to be moved a couple of weeks prior due to the continued rain and Stangrove Park being just too wet. Heart Of Sevenoaks (HofS) did an amazing job putting on an event for the residents of Edenbridge.

HofS worked with the Deputy Clerk on the Risk Assessment and other details for the event, but on the day, it was all down to HofS. There was a choice of children's activities and crafts, a selection of food vendors, bar and refreshments, and throughout the afternoon a programme of musical entertainment including the Town Band.

There have been so many positive comments received via Facebook, and in the office.

29.6 **To receive an update on an unauthorised access gate at the Recreation Ground (pathway to Pavilion) from private rear garden and to:  
Members to ratify the expenditure for 29.6.1 and 29.6.2?**

29.6.1 **To ratify total expenditure to date of £2,430 plus further estimate £1,500 for legal fees for investigation, letters and liaison with resident**

£1,500 for legal fees for investigation, letters and liaison with resident (resolutions March 2023; and Clerk and Chairman/Vice Chair approval)

29.6.2 **To ratify total expenditure to date of £2,115 for written correspondence to surrounding properties to clarify and confirm residents backing on to Council land do not have permission to create Page 9 of 12 or have their own private access on to Council land**  
(resolutions March 2023; and Clerk and Chairman/Vice-Chair approval)

29.7 **To receive a report on the Twinning Association 50th Anniversary Celebrations – weekend 12-14 May**

The Twinning Association worked hard over the past few months to ensure a fitting celebration of 50-years friendship between the two towns. The Associations have dwindled in active members over recent years, and regrettably the decision to was made to winddown the two groups, but the ties with Mont St Aignan remain. On Saturday morning there was a public event in the courtyard with A Capella singers, Marlings Morris Clog dancers and the Town Band. Attending included Tom Tugendhat MP, Cllr Bob Todd (Chairman of ETC), Angela Baker (Vice-Chair), Cllr Alan Layland representing SDC and Cllr Margot McArthur KCC. The Museum has an exhibition on the 50-years of the twinning until end of June. Verbal report at meeting.

Marsh Green community organised its own event which was well attended and included music, merriment and May Pole dancing was enjoyed by all. The Town Band also performed.

29.8 **Training programme for the new Council: A visioning/forward planning business plan sessions has been organised for the new Council (resolution March 2023)**

As part of a new council, training is important. New councillors (co-opted) will attend 'new councillor training' with KALC in due course.

A visioning/forward planning business plan session will help the new Council consider its ambitions and vision for the coming 4-years, and longer-term view.

The half-day session will be led by a professional with experience in helping Councils to develop its Plan, review the current Forward Plan and create something that is more detailed in line with a business plan. NALC encourages this and is also expected as part of its Quality

Council scheme.

To ensure the majority of councillors are able to the session has been booked for Saturday 2 September, 10 am – 2.30 pm (though may finish earlier with less breaks). Officers will also attend.

Finance training on Council EDGE reports – run by RFO and Town Clerk – Monday 19 June, 7.00 pm, Rickards Hall. (This session could also be an opportunity cover other procedural matters.)

Finance Training on Councillors responsibilities, understanding the AGAR and general Q&A on finances session has been arranged with an external trainer for Thursday 5 October, 6.30 – 8.30 pm.

Other training webinars and workshops (NALC and KALC run) that arise will be circulated including bitesize session on civility and respect.

29.9 **Asset of Community Value (ACV) - To note: The nomination for The Swan Inn, Edenbridge to continue as an ACV has been approved (5-years)**

Following full Council resolution in January 2023, when Members noted that in 2018, Council had supported the nomination of The Swan Inn to be included on the register of Assets of Community Value, a nomination to SDC to renewing the listing of The Swan Inn was made. SDC has confirmed the nomination has been successful and will be listed.

30 **Other Business Including Items Referred from Committees for Decision**

30.1 **To consider a review of the Forge Singers Agreement (dated September 1992) and the expenditure of £1,450 plus VAT for a new Lease Agreement to be prepared by the Council's solicitor**

In March, the Forge Singers raised a query regarding the annual rent increase. Looking at records, the initial Agreement was a short letter dated August 1992.

Considering some of the queries raised, it would be sensible to review the arrangements.

A new Lease needs to be drawn-up so that both parties are clear of the arrangements. This lease/agreement would allow a tenant to occupy the land exclusively, for a fixed period of time, with their 'hut'. Whereas a licence grants permission for the licensee to do certain agreed things on the property (e.g. occupy it, store items, etc); it is not for a fixed period and can be terminated by the property owner at any time upon giving notice. A licence also does not allow the licensee to have exclusive possession of the property. The Hut is the exclusive use and responsibility of the Forge Singers therefore requires a Lease. The Lease can be for a fixed term with a notice clause.

**Do Members approve the expenditure of up to £1,450 for the legal fees to:**

- Check the Town Council's title to the property;
- Preparing a draft lease;
- Negotiate the form of lease with the tenant/their solicitors;
- Dealing with queries raised by the tenant/their solicitors;
- Obtaining signatures to the lease;
- Dealing with formal completion of the lease; and

30.2 **To approve the expenditure of £1,500 for display monitor screen in Doggetts Barn for meeting presentations (budgeted code 1011, projects FPSG Oct 2022)**

Do Members approve of the expenditure of £1,500 for a suitable screen and conference equipment for the Meeting room in Doggetts Barn?

- 30.3 **UK Shared Prosperity Fund (via SDC) funding of up to £15k over 3-years to support High Streets regeneration: To appoint a Working Group to consider viable proposals**  
SDC has been awarded funding to work with Town Councils, providing £5k each year of the programme (3 years) towards capital projects, events, promotions to support the Town Centres and markets. The aims of the fund is to help boost productivity, restore sense of community and create opportunities. The UK Shared Prosperity Fund award is part of a wider project, with an allocation for each town council in the district. I have had a meeting with SDC and discussed the potential (and limitations) of this award.

**Members to appoint a small Working Group to work with the Town Clerk to consider a potential proposal to help Edenbridge High Street and/or Market.**

- 30.4 **To consider and approve a budget (propose £650) to support activities for the Market over the summer**  
Love your Market campaign starts 12 May to 31 May. Half term is week 29 May.

The summer school holidays start mid-July through to early September. Last year the Council funded four activities on Market days during the summer which were received well: Mr Hiccup's magic and balloon modelling; cupcake decorating; and face-painting (x2). Would the Council consider a budget to allow some children's activities during holiday periods.

**Do Members support a budget of £650 for promotion activities for the Thursday Market over the summer months?**

- 31 **Annual Town Meeting – to Feedback from The Meeting 20 March**  
The Annual Town Meeting was well received with 105 residents attending. The presentations were interesting and informative. The website has a copy of the slide presentations, with the questions and answer session.

[https://www.edenbridgetowncouncil.gov.uk/mc-events/annual-town-meeting-9/?mc\\_id=758](https://www.edenbridgetowncouncil.gov.uk/mc-events/annual-town-meeting-9/?mc_id=758)

- 32 **COUNCILLOR ALLOWANCES: to consider whether ETC Members should receive allowances and to investigate the costs of engaging a Parish Remuneration Panel**

he local council may decide to pay a parish basic allowance to the chair only, or to each of its elected members. The local council may also decide to pay travelling and subsistence allowance for the purpose of, or in connection with, the discharge of its functions Part 5 (regs 24 to 32) of the Local Authorities (Members' Allowances) (England) Regulations 2003 (SI 2003 No 1021).

In setting the level of these allowances, the local council must have regard to the recommendations of an independent panel established by the district council (or unitary or county council), usually known as the Parish Remuneration Panel (Reg. 27). The local council does not have to follow the recommendation. The expenses of this panel may be met by those local councils for whom recommendations are made.

It is good practice for Councils to consider the question of Members Allowances, and if it considers it would like to have the option for its Members. However, town and parish councils are not under any obligation to consider the question of allowances for their elected members, nor are recommendations from the PRP binding. Local councils are obliged to consider the PRP's recommendations before adopting an allowances scheme.

Any town or parish council which introduces an allowances scheme following consideration of the PRP's report has to give public notice in the parish, and any scheme is available for inspection or purchase from the town or parish council concerned. Town and parish councils are also required to make available details of allowances paid to councillors following the end of each financial year.

Parish and Town Council basic allowances is usually recommended at 5% of the recommended basic allowance for district council. For comparison: Sevenoaks Town Council; Forest Row Council; the most recent parish and town council's PRP review is for King's Lynn & West Norfolk (October 2021). A dependants' carers' allowance can be included to enable a councillor to attend meetings and engage on council matters. Consideration could also be given to allow for IT provision, optional for councillors who may need this.

**Do Members want to investigate the costs of an independent Parish Remuneration Panel (this would be carried by SDC) with a view to allow the choice of Members Allowances for Edenbridge Town Councillors?**

[https://www.sevenoakstown.gov.uk/Finance\\_21368.aspx](https://www.sevenoakstown.gov.uk/Finance_21368.aspx)

<https://forestrow.gov.uk/members-allowances>

<file:///etcfs01/Folder>

Redirection/carolineleet/Downloads/Town\_and\_Parish\_Council\_Council\_Members\_Allowance\_Review\_\_\_October\_2021.pdf

33 **Council Vacancies**

Procedures for council vacancies is published on the website (section 3). 11 nominations for the May elections were uncontested, this means there are four vacancies.

As the Notice of Election provided the opportunity for councillor nominations, and the opportunity for an election was not called, and that there were no withdrawals, these vacancies can now be filled by co-option. (These four vacancies are not casual vacancies as a Notice has already been served.)

**Members are asked if the vacancies are to be filled by co-option and if so would they like to invite interested candidates to apply or are there already known candidates to consider?**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2021/02/21-02-co-option-guidance-and-procedure-policy-adopted-15.02.21.pdf>

34 **Consultations**

34.1 **Kent County Council Kent Connect to Support New Website**

34.2 **Kent County Council Kent Connect to Support New Website**

tell us what you think – closing date 30 June 2023

<https://letstalk.kent.gov.uk/kentconnecttosupport>

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

36 **To Consider Any Press Release**

37 **Matters for Future Agendas**

*In view of the confidential nature of Agenda Item 38 to be discussed, the Chairman will move that the*

- 38      **[CONFIDENTIAL] To Receive the Update on The New Council Logo and Rebranding with Colour Palette and Guidelines**  
*Confidential item omitted from public papers.*

- 39      **Date of Next Meeting – 3 July 2023**

# KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT  
Cllr John Rivers

Chair  
Cllr Neville Hudson

Chief Executive  
Charmaine Keatley



Serving Parish & Town  
Councils in Kent

Dover District Council Offices  
White Cliffs Business Park  
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VAT Registration No: 509 7509 27

TO: Members of KALC in 2022/2023

CK/LD/Subs 2023/2024

April 2023

Dear Clerk,

## SUBSCRIPTION TO THE KENT AND NATIONAL ASSOCIATIONS FROM 1<sup>ST</sup> APRIL 2023

Thank you for your Council's support in 2022/2023.

Please find enclosed your Council's subscription invoice for the 2023/2024 financial year, commencing 1<sup>st</sup> April 2023. The invoice covers membership of both KALC and NALC. Also enclosed are two information leaflets giving details of the benefits of membership of both KALC and NALC. Please bring the leaflets to the attention of your Council. You can also visit the NALC website for more details about what they do on behalf of member councils by visiting [www.nalc.gov.uk](http://www.nalc.gov.uk).

Members may recall that at the Annual Meeting on 19<sup>th</sup> November 2022 the membership agreed that for 2023/2024 the subscription would be based on equivalent Band D properties for 2022/2023, the Band D equivalent rate would remain at 0.675p, the standing charge would remain at £65 and the maximum would be increased from £1,590 to £1,630 as set out below:

*"67.5p per equivalent band D property subject to a maximum of £1.630, plus a standing charge of £65. all subject to VAT, and that all Councils should pay at least the NALC subscription plus 2p per equivalent band D property".*

Local Councils represent the first tier of Local Government and are the grassroots layer of local democracy, run by local people, elected locally to focus directly on local issues in their community. With a shift in rhetoric towards community empowerment, levelling up and devolution, making decisions at a local level is increasingly valued. Now, more than ever KALC is working across its partnerships to ensure that the Towns and Parishes are at the fore.

Our tier of Government needs to be ready for possible additions of powers and responsibilities. Therefore, the training of Clerks and Councillors in Kent will continue to be a key mission for KALC this year, especially with the influx of new Councillors from May. To do this, we are currently in the process of recruiting a Learning and Development Manager to analyse and meet the needs of Councils across Kent. This year, we have also:

- Altered our Conferences - the topics and speaker are now chosen by consultant leads to ensure topics are hot and current. We are trialling removing the afternoon training sessions from conferences following feedback that Delegates had often already completed the training
- We have moved over to Parkinson Finance Training to increase the finance training offer and to allow regular training throughout the year
- We have recruited a new planning consultant, Alison Eardley to re-work our planning offering. The advanced planning workshop will now be split into 1 hour subject specific sessions i.e. planning and biodiversity to ensure that delegates are getting the content that they need.

All training will continue to be offered at a reduced rate for member councils

Health and Wellbeing will take centre stage this year, especially regarding the cost-of-living crisis to ensure that communities are strong and healthy. KALC have been working with Kent County Council to provide grants to communities in need across Kent later this year KALC have also been working with Kent County Council to increase the resources we have in order to support local councils in this area We will have more information on this shortly. Our new Junari website will have a dedicated Health and Wellbeing Hub with key information, training, case studies and advice.

Another immediate challenge for Towns and Parishes is Climate Change and the Net Zero target. Following the success of the KALC Climate Change Conference 2023, KALC hopes to release video extracts of the presentations on the KALC website to allow new councillors following the May elections to watch. The association looks to campaign for more Councils to declare a Climate Emergency this year and to provide resources for Councils to support biodiversity, increase awareness around land use and hedge cutting, plant trees, lead on climate friendly frameworks, community energy projects and much more through community participation and action. We are also aiming to set up a sources of funding page for such projects on our new Climate Change Hub due later this year.

It is widely acknowledged in all our surveys of member councils that a major benefit of membership is access to legal and technical advice including financial and planning along with professional guidance. Members will receive a response within 5 working days (and by return if possible) and KALC regularly processes over 70 enquiries a week by phone and preferably E-mail. The range of topics is also diverse including allotments, burials, climate change, emergency planning, financial procedures, planning law and meeting procedures In recent years issues relating to transport problems like parking and HGVs have also increased. Contact is invariably via the clerk as proper officer but when the issue concerns the clerk (employment) we make contact via the chairman.

KALC is front of house for access to the National Association of Local Councils (NALC) Legal Service, which deals with more complex cases. This advice service is part of your subscription. To enhance the benefits of membership, we also have: an HR Advice Service with an HR specialist company Worknest and have negotiated a reduced rate for KALC's member councils and a Locum Advice Service in the absence of the Local Councils. Please remember that it is the Council that is in membership. Therefore, any request for advice must come from the Clerk (Proper Officer) to the Council or the Chairman or, in exceptional circumstances at the discretion of the Chief Executive, from a Councillor.

Lastly, I would like to highlight the benefits that members will receive from the new KALC Junari website (a platform specifically designed for County Associations) in 2023/2024 The new website will be easier to navigate and search for users. KALC will be setting up a hub for health and wellbeing (with a section on the cost-of-living crisis) and climate change All advice will go through the new KALC Junari website, meaning that all of your advice will be logged on your individual portal, making it easier for you to track information that you have received from KALC. This will be backed up with an FAQ advice section to allow users quicker access to commonly asked questions.

We hope that your Council will renew its membership in the 2023/2024 financial year and work alongside KALC and continue to enjoy the benefits of membership, which is currently being provided to 313-member Councils across Kent and Medway.

**We would encourage all member councils to renew their membership by paying by BACS by 30 June 2023. Please include the KALC invoice number in your transaction. Our bank details are:**

We look forward to working with your Council's in 2023/2024. If your Council has any issues/concerns about membership, we would be more than happy to discuss these with you and/or attend your Council meeting.

**Yours faithfully,**

**Charmaine Keatley  
Chief Executive**

## **Direct Debits 2023**

There are no Standing Orderings currently

AVIVA HEALTH UK LTD	Direct Debit	5 April 2023	£1,222.11	Scheduled
BARCLAYCARD COMMERCIAL	Direct Debit	17 April 2023	£814.89	Scheduled
GC re P S Technology Consultants	Direct Debit	14 April 2023	£1,126.14	Scheduled
GC Re Sage Software Ltd	Direct Debit	17 April 2023	£39.00	Scheduled
GC re Vatrix Limited	Direct Debit	3 April 2023	£45.90	Scheduled
Grounds Management Association	Direct Debit	1 November 2022	£157.50	Scheduled
Health Assured Limited	Direct Debit	22 August 2022	£720.00	Scheduled
INFORMATION COMMISSIONER IP	Direct Debit	25 November 2022	£55.00	Scheduled
Npower Commercial Gas t/aNpowerBS	Direct Debit	19 April 2023	£895.21	Scheduled
OFFICE OF COMMUNICATIONS	Direct Debit	24 November 2021	£112.50	Scheduled
OFFICE OF COMMUNICATIONS	Direct Debit	11 November 2022	£112.50	Scheduled
OPEN SPACES SOCIETY	Direct Debit	3 November 2022	£45.00	Scheduled
PETROCELL HOLDINGS LIMITED	Direct Debit	14 April 2023	£201.20	Scheduled
PREMIUM CREDIT	Direct Debit	20 June 2022	£968.70	Scheduled
SEVENOAKS DISTRICT COUNCIL	Direct Debit	2 May 2023	£202.00	Scheduled
SEVENOAKS DISTRICT COUNCIL	Direct Debit	2 May 2023	£440.00	Scheduled

SEVENOAKS DISTRICT COUNCIL	Direct Debit	24 April 2023	£142.10	Scheduled
SEVENOAKS DISTRICT COUNCIL	Direct Debit	24 April 2023	£88.20	Scheduled
SEVENOAKS DISTRICT COUNCIL	Direct Debit	2 May 2023	£346.00	Scheduled
SEVENOAKS DISTRICT COUNCIL	Direct Debit	2 May 2023	£449.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£6.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£15.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£29.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	23 January 2023	£16.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	22 July 2022	£15.06	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£29.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£6.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	24 April 2023	£15.00	Scheduled
SUTTON & EAST SURREY WATER SERVS	Direct Debit	23 January 2023	£16.00	Scheduled
Telefonica UK	Direct Debit	26 April 2023	£38.04	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	25 May 2022	£688.27	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	25 April 2023	£134.30	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	25 April 2023	£160.88	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	25 April 2023	£107.42	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	17 April 2023	£343.22	Scheduled
TOTALENERGIES GAS & POWER LIMITED	Direct Debit	28 February 2023	£287.94	Scheduled

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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
<b>INCOME</b>						
<b>Council</b>						
100	C Precept	£52,725.75	£68,606.00	£68,606.00	£0.00	£64,700.00
115	C Grants	£0.00	£0.00	£5,134.00	£5,134.00	£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
<b>Total Council</b>		£68,687.75	£68,606.00	£73,740.00	£5,134.00	£64,700.00
<b>Open Spaces</b>						
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	£15,262.55	£262.55	£16,500.00
310	OS Rents	£11,916.83	£10,810.00	£11,390.80	£580.80	£11,000.00
311	OS Market Rents	£7,722.45	£6,000.00	£8,341.92	£2,341.92	£8,000.00
315	OS Maintenance Services	£4,675.08	£5,224.00	£5,822.31	£598.31	£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	£1,283.27	£1,213.27	£150.00
<b>Total Open Spaces</b>		£343,883.68	£371,730.00	£375,726.85	£3,996.85	£395,648.00
<b>Central Services</b>						
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	£5,594.63	£5,360.63	£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	£3,727.74	£3,652.74	£1,500.00
227	Bank Interest Other Accounts	£55.34	£75.00	£1,060.00	£985.00	£300.00
228	Barclay Reserve Interest XX	£32.33	£30.00	£0.00	£-30.00	£0.00
235	Church House	£4,936.79	£6,200.00	£6,545.11	£345.11	£6,589.00
240	Rickards Hall Lettings	£8,762.37	£6,000.00	£10,098.46	£4,098.46	£6,500.00

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2022/23</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/24</b>
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	£10,922.23	£922.23	£15,000.00
290	CS Insurance Claim Payments	£0.00	£0.00	£3,450.50	£3,450.50	£0.00
<b>Total Central Services</b>		<b>£246,833.10</b>	<b>£267,123.00</b>	<b>£285,907.67</b>	<b>£18,784.67</b>	<b>£310,013.00</b>
<b>Emergency Planning Committee</b>						
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
<b>Total Emergency Planning Committee</b>		<b>£339.15</b>	<b>£360.00</b>	<b>£360.00</b>	<b>£0.00</b>	<b>£345.00</b>
<b>Community Warden</b>						
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	£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	£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
<b>Total Community Warden</b>		<b>£21,900.00</b>	<b>£21,763.00</b>	<b>£23,063.00</b>	<b>£1,300.00</b>	<b>£24,284.00</b>
<b>CIL</b>						
600	CIL	£47,621.79	£0.00	£66,529.45	£66,529.45	£0.00
605	Interest	£46.95	£0.00	£501.80	£501.80	£0.00
606	CIL CCLA Interest	£67.78	£0.00	£1,863.91	£1,863.91	£0.00

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

	<b>Previous Year's Net</b>	<b>2022/23</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/24</b>
<b>Total CIL</b>	£47,736.52	£0.00	£68,895.16	£68,895.16	£0.00
<b>Total Income</b>	<u>£729,380.20</u>	<u>£729,582.00</u>	<u>£827,692.68</u>	<u>£98,110.68</u>	<u>£794,990.00</u>

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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
<b>EXPENDITURE</b>						
<b>Council</b>						
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	£0.00	£13,000.00	£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	£154.60	£-154.60	£0.00
1030	C Grants	£7,880.00	£7,880.00	£6,590.00	£1,290.00	£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	£4,321.30	£678.70	£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	£6,059.27	£-1,059.27	£6,000.00
<b>Total Council</b>		<b>£38,652.55</b>	<b>£73,890.00</b>	<b>£41,120.12</b>	<b>£32,769.88</b>	<b>£64,700.00</b>
<b>Open Spaces</b>						
3000	OS Staff Costs	£176,868.18	£179,775.14	£196,493.09	£-16,717.95	£203,782.00
3010	OS Utilities and Rates	£11,395.46	£12,375.00	£11,614.93	£760.07	£12,650.00
3011	OS Market 1	£2,392.85	£3,600.00	£3,797.41	£-197.41	£4,600.00
3012	OS Market 2	£0.00	£5,700.00	£5,454.38	£245.62	£7,379.00
3016	OS Other Staff Expenses	£3,391.50	£3,000.00	£1,172.74	£1,827.26	£3,000.00

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2022/23</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/24</b>
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	£1,088.72	£111.28	£1,300.00
3030	OS External Services Costs	£4,484.43	£6,000.00	£5,203.08	£796.92	£6,980.00
3040	OS Replacement Equipment and Tools	£7,849.25	£6,630.00	£9,198.14	-£2,568.14	£7,000.00
3050	OS Materials	£6,182.36	£6,500.00	£10,257.58	-£3,757.58	£6,800.00
3055	OS Hanging Baskets & Plants	£5,692.38	£6,600.00	£5,195.54	£1,404.46	£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	£326.63	-£326.63	£493.00
3070	OS Vehicles/Costs/Fuel	£8,354.78	£9,000.00	£10,889.00	-£1,889.00	£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	£636.02	£363.98	£1,000.00
3100	OS Small Projects	£2,695.94	£4,250.00	£2,689.74	£1,560.26	£2,500.00
3110	OS Vandalism	£3,122.37	£5,100.00	£3,992.93	£1,107.07	£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	£8,244.88	£2,755.12	£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	£4,314.96	-£1,814.96	£2,500.00
3140	OS 10 Yr Maintenance Plan	£33,188.62	£24,500.00	£23,939.40	£560.60	£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	£19,304.00	£35,696.00	£31,500.00
	<b>Total Open Spaces</b>	<b>£324,951.58</b>	<b>£356,230.14</b>	<b>£338,548.10</b>	<b>£17,682.04</b>	<b>£379,648.00</b>
	<b>Central Services</b>					
2000	CS Staff Costs	£149,414.98	£165,536.45	£167,602.95	-£2,066.50	£188,779.00

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive. Includes due and unpaid transactions.

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

		<b>Previous Year's Net</b>	<b>2022/23</b>	<b>Actual Net</b>	<b>Balance</b>	<b>2023/24</b>
2005	CS Other staff/Cllr costs	£4,684.54	£4,450.00	£3,394.71	£1,055.29	£7,600.00
2010	CS Utilities/Rates/Phones	£10,093.75	£8,750.00	£10,882.86	-£2,132.86	£11,550.00
2015	Professional HR/ H&S& Risk	£2,234.15	£4,300.00	£3,314.24	£985.76	£3,600.00
2020	CS Service/IT/Cleaning/Misc	£11,456.04	£11,500.00	£12,578.53	-£1,078.53	£12,755.00
2030	CS Photocopier Rental/printing	£987.57	£1,500.00	£755.80	£744.20	£1,200.00
2040	CS Materials/Stationery	£1,528.87	£1,100.00	£1,693.78	-£593.78	£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	£1,710.12	£4,789.88	£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	£2,037.96	£162.04	£2,500.00
2070	CS Subs/Bank Costs/Sundries	£2,053.24	£3,920.00	£3,732.09	£187.91	£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	£5,731.40	-£3,318.40	£4,370.00
2210	CS Public Toilets 1	£11,568.19	£9,850.00	£6,498.20	£3,351.80	£8,209.00
2211	CS Public Toilets 2	£8,448.67	£8,538.36	£9,357.89	-£819.53	£9,662.00
2220	CS Rickards Hall	£6,273.69	£8,515.00	£13,469.77	-£4,954.77	£10,314.00
	<b>Total Central Services</b>	<b>£245,892.40</b>	<b>£267,122.81</b>	<b>£265,841.36</b>	<b>£1,281.45</b>	<b>£302,864.00</b>
	<b>Emergency Planning Committee</b>					
5000	EP Equipment/Tools	£148.90	£110.00	£30.00	£80.00	£110.00
5010	EP Licences	£112.50	£235.00	£112.50	£122.50	£235.00

## Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 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
5011 EP Training	£0.00	£15.00	£86.73	-£71.73	£0.00
<b>Total Emergency Planning Committee</b>	<b>£261.40</b>	<b>£360.00</b>	<b>£229.23</b>	<b>£130.77</b>	<b>£345.00</b>
<b>Community Warden</b>					
4000 CW Salary	£19,362.39	£20,443.00	£21,422.39	-£979.39	£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	£346.96	-£246.96	£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	£611.75	£188.25	£800.00
4080 CW Training	£52.33	£120.00	£0.00	£120.00	£150.00
<b>Total Community Warden</b>	<b>£20,277.03</b>	<b>£21,763.00</b>	<b>£22,381.10</b>	<b>-£618.10</b>	<b>£24,284.00</b>
<b>CIL</b>					
6000 CIL Payments For ETC Projects	£25,633.53	£0.00	£209,870.23	-£209,870.23	£0.00
6001 CIL Grants	£0.00	£0.00	£134,504.80	-£134,504.80	£0.00
<b>Total CIL</b>	<b>£25,633.53</b>	<b>£0.00</b>	<b>£344,375.03</b>	<b>-£344,375.03</b>	<b>£0.00</b>
<b>Total Expenditure</b>	<b>£655,668.49</b>	<b>£719,365.95</b>	<b>£1,012,494.94</b>	<b>-£293,128.99</b>	<b>£771,841.00</b>
Total Income	£729,380.20	£729,582.00	£827,692.68	£98,110.68	£794,990.00
Total Expenditure	£655,668.49	£719,365.95	£1,012,494.94	-£293,128.99	£771,841.00
<b>Total Net Balance</b>	<b>£73,711.71</b>	<b>£10,216.05</b>	<b>-£184,802.26</b>		<b>£23,149.00</b>

## 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 31/03/23**

Prepared by (Name and role): Lorraine Ganney

Date: 10/05/23

<b>Balance per bank statements as at 31/03/23</b>	£	£
Barclays CIL	£182,783.69	
Barclays General Account	£13,459.19	
Barclays General Reserves	£343,323.32	
CCLA Council Reserves	£200,000.00	
CCLA CIL	£100,000.00	
Lloyds General Account	£128,667.40	
Petty Cash	£200.00	
		£968,433.60
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/03/23 (Box 8)		£968,433.60

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/03/23 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	£73,740.00	£0.00	£73,740.00
Open Spaces	£374,180.18	£2,317.42	£376,497.60
Central Services	£354,092.74	£0.00	£354,092.74
Emergency Planning Committee	£360.00	£0.00	£360.00
Community Warden	£23,063.00	£0.00	£23,063.00
CIL	£68,895.16	£0.00	£68,895.16
Total Receipts	<u>£894,331.08</u>	<u>£2,317.42</u>	<u>£896,648.50</u>

PAYMENTS	Net	Vat	Gross
Council	£43,904.10	£3,564.98	£47,469.08
Open Spaces	£343,425.87	£22,822.27	£366,248.14
Central Services	£265,343.44	£10,008.79	£275,352.23
Emergency Planning Committee	£322.53	£36.01	£358.54
Community Warden	£22,502.50	£83.65	£22,586.15
CIL	£344,375.03	£40,954.16	£385,329.19
Total Payments	<u>£1,019,873.47</u>	<u>£77,469.86</u>	<u>£1,097,343.33</u>

Closing Balances

### Ordinary Accounts

Barclays CIL	£182,783.69
Barclays General Account	£13,459.19
Barclays General Reserves	£343,323.32
Lloyds General Account	£128,667.40
Petty Cash	£200.00
	<u>£668,433.60</u>

### Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
	<u>£300,000.00</u>
Total	<u>£968,433.60</u>

End of year 31 March 2023 Financial reports

Item 25.2

## Consolidated Balance Sheet

Unaudited

31/03/22 £		31/03/23 £
	<b>Long Term assets</b>	
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>0.00</u>	<b>TOTAL LONG TERM ASSETS</b>	<u>0.00</u>
	<b>Current assets</b>	
300,000.00	Investments	300,000.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
6,129.18	VAT Recoverable	11,337.37
1,450.21	Debtors	4,756.06
1,221.35	Payment in Advance	1,551.10
<u>869,128.43</u>	Cash in Hand & at Bank	<u>668,433.60</u>
<u>1,177,929.17</u>	<b>TOTAL CURRENT ASSETS</b>	<u>986,078.13</u>
<u>1,177,929.17</u>	<b>TOTAL ASSETS</b>	<u>986,078.13</u>
	<b>Current liabilities</b>	
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
10,513.17	Creditors	3,134.64
1,693.41	Receipts in Advance	925.43
<u>12,206.58</u>	<b>TOTAL CURRENT LIABILITIES</b>	<u>4,060.07</u>
<u>1,165,722.59</u>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<u>982,018.06</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>	<b>NET ASSETS</b>	<u>982,018.06</u>
	<b>Represented by</b>	
250,811.88	General Fund	287,346.98
83,934.46	CIL Funds	7,618.45
1,000.00	Cemetery	1,000.00
11,500.00	Election	15,500.00
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	92,797.00
225,064.00	10/30 Year Plan Open Spaces	255,166.00
3,771.00	Community Warden	3,771.00
12,000.00	Staff Reserves	6,000.00
472,795.00	Allocated CIL Funds	275,165.24

## Consolidated Balance Sheet

Unaudited

31/03/22		31/03/23
£		£
772.25	Grants KCC	785.39
7,957.00	Project Carried Over	14,578.00
0.00	Tourism	1,500.00
0.00	Land/Asset Review	3,000.00
0.00	Council Grant Carried Over	1,290.00
0.00	Deposit Held for Rickards Hall	500.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
1,165,722.59		982,018.06
914,910.71	Reserves total excluding general fund and liabilities	694,671.08
0.00	Reserves total of liabilities e.g. deposits	0.00
250,811.88	General fund total	287,346.98
1,165,722.59		982,018.06

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

\_\_\_\_\_  
Responsible Financial Officer

## Annual Internal Audit Report 2022/23

### EDENBRIDGE TOWN COUNCIL

<https://www.edenbridgetowncouncil.gov.uk/> TABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, 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 2022/23 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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> 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

11/05/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Keith Robertson OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

 SIGNATURE REQUIRED

Date 12/05/2023

**\*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).**

**Keith Robertson**

**Internal Audit Services**

**EDENBRIDGE TOWN COUNCIL**

Interim Internal Audit Report 2022-23

### **Introduction**

In accordance with the Internal Audit Plan, Controls and Procedures have been tested. The tests were to the standards and practices defined in the Governance and Accountability for Smaller Authorities 2022 and meet the needs of the Council. I confirm that I do not have any role within the Council and have carried out my duties without bias.

The audit was completed on 11th May 2023 at the Council offices with the Clerk and RFO and confirmed that the financial management and internal controls are in good order.

The report below highlights the findings of the year end 2022-23 audit with reference to the Internal Control Objectives and Governance Statements in the Annual Return.

### **Update on Items reported in the 2021-22-year end audit and the interim audit report October 2022.**

**Budgeting.** *It was recommended that all I&E and all Reserves are included when budgeting and reporting The Council must show that its planning process applies to all finance within its control, as a part of the process for setting the precept, and that the closing balances on reserves are proven to be correct given the budget assumptions. **Completed, except** that it was not possible to prove the closing budget reserves calculation for 2023-24 or confirm which forecast for 2022-23 was reviewed by Council when setting the 2023-24 budget.*

### **Internal Audit Report 2022-23**

#### **A. Appropriate Accounting Records.**

A.1 The financial records are maintained using Edge financial software which is designed for use by local councils.

A.2 The financial ledgers are kept up to date, correct and regularly balanced. VAT is properly accounted for.

A.3 I&E reports are available in summary and detail formats. These reports agree to the accounts presented to the Council and to the AGAR for 2022-23.

A.4 Balance sheet reports were produced at year end. Sample tests confirmed these were correct and the DR & CR balances were reasonable.

A.5 A sample of financial transactions were tested. There was an adequate audit trail for all documents tested and these were all correctly posted the accounts.

A.6 Bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members.

A.7 The Council has more than £1 million of funds. These are invested in no/low risk accounts. The investment policy is under review with the intent to move more funds into the CCLA cash management fund (low risk).

**B. Financial Regulations, documentation, and approvals.**

B.1 The Financial Regulations were reviewed in May 2022 and the Standing Orders in July 2022. Samples tested confirmed the SO & FR are complied with.

B.2 Expenditure Approval. Invoices are received by the RFO. Approved by persons commissioning the service/ goods and then entered the finance system. One Councillor signs/confirms invoices. The bank transfer is created by the RFO and approved online by 1 Councillor and a second councillor confirms the bank payments report. Samples of expenditure tested confirmed the controls are good and are being properly applied.

B.3 VAT data tested was correct. The final VAT return submitted agreed to the year-end debtor control account.

**C. Risk**

A risk register of all risks is complete and was updated in July 2022. The Interim Internal Audit in October 2022 reviewed the Council's risk management procedures and was found to be adequate. Insurance – The Town Council's Insurance cover was renewed with a new supplier in July 2022 and is adequate to cover the asset values and liability risks.

**D. Budgeting, Reporting and & Precept**

D.1 Budgetary Control. The budget process was reviewed in the Interim Internal Audit in October 2022 and found to be adequate. Testing of the 2023-24 budget during this year end audit confirmed that the approach to budgeting remains good with several spreadsheets confirming a detailed review of I&E and reserves presented which had been produced by a Councillor. The Clerk also produced a clear summary of I&E which she had produced in Excel with a forecast for 2022-23 and budget for 2023-24 but which had not been part of the budget approval process by the Council. A budget summary I&E was published on the website including the budgeted I&E and reserves for 2023-24, but no Forecast for 2022-23. The minutes record that the budget was reviewed in detail and was properly signed off, but it was not clear which of the above noted budgeting working reports had been used to support the sign-off of the budget and precept, and there was no proof available in this audit of the reported value of budgeted reserves as at 31-3-24. **Clarity is needed to confirm what budget working papers were used to approve the budget and forecast I&E. A reserves grid that proves the forecast and budget reserves balances should also be clearly available to support the approval. These reports need to be owned by the RFO as the responsible officer (see Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015).**

**E. Receipts**

E.1 Income is primarily from the annual Precept, rents, fees, plus some substantial CIL funding.

E.2 The precept agreed to the local authority statement.

E.3 The Council is VAT registered. Quarterly VAT claims are received and processed correctly.

**F. Petty Cash** – The Council has £200 PC float. With minimal transactions during the year.

**G. Employee Costs**

G.1 Employee accounting and controls were reviewed in detail at the October 2022 Interim Internal Audit and found to be adequate. Sample tests of transaction in this audit confirmed that the payroll data agreed to the data in the financial records.

**H. Assets**

H.1 The Asset register is up to date and agrees to the AGAR and is adequate to meet the audit standards.

**I. Banking.**

I.1 Bank reconciliations are regularly produced and checked. Sample checks confirm the reconciliations to be correct and reviewed and approved by the Council.

I.2 On line payments approvals. The RFO raises the payment transaction, two Cllrs sign papers one approves online (bank does not have 2 authorisation facility). CCLA investments – 2 Cllrs sign authorisations.

**J. Accounting Statements.**

J.1 The accounts are maintained on an income and expenditure basis and agreed to the financial reports as at 31-3-23.

J.2 There is an audit trail through the financial records with all sampled tests being correct.

J.3 Reserve balances. The Council regularly monitors its reserve balances, which are considered by the Council to be adequate.

J.4 Debtor and Creditor balances are regularly reviewed and reconciled.

**K. Limited Assurance Review Exemption. Not applicable**

**L. Transparency code requirements.** The Council did correctly publish the required data for a Council with turnover over £200K.

**M. Exercise of Public Rights.** Notifications for 2021-22 were correctly published on the website in 2022-23

**N. Publication of the 2021-22 AGAR documents.** These were correctly published for 2022-23.

**O. Trustees.** The Council is the sole managing trustee of 2 trusts (Charities).

302732 Edenbridge Public Recreation Ground. Nil Income or Spend.

302733 Recreation Ground Nil Income or Spend.

Some Edenbridge Town Councillors are also individual trustees (the Council is not a trustee) of Charity 307544 The Norman Foundation. This charity has its accounts produced by the Council's RFO and holds minimum of one trustees meeting annually, and as and when grant requests are received; the annual meeting and other interim meetings reviews the statement of accounts. The are minutes posted on the Council's website.

The accounts of these charities are not subject to an independent examination because turnover is below £25K.

There are no financial transactions or balances of the charities held in the accounts of the Council.

The Council has met its responsibilities as a Trustee.

Keith Robertson FCMA

Internal Auditor, 12<sup>th</sup> May 2023

**Report to full Council and Town Clerk's Report  
May 2023**

Report for council: **General info/updates**

**Welcome to the New Council.**

**Papers:** The papers and minutes will adopt the new fonts and layouts from this meeting forward. The new format for papers presentation has been delayed (due to staff time) but will be implemented over the coming weeks.

**Chairman:** Cllr Todd attended the Twinning 50<sup>th</sup> Anniversary celebrations; he was accompanied by Cllr Baker (Vice-Chair).

**Church House:** At the January meeting, Members noted repairs to the front area where there was broken rendering. The work has been delayed due to the heavy rains. It is hoped to take place in May.

**Edenbridge Magazine:** (also published on [website](#).) We have negotiated to now have council newsletters in every edition, alternating with one full page and then a double page spread.

**Electric Vehicle Chargers (EVCs):** The Agreement with Kent Smarter Travel Scheme (KSTS) to install four EVCs at Market Yard car park has been submitted; still awaiting an installation date. *(Council meeting July 2021 supported EVCs in its car parks, and CIL Board October 2021 approved up to £7,500 contribution towards the KSTS scheme.)*

**End-of-Year:** The RFO and Town Clerk have spent time on the year-end. On 11 May the internal Auditor confirmed a good audit and year-end. Report to follow. Payroll year-end has been completed. P11 year-end is due end of June/early July.

**Inspections:** The external Fire Risk Assessment was completed February. The completed hard copy file has been received. The Town Cler and Buildings Manager are working through the report. Any notable recommendations will be reported to Council. The file is available to view.

**Market:** After a quiet start to the year, the Market is picking up again. There are two new food vans, and the artisan bread stall continues to sell out each week. Other stalls are also doing well and continue to book a slot either weekly or twice monthly. Some promotions have been run across social media, there is now a banner at south entrance of the town as well as near the Great Stone Bridge. NABMA *Love your Market* month (May) promotion and bunting will be at the Market, there is also a campaign to attract young traders (18-30 years), and hopefully we will have some activities for the summer period.

The end-of-year showed the running costs of the market made a small surplus. The aim was to at least break-even. A reminder of costs: business rates, promotional activities, market officer; income: pitch fees.

**Personnel Committee:** The next Personnel Committee is scheduled for Tuesday 23 May, 11.00 am.

**Training:** 10 Members of the team attended a 3-day First Aid at Work course and achieved their certificates. The Worknest online learning platform is planned to be available to all staff over the summer months. This is aimed to support renewal and updating the breath of soft skills, health and safety awareness and help develop better governance and safety awareness skills.