

# Edenbridge Town Council

Town Clerk: Caroline Leet

Finance and Governance | 22 May 2023 | Short Agenda (Excludes Confidential Items) | v:1

**To Councillors: A Baker, S Compton, M Gemmell Smith, A Layland, S McGregor, S Sumner**  
(Vice-Chairman).

A Finance and Governance Committee Meeting will be held at 7:30 pm on 22 May 2023 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO  
17 May 2023

## Agenda

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# Meeting Papers & Report

## 1 **Election**

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


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

## 2 **Apologies for Absence**

## 3 **Declaration of Interests or Predetermination**

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

## 4 **To Confirm the Minutes of The Finance Committee Held on 27 March 2023**

 Finance and Governance | 27 March 2023 v.1 - Minutes (Pages PRE-121/-)

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

Responsible Finance Officer's Report to Committee  
May 2023  
Information

Alongside Year End and Audit, I have attended a 3 day first aid course, completed in April, attended Dementia Training, clearing the server files ready for the migration to Microsoft 365 and arranging the clear out of Rickards and the Office for the infestation treatments.

I have been completing the end of year and the Annual Governance and Accountability Return (AGAR), which has been successfully completed and signed by the Internal Auditor (IA) who has confirmed that the financial management and internal controls are in good order.

Bank accounts: The full Council (May meeting) has confirmed the signatories and changes will be made over the next month or so. I would also like to suggest that the Chairman or Vice chairman of finance is also a signatory; this would need full Council approval.

## 6 **Actuals 2022/23 Year End**

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

The Balance sheet was reviewed by the Internal Auditor for submission for the AGAR (Annual Governance & Accountability Return). The carried forward net asset cash balances £982,018

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

The end-of-year actuals can be seen with the Financial Income and Expenditure budget comparisons report - Below is a summary of the I & E budget result excluding the CIL

#### **Summary of Budget Comparison 2022-23**


	Budgeted	Actual year-end		
<b>Total Expenditure</b>	£719,365.00	£668,119.90		
<b>Total Income</b>	£729,582.00	£758,797.52		
<b>Surplus/Deficit</b>	<b>£10,217.00</b>	<b>£90,677.62</b>	<b>£68,435</b>	/Movement to Earmarked Reserves
<b>Actual total movement</b>		£22,242.62		<b>in to General Reserves</b>

**Do Members confirm the end-of-year actuals?**

7 **Annual Governance and Accountability Return (AGAR) 2022/23**

Full end of year finances, including the consolidated balance sheet, cash book, and budget comparisons for year end 31 March 2023 were presented to full Council meeting 15 May.

7.1 **To note: The AGAR for the financial year up to 31 March 2023 was completed, approved by full Council (15 May) to be submitted to the external audit**

 Annex 1: AGAR 2023

7.2 **To note: The Notice of Public Rights and Publication of the unaudited Annual Return inspection period is 5 June to 16 July 2023 (this included the first 10 working days of July).**


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

(NB due to year end not all of the below have been transferred on to the Edge reporting system)

8.1 **To ratify the expenditure up to 30 April 2023**  
**Do Members ratify the above report?**

 Annex 2: Paid Expenditure Transactions

8.2 **To approve the list of expenditure for payment**  
**Do Members approve the above payment?**

 Annex 3: Expenditure Transactions Approval

8.3 **To review Expenditure over £500 up to 30 April 2023**

 Annex 4: Paid Expenditure over £500

8.4 **To receive the income up to 30 April 2023**

No report

8.5 **To review the Financial I&E Budget Comparisons report up to the 30 April 2023**

No report

📎 Annex 5: Reserves Forecast

📎 Annex 6: Financial Budget Comparison

8.6 **To Review the I&E Accounts up to the 30 April 2023**

No report

8.7 **To receive and confirm the Consolidated Balance Sheet up to 30 April 2023**

No report

📎 Annex 7: Consolidated Balance Sheet

8.8 **To receive the Financial Summary Cashbook to 30 June 2023**

📎 Annex 8: Financial Summary - Cashbook

8.9 **To confirm the Bank Reconciliation statements and Procurement Card for April, and May  
Do Members confirm and accept the above reports?**

📎 Annex 9: Bank Reconciliation

📎 Annex 10: Bank and Investment Accounts

📎 Annex 11: Barclaycard Spend

8.10 **To approve and accept the transfers into, out of and between bank accounts  
Do Members approve and accept the attached report?**

📎 Annex 12: Bank Transfers

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

Nothing over 3 months to report.

9 **Other Finance Business**

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

Approved Council (May Meeting)

**Do Members ratify the NFU Mutual renewal and the expenditure of £2043.64, an increase of £118.59?**

📎 Annex 13: Vehicle Insurance

9.2 **To note: the Council's Insurance policy renewal**

The renewal is due July 2023. Based on last year's premium and adjustments for revaluations and additional assets, the premium has been estimated at £16,621.54 (confirmation will be received early July). Last year, the Council accepted a 3-year long term agreement. Council insurance details and levels are published on website.

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

10 **Governance**

10.1 **To receive the Internal Auditors Report April 2023**

The Internal Auditor carried out a comprehensive review of the Council's accounting records and end-of-year 31 March 2023. The Council management and internal controls were all found to be in good order. The full report can be found on the website here.

 Annex 14: Internal Audit Report

10.2 **To Note: Internal Audit Group – confirmed Council (May Meeting)**

Appointed at Council, appointees are:

- Michael Gemmell
- Smith Alan Layland
- Stephen Sumner
- Bob Todd

10.3 **To Note: Personnel Committee membership – appointed at Council (May Meeting)**

As this is a new Council and there is an upcoming meeting, the members were appointed by Council, the appointees are

- Angela Baker
- Michael Gemmell Smith
- Alan Layland
- Margot McArthur
- Stuart McGregor
- Bob Todd (Position held by the Chairman of the Councillor)
- *Vacancy*

11 **Finance Correspondence**

None

12 **Date of Next Meeting - 09 October 2023**