

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

A Finance and Governance Committee Meeting will be held at 19.30 on 09 October 2023 in Rickards Hall.

Members of the public are welcome to observe this meeting.

Caroline Leet (Town Clerk)

4 October 2023

Agenda

1	Apologies for Absence	3
2	Declaration of Interests or Predetermination	3
3	To Confirm the Minutes of the Finance Committee held on 24 July, 2023-012/01-02	3
4	Matters Arising from the Minutes for Report and Not Covered Elsewhere	3
4.1	To note: Bank signatories for Barclays Account have been submitted and the mandate is currently being updated	4
4.2	To note/update: Nomads Lease amendment/memorandum to reflect changes permitting Nomads to hire facilities to Chipstead	4
4.3	To note: Budget 2024-25 preparations	4
5	Financial Statement and Analysis of Receipts and Payments (Financial Reports Pack)	4
5.1	To ratify the expenditure up to 30 September 2023	4
5.2	To approve the list of expenditure for payment up to 04 October 2023	4
5.3	To receive the expenditure report for transactions over £500 for 01 July to 30 September 2023	4
5.4	To receive the income report between 01 July to 30 September 2023	4
5.5	To receive the Financial I&E Budget Comparisons report to 30 September 2023	4
5.6	To receive the Consolidated Balance Sheet to 30 September 2023	5
5.7	To receive the Financial Summary Cashbook up 30 September 2023	5
5.8	To confirm the Bank Reconciliation statements and Procurement Card for July and August	5
5.9	To receive the transfers report into, out of, and between bank accounts between 01 July to 30 September 2023	5
5.10	To note and advise on invoices outstanding over 3 months	5
6	Other Financial business	5
6.1	AGAR Return: to receive the external auditor's report and note the Notice of Conclusion of Audit was published 27 September	5
7	Governance	5
7.1	Governance Risk Assessment Annual Review: To receive feedback on the annual review for the Council's Governance including Personnel, Finance, Buildings, Open Spaces	5
7.2	Internal Audit: To note this had been scheduled for early October and will now be rearranged together with Councillors Financial Procedures and Responsibilities training	6

7.3	Terms Of Reference: To receive and approve some procedural updates to the TORs	6
7.4	Adult Safeguarding Policy: To receive and approve draft policy	6
7.5	To Note: The External Health and Safety Audit is scheduled for early November	6
8	Date of Next meeting - 20 November	6
Annex 1	5.1 230930 Paid expenditure transactions July-Sept.pdf	7
Annex 2	5.2 231004 Pending expenditure transactions.pdf	22
Annex 3	5.4 230930 income transactions_redacted.pdf	24
Annex 4	5.5 230930 Financial Budget Comparison I&E.pdf	30
Annex 5	5.5 b I&E Account.pdf	38
Annex 6	5.6 230831 consolidated balance financereport.pdf	39
Annex 7	5.7 a 230831 Financial Summary cashbook 1.pdf	41
Annex 8	5.7 b 230930 Financial Cashbook.pdf	43
Annex 9	5.8 230831 Bank reconciliations summary report.pdf	45
Annex 10	231005 Governace RA reviewed.pdf	46
Annex 11	231005 Governace RA for Personnel reviewed.pdf	48
Annex 12	231005 Governace RA for Finance reviewed.pdf	50
Annex 13	231005 Governace RA for Open Spaces reviewed.pdf	52
Annex 14	231005 Governace RA for Buildings reviewed.pdf	54

Meeting Papers & Report

1 Apologies for Absence

2 Declaration of Interests or Predetermination

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

3 To Confirm the Minutes of the Finance Committee held on 24 July, 2023-012/01-02

 Finance and Governance | 24 July 2023 v.1 - Minutes (Pages 2023-012/1-2)

4 Matters Arising from the Minutes for Report and Not Covered Elsewhere Recent Activities report:

AGAR: Resolved queries with External Auditor, delighted to have received a clean audit. The Notice of Audit Conclusion published.

Bank Account queries: Despite many phone calls, previous councillor speaking to bank, Chairman confirming, visiting Lloyds bank personally, it is still proving very difficult to close the Lloyds Bank and transfer the fund to Barclays Account so it can be reinvested in CCLA account which provides better interest. We continue to pursue this. Bank Signatories have been updated and submitted to Barclays. Confirmation has been received and the individual signatories now need to confirm ID.

Cemeteries: Revenue is currently above budget. Processing cemetery enquiries through to payments and uploading data.

Insurance: There is an outstanding claim for the damaged streetlight at Mill Hill/Memorial Hospital.

Insurance queries: These have included checking with broker regarding liability at the open spaces sites, and events for example Remembrance parade.

Lease holder Invoices: Sports Clubs with leases invoiced up to October. Museum has also invoiced. Invoices for market traders who pay monthly up to end of October. Invoice for groundstaff works contracted, up to September.

Microsoft 365/Sharepoint migration: This is now complete, and seems to be working fine with some familiarity still needed.

Reserves: An update on the reserves and movements for 2023 will be presented to the next meeting.

Software/EDGE: The system will allow paperless authorisations, which we are keen to continue pursuing. However, due to other work loads, this has been put on hold.

Assets Register: EDGE Assets register is a project which requires assets being photographed and uploaded on to the system. Another time consuming project so for now, the Excel spreadsheet remains and is update accordingly.

Budgeting: Preparations on reviewing the 10 and 30 year maintenance plans, and draft

proposals for 2024-25 budget will start this month (October) and present to the November meeting. The Town Clerk will meet with Finance Chairman and Vice Chair.

4.1 **To note: Bank signatories for Barclays Account have been submitted and the mandate is currently being updated**

4.2 **To note/update: Nomads Lease amendment/memorandum to reflect changes permitting Nomads to hire facilities to Chipstead**

At the January meeting it was reported that a request had been made to the solicitors to update the Nomads Lease to reflect changes permitting Nomads to hire facilities to Chipstead juniors and lady's teams; hopefully a note of memorandum would suffice. This is just to note this is being followed up.


4.3 **To note: Budget 2024-25 preparations**

Work on the draft budget will be commencing during October, and presented to Committee for its November meeting. A visioning exercise has also taken place and will be reported to the Forward Planning Steering Group meeting in October, to help guide and plan for projects and potential expenditure.


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

To approve the Financial Income and Expenditure Statements. Bank Reconciliations are up to 31 August; payments include up to 30 September hence some variances with different reports - note report up to date.

5.1 **To ratify the expenditure up to 30 September 2023**

 Annex 1: 5.1 230930 Paid expenditure transactions July-Sept.pdf

5.2 **To approve the list of expenditure for payment up to 04 October 2023**

 Annex 2: 5.2 231004 Pending expenditure transactions.pdf

5.3 **To receive the expenditure report for transactions over £500 for 01 July to 30 September 2023**

 <https://www.edenbridgetowncouncil.gov.uk/expenditure-over-500/>

5.4 **To receive the income report between 01 July to 30 September 2023**


 Annex 3: 5.4 230930 income transactions_redacted.pdf


5.5 **To receive the Financial I&E Budget Comparisons report to 30 September 2023**

5.5a - Attached is the **Budget comparisons report up to 30 September 2023**.

5.5b - In addition is the **I&E Accounts up to 31 August** (This should have been an agenda item as part of the financial reports pack). The I&E does not fully reflect the budget comparisons as it is the actual I&E (including the creditors and debtors); it is also only up to 31 August to match bank recs. It shows the transfer from reserves (£0 currently) and the current funds in the General Reserves (it should match the consolidated balances hence report is up to 31 August); General Reserve currently at £259,435.46. *Whilst there are no earmarked reserve movement, some projects have been funded and yet to be processed;*


these are noted on budget comparisons report.

 Annex 4: 5.5 230930 Financial Budget Comparison I&E.pdf

 Annex 5: 5.5 b I&E Account.pdf

5.6 **To receive the Consolidated Balance Sheet to 30 September 2023**

The Consolidated Balance sheet can only be reported to 31 August, as matches last bank reconciliation (August).


 Annex 6: 5.6 230831 consolidated balance financereport.pdf


5.7 **To receive the Financial Summary Cashbook up 30 September 2023**

There are two Financial Summary Cashbook reports:

5.7a - this is **up to 31 August**, this matches the Consolidated Balance up to 31 August (5.6) sheet 'cash in hand/at bank' = £641,748.80; Investments/CIL £300k; total £941,748.80

5.7b - this is **up to 30 September** and includes the payments made up to up to 30 September (5.1), so the bank accounts (Barclays General Account) shows less as payments have been made in September.

 Annex 7: 5.7 a 230831 Financial Summary cashbook 1.pdf

 Annex 8: 5.7 b 230930 Financial Cashbook.pdf

5.8 **To confirm the Bank Reconciliation statements and Procurement Card for July and August**

A councillor will need to have checked these, and report to committee to confirm.

 Annex 9: 5.8 230831 Bank reconciliations summary report.pdf

5.9 **To receive the transfers report into, out of, and between bank accounts between 01 July to 30 September 2023**

This will be reported at meeting.


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


Forge Singers - £60 - for vermin control at its shed

6 **Other Financial business**

6.1 **AGAR Return: to receive the external auditor's report and note the Notice of Conclusion of Audit was published 27 September**

I am delighted to report the Council received a clean audit with no comments.

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/09/Completion-Notice-1.pdf>

 https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2023/09/Edenbridge-Town-Council-Audited-AGAR-2022_23-redacted_redacted.pdf

7 **Governance**

7.1 **Governance Risk Assessment Annual Review: To receive feedback on the annual review for the Council's Governance including Personnel, Finance, Buildings, Open Spaces**

Cllrs Sumner, Compton and the Town Clerk have reviewed the Governance Risk Assessments. See attached. These will be published on the website following committee

review/approval.

Do Members confirm the Governance Risk Assessments as reviewed?

- 📎 Annex 10: 231005 Governace RA reviewed.pdf
- 📎 Annex 11: 231005 Governace RA for Personnel reviewed.pdf
- 📎 Annex 12: 231005 Governace RA for Finance reviewed.pdf
- 📎 Annex 13: 231005 Governace RA for Open Spaces reviewed.pdf
- 📎 Annex 14: 231005 Governace RA for Buildings reviewed.pdf

7.2 **Internal Audit: To note this had been scheduled for early October and will now be rearranged together with Councillors Financial Procedures and Responsibilities training**
Unfortunately, the Internal Auditor had to cancel audit and councillors training plan for early October. This will be rearranged and a date circulated.

7.3 **Terms Of Reference: To receive and approve some procedural updates to the TORs**
The Terms of Reference first published in January 2020 (amended February 2021), have some procedural and practical adjustments/changes. Please see attached document (confidential).

Do Members confirm the amendments to the TORs?

- 📎 Confidential Annex 15 (omitted from public documents):

7.4 **Adult Safeguarding Policy: To receive and approve draft policy**
At a recent review of the Games Club, funded by a grant from Involve Kent, it came to light that the Council does not have a specific safeguarding policy. Not only is a policy advisable, it would be good practice for the Council to have a policy given the contact officers, staff and councillors have with the public. Attached (confidential paper) is a draft policy to committee to approve.

Last month, the Town Clerk, RFO and the volunteers of the Games Club all had DBS checks carried out.

Do Members confirm the Safeguarding Policy for Adults and recommend to full Council to adopt this policy?

- 📎 Confidential Annex 16 (omitted from public documents):

7.5 **To Note: The External Health and Safety Audit is scheduled for early November**

8 **Date of Next meeting - 20 November**
This meeting will consider the draft budget for 204-25 and make recommendation to full Council December meeting.

Paid Expenditure Transactions

Start of year 01/04/23

Item 5.1

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
Izettle June	01/07/23	44033		£19.53	£0.00	£19.53	CS	Izettle	Card Charges June 2070/1
DD030723SD C2	03/07/23	44020		£202.00	£0.00	£202.00	OS	Sevenoaks District Council	Rates Mowshurst Barn 3010/1/2
			44021/1	£224.50	£0.00	£224.50	OS	Sevenoaks District Council	Rates Market Car Park 3010/1/4
			44021/2	£224.50	£0.00	£224.50	CS	Sevenoaks District Council	Rates Public Toilets 2210/1/1
DD030723SD C3	03/07/23	44021		£449.00	£0.00	£449.00		Sevenoaks District Council	Rates Market Yard Car Park and Toilets 3010/1/4
DD030723SD C4	03/07/23	44022		£346.00	£0.00	£346.00	OS	Sevenoaks District Council	Rates Depot 3010/1/1
DD230601PST ECH	04/07/23	43919		£901.62	£150.27	£751.35	CS	PS Technology	New Computer for Town Clerk 2020/7
DD030723SD C1	04/07/23	44017		£440.00	£0.00	£440.00	CS	Sevenoaks District Council	Rates Doggetts Barn 2010/1
DD040723VAT IX	04/07/23	44018		£45.90	£0.00	£45.90	CS	Vatix	Lone Worker Alarms 2005/7
			44023/1	£374.18	£0.00	£374.18	CS	Aviva	Medical Insurance 2005/6
			44023/3	£620.45	£0.00	£620.45	OS	Aviva	Medical Insurance 3016/8
DD050723AVI VA	05/07/23	44023		£994.63	£0.00	£994.63		Aviva	Medical Insurance 2005/6
DD230705BA R	05/07/23	44038		£8.50	£0.00	£8.50	CS	Barclays	Commission Charge 115/05 to 12/06 2070/1
			43959/1	£126.00	£21.00	£105.00	CS	PS Technology	Telephones - April 2010/6/1
			43959/2	£703.14	£117.19	£585.95	CS	PS Technology	IT Licences - April 2020/6
			43959/3	£306.00	£51.00	£255.00	CS	PS Technology	Broadband - April 2010/6/2
DD2307PST	06/07/23	43959		£1,135.14	£189.19	£945.95		PS Technology	IT Services and Support July 2010/6/1
DP060723AVI VA	06/07/23	44047		-£1,057.25	£0.00	-£1,057.25	CS	Aviva	Credit for Medical Services (Covid) 2005/6
			44039/1	£635.25	£0.00	£635.25	CS	HM Customs & Excise	Class 1A NIC's 2000/6
			44039/2	£964.99	£0.00	£964.99	OS	HM Customs & Excise	Class 1A NIC's 3000/9
			44039/3	£246.96	£0.00	£246.96	CW	HM Customs & Excise	Class 1A NIC's 4000/3
BACS230714 HMRC	14/07/23	44039		£1,847.20	£0.00	£1,847.20		HM Customs & Excise	Class 1A NIC's 2000/6
			44040/1	£68.04	£11.34	£56.70	CW	Mill Hill Garage (Petrocell Holdings Ltd)	Fuel For Kango 4060

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
			44040/2	£266.67	£44.45	£222.22	OS	Mill Hill Garage (Petrocell Holdings Ltd)	Fuel for Ground Staff Vehicles 3070/5
DD230714MIL L	14/07/23	44040		£334.71	£55.79	£278.92		Mill Hill Garage (Petrocell Holdings Ltd)	Fuel; June 2023 4060
DD170723SA GE	17/07/23	44024		£39.00	£6.50	£32.50	CS	Sage Software Limited	Payroll Software 2020/6
			44041/1	£19.00	£0.00	£19.00	CS	Barclaycard	Staff Lunch during Office Move 2070/3
			44041/2	£14.00	£0.00	£14.00	CS	Barclaycard	Staff Lunch During Office Move 2070/3
			44041/3	£32.29	£5.38	£26.91	CS	Barclaycard	Frames for Office Walls 2040/2
			44041/4	£59.99	£10.00	£49.99	CS	Barclaycard	Keyboard and Mouse Replacement 2020/7
			44041/5	£21.99	£3.67	£18.32	CS	Barclaycard	Cork Boards for the Office , refurb 2040/2
			44041/6	£17.39	£2.90	£14.49	CS	Barclaycard	Paper Organiser for Office , refurb 2040/2
			44041/7	£11.49	£1.92	£9.57	CS	Barclaycard	Small Filing draws - refurb 2040/2
			44041/8	£5.99	£1.00	£4.99	CS	Barclaycard	Stationery Organioser - Refurb 2040/2
			44041/9	£12.99	£2.17	£10.82	CS	Barclaycard	Stationery Organiser - Refurb 2040/2
			44041/10	£1.65	£0.00	£1.65	CS	Barclaycard	Milk for office 2070/3
			44041/11	£15.09	£0.00	£15.09	CS	Barclaycard	Cake and Milk or Meeting 2070/3
			44041/12	£184.18	£0.00	£184.18	CS	Barclaycard	Waste Water for Market Yard Toilets 2210/1/4
			44041/13	£15.75	£0.00	£15.75	CS	Barclaycard	Coffee Pods 2070/3
			44041/14	£15.97	£0.00	£15.97	CS	Barclaycard	Coffee Pods 2070/3
			44041/15	£109.31	£18.22	£91.09	OS	Barclaycard	Plastic Sheets for Notice Boards 3110/1
			44041/16	£2.79	£0.47	£2.32	CS	Barclaycard	Push Pins for Notice Boards 2040/2
			44041/17	£16.99	£2.83	£14.16	CS	Barclaycard	Glasses 2070/5
DD230717BA RC	17/07/23	44041		£556.86	£48.56	£508.30		Barclaycard	June Barclaycard 2070/3
DD230626TG2	19/07/23	43899		£153.05	£7.29	£145.76	CS	Total Gas & Power	Electricity - Rickards Hall - 01/04 to 30/04 2220/1/2
DD19/07/23	19/07/23	43957		£1,272.95	£212.16	£1,060.79	OS	N Power	Streetlights 01/06 to 30/06 3130
DD230722SE S6	24/07/23	43949		£17.95	£0.00	£17.95	CS	SES Business Water	Water Supply Public Toilets 156785 2210/1/3
DD240723SE S6	24/07/23	44025		£79.82	£0.00	£79.82	OS	SES Business Water	Water supply Forge Croft Allotments 155106 3010/4/4/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD240723SE S1	24/07/23	44026		£3.00	£0.00	£3.00	OS	SES Business Water	Water Supply Cemetery 155112 3010/4/2
DD240723SE S5	24/07/23	44027		£15.00	£0.00	£15.00	CS	SES Business Water	Water Supply Rickards Hall 156644 2220/1/4
DD240723SE S4	24/07/23	44028		£15.06	£0.00	£15.06	CS	SES Business Water	Water Supply Public Toilets 156785 2210/1/3
DD240723SE S3	24/07/23	44029		£6.00	£0.00	£6.00	CS	SES Business Water	Water supply Doggetts Barn 156804 2010/4
DD240723SE S2	24/07/23	44030		£29.00	£0.00	£29.00	OS	SES Business Water	Water supply Swan Lane Allotments 159543 3010/4/4/1
DD240723SD C6	24/07/23	44031		£90.00	£0.00	£90.00	OS	Sevenoaks District Council	Rates Market Yard 3011/1
DD240723SD C5	24/07/23	44032		£145.00	£0.00	£145.00	CS	Sevenoaks District Council	Rates Rickards Hall 2220/1/1
		44035/1		£7,657.39	£0.00	£7,657.39	CS	Salaries	CS Salaries July 2000/1
		44035/2		£9,275.89	£0.00	£9,275.89	OS	Salaries	OS Salaries July 3000/1/1
		44035/4		£773.87	£0.00	£773.87	CS	Salaries	PT Salaries July 2211
		44035/5		£564.65	£0.00	£564.65	OS	Salaries	MO Salaries July 3012/1
BACS270721S AL	24/07/23	44035		£18,271.80	£0.00	£18,271.80		Salaries	July Payroll 2000/1
		44036/1		£2,781.27	£0.00	£2,781.27	CS	Inland Revenue	CS PAYE/IN July 2000/1
		44036/2		£3,305.25	£0.00	£3,305.25	OS	Inland Revenue	OS PAYE/IN July 3000/1/1
		44036/4		£2.19	£0.00	£2.19	CS	Inland Revenue	PT PAYE/IN July 2211
		44036/5		£26.40	£0.00	£26.40	OS	Inland Revenue	MO PAYE/IN July 3012/1
BACS230724P AYE	24/07/23	44036		£6,115.11	£0.00	£6,115.11		Inland Revenue	PAYE/IN July 2000/1
		44037/1		£3,019.93	£0.00	£3,019.93	CS	KCC Pension Fund	CS Pensions July 2000/2
		44037/2		£3,855.57	£0.00	£3,855.57	OS	KCC Pension Fund	OS Pensions July 3000/2/1
BACS230724P EN	24/07/23	44037		£6,875.50	£0.00	£6,875.50		KCC Pension Fund	Staff Pensions April 2000/2
DD250723TG1	25/07/23	44042		£33.59	£1.60	£31.99	CS	Total Gas & Power	Electricity - Market Yard - 01/06 to 30/06 2210/1/2
DD250723TG2	25/07/23	44043		£86.71	£4.13	£82.58	CS	Total Gas & Power	Electricity - Doggetts Barn - 01/06 to 30/06 2010/2
DD250723TG3	25/07/23	44044		£20.73	£0.99	£19.74	OS	Total Gas & Power	Electricity - Depot - 01/06 to 30/06 3010/2/1

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Edenbridge Town Council

Page 3

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD250723TG4	25/07/23	44045		£77.25	£3.68	£73.57	CS	Total Gas & Power	Electricity - Rickards Hall - 01/06 to 30/06 2220/1/2
DD260723O2	26/07/23	44046		£38.04	£6.34	£31.70	OS	O2	Groundstaff Mobile July 3010/6/1
		43974/1		£41.26	£6.88	£34.38	CS	Bradford Electrical	Assorted Items for the office after the refurb 2070/5
		43974/2		£51.98	£8.66	£43.32	OS	Bradford Electrical	Rachet Anvil Loppers and Compost 3050/15
BACS230731B RAD	01/08/23	43974		£93.24	£15.54	£77.70		Bradford Electrical	Assorted lotems for the Office and Ground staff 2070/5
BACS230731A PMR	01/08/23	43975		£300.00	£50.00	£250.00	CS	Assured Property Maintenance and Renovation Ltd	Repair to Museum Front Wall 2060/1
BACS230731B S	01/08/23	43976		£67.25	£0.00	£67.25	CS	Business Stream	Waste Removal - Rickards Hall 13/03 to 13/06 2220/1/5
BACS230731K R	01/08/23	43977		£267.60	£0.00	£267.60	CS	Keith Robertson	Internal Audit of Year End 2022/23 2075
BACS210731E DMAG	01/08/23	43978		£182.25	£0.00	£182.25	CS	The Edenbridge Magazine	Advert Sept/Oct Double Page 2070/8
BACS210731E DMAG	01/08/23	43979		£30.50	£0.00	£30.50	OS	The Edenbridge Magazine	Advert Sept/Oct Page, Bylaws 3100/1
BACS210731K MB	01/08/23	43980		£300.00	£0.00	£300.00	CS	Kmb Autos Limited	Office Cleaning April, May, June 2020/1
BACS210731K ING	01/08/23	43981		£125.48	£20.91	£104.57	CS	Kingdom Cleaning Ltd	June Cleaning of Rickards Hall 2220/2/3
BACS210731S DC	01/08/23	43982		£1,425.00	£0.00	£1,425.00	CS	Sevenoaks District Council	Garden Waste Baxg x 95 2085
BACS210731P HC	01/08/23	43983		£450.00	£75.00	£375.00	OS	The Preventative Healthcare Company Limited	OH Nurse Visit March 2023 3016/7
BACS210731T B	01/08/23	43984		£319.92	£53.32	£266.60	OS	TrueBuild	Water Leak at Swan Lane Allotments 3140/18/1
BACS210731S DC	01/08/23	43985		£120.00	£20.00	£100.00	CNCL	Sevenoaks District Council	Ready Steady Grow Banners x 2 1171/3
BACS210731S URE	01/08/23	43986		£45.00	£0.00	£45.00	CS	Surekill Pest Control Services	Routine Pest Inspection 2010/10
BACS210731 MW	01/08/23	43987		£150.00	£0.00	£150.00	CNCL	Margaret Watson Harpest	Afternoon Tea Harpest 1171/4
BACS210731T RI	01/08/23	43988		£46.75	£7.79	£38.96	OS	Trichem	Compactor Bags 3050/11
BACS210731P DC	01/08/23	43989		£1,932.00	£322.00	£1,610.00	OS	Peter Duke Contracting	Spraying at Nomads, Blossoms and The Rec 3141

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 4

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS210731 DCE	01/08/23	43990		£66.00	£11.00	£55.00	OS	Dave Cole Electrical Installations Ltd	Inspection of Mill Leat Sump Pump	3140/1
BACS210731 NOR	01/08/23	43991		£330.00	£55.00	£275.00	OS	Norris Skips	Skip hire	3050/6
BACS210731L EP	01/08/23	43992		£42.00	£7.00	£35.00	OS	Leppards (Of Hever) Ltd	Repair of Kuota Tyre	3070/3
BACS210731J EW	01/08/23	43993		£3.59	£0.60	£2.99	OS	Jewson	Staples	3050/4
BACS210731J EW	01/08/23	43994		£61.32	£10.22	£51.10	OS	Jewson	Rawplugs and Paving Stones	3050/4
BACS210731A MET	01/08/23	43995		£6,629.40	£1,104.90	£5,524.50	OS	Amethyst Horticulture Ltd	Hanging Baskets for the Town	3055/1
BACS210731 GOOD	01/08/23	43996		£40.00	£0.00	£40.00	CS	D Goodwin	Window Cleaning	2020/1
BACS210731 COB	01/08/23	43997		£13.00	£0.00	£13.00	OS	The Cobblers Shop	2 Keys Cut	3050/15
		43998/1		£17.71	£2.95	£14.76	OS	Jewson	Cable Ties and Wipres	3050/15
		43998/2		£47.91	£7.99	£39.92	OS	Jewson	Ear Defenders and Rigger Boots	3016/3
BACS210731J EW	01/08/23	43998		£65.62	£10.94	£54.68		Jewson	Assorted items	3050/15
		43999/1		£46.75	£7.79	£38.96	OS	Trichem	Compactor Bags	3050/11
		43999/2		£6.60	£1.10	£5.50	CS	Trichem	Cleaning Cloths	2020/1
BACS230731T RI	01/08/23	43999		£53.35	£8.89	£44.46		Trichem	Compactor bags and Cloths	3050/11
		44000/1		£37.03	£6.17	£30.86	CS	Trichem	Toilet Rolls for Public Toilets	2210/4
		44000/2		£24.71	£4.12	£20.59	CS	Trichem	Hand Towels for Rickards	2220/2/3
		44000/3		£46.75	£7.79	£38.96	OS	Trichem	Compactor Bags	3050/11
	01/08/23	44000		£108.49	£18.08	£90.41		Trichem	Toilet Rolls , Compactor Bags and Hand Towels	2210/4
BACS230731S TRE	01/08/23	44001		£8,460.00	£1,410.00	£7,050.00	OS	Streetlights	Replacement Columns 22/23 Program	3135
BACS230731 CAN	01/08/23	44002		£102.06	£17.01	£85.05	CS	Canon (uk) Ltd	Photo Copying 01/04 to 30/06	2030/3
BACS230731 CAN	01/08/23	44003		£181.62	£30.27	£151.35	CS	Canon (uk) Ltd	Photocopier contract 01/07 to 30/09/23	2030/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230731S DC	01/08/23	44004		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	Waste Bin Collection 19/06 to 16/07	2020/3
BACS230731 GLAD	01/08/23	44005		£922.57	£153.76	£768.81	OS	Glasdon U K Ltd	Picnic Table for Stangrove Park	3100/1
BACS230731 WILK	01/08/23	44006		£3,420.00	£570.00	£2,850.00	CNCL	Wilkin Chapman LLP	Legal Expense re Recreation Ground	1150
BACS230731 NOR	01/08/23	44007		£330.00	£55.00	£275.00	OS	Norris Skips	Skip Hire	3050/6
BACS230731P AL	01/08/23	44008		£118.80	£19.80	£99.00	OS	Pallet Handling Penshurst Ltd	Fencing Materials	3050/15
BACS230731S SEB	01/08/23	44011		£140.00	£0.00	£140.00	CNCL	South & South East In Bloom	Entry for South East in Bloom	1020
BACS230731S DC	01/08/23	44012		£14.25	£0.00	£14.25	CS	Sevenoaks District Council	Waste Bin Collection 10/10/22 to 06/11/22	2020/3
BACS230731S DC	01/08/23	44013		£42.75	£0.00	£42.75	CS	Sevenoaks District Council	Waste Bin Collection 27/02/23 to 26/03	2020/3
BACS230731S DC	01/08/23	44014		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	Waste Bin Collection 27/03 top 23/04	2020/3
BACS230731S DC	01/08/23	44015		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	Waste Bin Collection 20/01 to 29/01	2020/3
BACS230731P LAY	01/08/23	44016		£3,470.40	£578.40	£2,892.00	CNCL	Play Place	Summer Playdays 27/07, 10/08, 17/08 and 24/08	1120
		44019/1		£126.00	£21.00	£105.00	CS	PS Technology	Telephones - August	2010/6/1
		44019/2		£902.92	£150.49	£752.43	CS	PS Technology	IT Licences - August	2020/6
		44019/3		£306.00	£51.00	£255.00	CS	PS Technology	Broadband - August	2010/6/2
		44019/4		£153.50	£25.58	£127.92	CNCL	PS Technology	Visit Edenbridge Domain Expenses	1090
DD230807PST	01/08/23	44019		£1,488.42	£248.07	£1,240.35		PS Technology	IT Services and Support August	2010/6/1
Izettle July	01/08/23	44034		£29.89	£0.00	£29.89	CS	Izettle	Card Charges July	2070/1
DD230815 PST	01/08/23	44060		£7,800.00	£1,300.00	£6,500.00	CNCL	PS Technology	Microsoft 365 Project	1011/1
DD010823SD C1	01/08/23	44062		£440.00	£0.00	£440.00	CS	Sevenoaks District Council	Rates Doggetts Barn	2010/1
DD010823SD C2	01/08/23	44065		£202.00	£0.00	£202.00	OS	Sevenoaks District Council	Rates Mowshurst Barn	3010/1/2
		44066/1		£224.50	£0.00	£224.50	OS	Sevenoaks District Council	Rates Market Car Park	3010/1/4
		44066/2		£224.50	£0.00	£224.50	CS	Sevenoaks District Council	Rates Public Toilets	2210/1/1

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 6

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD010823SD C3	01/08/23	44066		£449.00	£0.00	£449.00		Sevenoaks District Council	Rates Market Yard Car Park and Toilets 3010/1/4
DD010823SD C4	01/08/23	44067		£346.00	£0.00	£346.00	OS	Sevenoaks District Council	Rates Depot 3010/1/1
DD230817NP	01/08/23	44078		£1,668.02	£278.00	£1,390.02	OS	N Power	Street Lighting 01/07 to 31/07 3130
BACS230731B ES	02/08/23	44009		£514.80	£85.80	£429.00	CS	Besure Security Systems	6 Month Maintenance - Church House 2200/5
BACS230731B ES	02/08/23	44010		£68.40	£11.40	£57.00	CS	Besure Security Systems	6 Month Fire Alarm Maintenance 2200/5
BACS230731B ES	02/08/23	44162		£417.60	£69.60	£348.00	CS	Besure Security Systems	Maintenance renewal Church House 6 months 2200/5
		44171/1		£2,783.04	£0.00	£2,783.04	OS	Gallagher Insurance	Property Insurance Pavillion 3060/1/2
		44171/2		£330.79	£0.00	£330.79	CS	Gallagher Insurance	Property Insurance Market Yard Toilets 2210/3
		44171/3		£52.95	£0.00	£52.95	OS	Gallagher Insurance	Property Insurance Mowshurst Garage 3060/1/2
		44171/4		£1,190.26	£0.00	£1,190.26	CS	Gallagher Insurance	Property Insurance Rickards Hall 2220/3/1
		44171/5		£2,489.54	£0.00	£2,489.54	CS	Gallagher Insurance	Property Insurance Chrusch House 2200/3
		44171/6		£54.81	£0.00	£54.81	OS	Gallagher Insurance	Property Insurance Rec GD Store 3060/1/2
		44171/7		£220.92	£0.00	£220.92	OS	Gallagher Insurance	Property Insurance Mpwhurst Barn 3060/1/2
		44171/8		£12.52	£0.00	£12.52	OS	Gallagher Insurance	Property Insurance Cricket Store 3060/1/2
		44171/9		£1,507.88	£0.00	£1,507.88	CS	Gallagher Insurance	Property Insurance Doggetts Barn 2050/1
		44171/10		£389.24	£0.00	£389.24	OS	Gallagher Insurance	Property Insurance Depot 3060/1/1
		44171/11		£52.95	£0.00	£52.95	OS	Gallagher Insurance	Property Insurance Forge Croft Store 3060/1/2
		44171/12		£6,562.02	£0.00	£6,562.02	CS	Gallagher Insurance	Office and Council Insurance 2050/3
BACS020823I NSURANCE	02/08/23	44171		£15,646.92	£0.00	£15,646.92		Gallagher Insurance	Insurance for the Council 3060/1/2
DD230803VAT IX	03/08/23	44063		£45.90	£0.00	£45.90	CS	Vatix	Lone Worker Alarms 2005/7
DD230804BA RC	04/08/23	44050		£52.05	£0.00	£52.05	CS	Barclays	Bank Charges 13/06 to 12/07 2070/1
		44068/1		£374.18	£0.00	£374.18	CS	Aviva	Medical Insurance 2000/7
		44068/3		£620.45	£0.00	£620.45	OS	Aviva	Medical Insurance 3000/8
DD040823AVI VA	04/08/23	44068		£994.63	£0.00	£994.63		Aviva	Medical Insurance August 2000/7

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 7

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230814J F	14/08/23	44158		£100.00	£0.00	£100.00	OS	Jamie Foreman	Music in the Market 3011/2
BACS230814A B	14/08/23	44159		£170.00	£0.00	£170.00	CNCL	Andy Boughtflower	Balloon modelling for playdays 1120
BACS230814A B	14/08/23	44160		£230.00	£0.00	£230.00	OS	Andy Boughtflower	Magic and Balloon Modeling in the Market 3011/2
BACS230814I PAINT	14/08/23	44161		£150.00	£0.00	£150.00	OS	IPaint Faces	Face Painting in the Market 3011/2
DD230816SA GE	16/08/23	44069		£39.00	£6.50	£32.50	CS	Sage Software Limited	Payroll Software 2020/6
		44172/1		£322.50	£0.00	£322.50	OS	Barclaycard	DVLA Tax for VW Van 3070/2
		44172/2		£115.50	£0.00	£115.50	CNCL	Barclaycard	Flowers for Games Club afternoon tea 1171/4
		44172/3		£12.00	£0.00	£12.00	OS	Barclaycard	Glue 3050/15
		44172/4		£20.99	£0.00	£20.99	CNCL	Barclaycard	Afternoon Tea extras 1171/4
		44172/5		£63.98	£10.66	£53.32	CNCL	Barclaycard	Afternoon Tea Extras 1171/4
		44172/6		£25.90	£4.32	£21.58	CS	Barclaycard	Copier Paper 2040/2
		44172/7		£77.55	£12.93	£64.62	OS	Barclaycard	Assorted Paints form Screw Fix 3050/1
		44172/8		£59.97	£9.99	£49.98	OS	Barclaycard	Paint 3050/1
		44172/9		£14.99	£2.50	£12.49	OS	Barclaycard	Glass Protection Film 3050/15
		44172/10		£4.65	£0.00	£4.65	CS	Barclaycard	milk and wipes for the office 2040/3
		44172/11		£100.00	£0.00	£100.00	CNCL	Barclaycard	Cleaning of Curtains from Doggetts barn 1011/5
		44172/12		£4.00	£0.00	£4.00	CS	Barclaycard	Milk and Washing up liquid for the office 2070/5
		44172/13		£877.18	£146.20	£730.98	OS	Barclaycard	Litter Bin 3100/1
		44172/14		£10.99	£1.83	£9.16	CS	Barclaycard	spares for blinds in Doggetts 2070/5
		44172/15		£4.50	£0.75	£3.75	CS	Barclaycard	spare for Blinds in Rickards 2220/4
		44172/16		£3.40	£0.00	£3.40	CS	Barclaycard	Milke and washing up liquid 2070/5
		44172/17		£6.98	£1.16	£5.82	CS	Barclaycard	napkins for events 2070/5
DD160823BA RC	16/08/23	44172		£1,725.08	£190.34	£1,534.74		Barclaycard	Barlcaycard July 3070/2
DD230826O2	21/08/23	44057		£38.04	£6.34	£31.70	OS	O2	Groundstaff Mobile Phone July 3010/6/1
DD2308 HA	21/08/23	44059		£756.00	£126.00	£630.00	CS	Health Assured Ltd	Health Assured APP 2015

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
DD SDC2	21/08/23	44076		£90.00	£0.00	£90.00	OS	Sevenoaks District Council Rates Market Yard	3011/1
DD SDC1	21/08/23	44077		£145.00	£0.00	£145.00	CS	Sevenoaks District Council Rates Rickards Hall	2220/1/1
DD230823TG2	21/08/23	44080		£77.57	£3.69	£73.88	CS	Total Gas & Power Doggetts Barn Electricity 01/07 to 31/07	2010/2
DD230823TG5	21/08/23	44083		£30.28	£1.44	£28.84	CS	Total Gas & Power Dpoggetts Barn Gas 03/04 to 07/08	2010/3
DD220823SE S1	22/08/23	44070		£143.28	£0.00	£143.28	OS	SES Business Water Water supply Forge Croft Allotments 155106	3010/4/4/2
DD220823SE S2	22/08/23	44071		£7.00	£0.00	£7.00	OS	SES Business Water Water Supply Cemetery 155112	3010/4/2
DD220823SE S3	22/08/23	44072		£24.00	£0.00	£24.00	CS	SES Business Water Water Supply Rickards Hall 156644	2220/1/4
DD220823SE S4	22/08/23	44073		£54.22	£0.00	£54.22	CS	SES Business Water Water Supply Public Toilets 156785	2210/1/3
DD220823SE S5	22/08/23	44074		£11.00	£0.00	£11.00	CS	SES Business Water Water supply Doggetts Barn 156804	2010/4
DD220823SE S6	22/08/23	44075		£27.00	£0.00	£27.00	OS	SES Business Water Water supply Swan Lane Allotments 159543	3010/4/4/1
DP220823AVI VA	22/08/23	44166		-£8.09	£0.00	-£8.09	CS	Aviva Credit from Aviva	2000/7
DD220823SE S2	22/08/23	44173		£4.00	£0.00	£4.00	OS	SES Business Water Water Supply Cemetery 155111	3010/4/2
BACS230830 NOR	23/08/23	44089		£330.00	£55.00	£275.00	OS	Norris Skips Skip Hire	3030/4
BACS230830 UKP	23/08/23	44099		£6,446.40	£1,074.40	£5,372.00	OS	UK Power Networks Ltd Streetlight Replacement Programme 2023/24, Mill Hill	3145
BACS230830 UKP	23/08/23	44100		£2,636.40	£439.40	£2,197.00	OS	UK Power Networks Ltd Streetlight Replacement Programme 2023/24, Swan Lane	3145
BACS230830 UKP	23/08/23	44101		£1,447.20	£241.20	£1,206.00	OS	UK Power Networks Ltd Streetlight Replacement Programme 2023/24, VictoriasRoad	3145
		44168/1		£7,803.59	£0.00	£7,803.59	CS	Salaries CS Salaries August	2000/1
		44168/2		£9,275.69	£0.00	£9,275.69	OS	Salaries OS Salaries August	3000/1/1
		44168/4		£773.87	£0.00	£773.87	CS	Salaries PT Salaries July	2211
		44168/5		£564.65	£0.00	£564.65	OS	Salaries MO Salaries July	3012/1
BACS230823S AL	23/08/23	44168		£18,417.80	£0.00	£18,417.80		Salaries August Payroll	2000/1
		44169/1		£3,019.93	£0.00	£3,019.93	CS	KCC Pension Fund CS Pensions August	2000/2

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 9

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
		44169/2		£3,855.57	£0.00	£3,855.57	OS	KCC Pension Fund	OS Pensions August	3000/2/1
BACS230823P EN	23/08/23	44169		£6,875.50	£0.00	£6,875.50		KCC Pension Fund	Staff Pensions August	2000/2
		44170/1		£2,819.74	£0.00	£2,819.74	CS	Inland Revenue	CS PAYE/IN August	2000/1
		44170/2		£3,305.45	£0.00	£3,305.45	OS	Inland Revenue	OS PAYE/IN August	3000/1/1
		44170/4		£2.19	£0.00	£2.19	CS	Inland Revenue	PT PAYE/IN August	2211
		44170/5		£26.40	£0.00	£26.40	OS	Inland Revenue	MO PAYE/IN August	3012/1
BACS230823P AYE	23/08/23	44170		£6,153.78	£0.00	£6,153.78		Inland Revenue	PAYE/IN August	2000/1
BACS290823	29/08/23	44167		£5,000.00	£0.00	£5,000.00	CIL	St Paulinus Center Hall	Payment of Cil Funds re the Hall Flooring	6001
BACS230830 WICK	30/08/23	44048		£659.28	£109.88	£549.40	OS	Wicksteed Leisure Ltd	Annual Inspection of Playgrounds	3141
BACS230830 CCLEAN	30/08/23	44049		£1,032.00	£172.00	£860.00	OS	County Clean Environmental Services Ltd	Gully Cleaning in the Market Yard Car Park and East Car Park at the Rec	3141
BACS230830K CS	30/08/23	44051		£47.99	£8.00	£39.99	CS	KCS Educational Supplies	Hand Towels for Doggetts Barn	2020/1
BACS230830B RAD	30/08/23	44052		£25.20	£4.20	£21.00	OS	Bradford Electrical	Hose and Tap Connectors	3050/15
BACS230830S DC	30/08/23	44053		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	Waste Bin Collection 17/07 to 13/08	2020/3
BACS230830S DC	30/08/23	44054		£576.10	£96.02	£480.08	OS	Sevenoaks District Council	Bulk Waste Collection from 4 sites	3029
BACS230830S P	30/08/23	44055		£830.40	£138.40	£692.00	OS	Safeplay Playground Maintenance Services Ltd	Repairs at Spittals Cross Playground	3110/1
BACS230830 DC	30/08/23	44056		£96.00	£16.00	£80.00	CS	Dave Cole Electrical Installations Ltd	Emergency Lighting Test for Rickards and Doggetts	2061
BACS230830S DC	30/08/23	44058		£453.96	£75.66	£378.30	OS	Sevenoaks District Council	Dog Waste Bin	3030/1
BACS230830S BS1	30/08/23	44061		£32.43	£0.00	£32.43	OS	Business Stream	Waste Collection, Cemetery 30/01 to 29/07	3010/5/1
BACS230830 COUNTY	30/08/23	44086		£50.00	£0.00	£50.00	OS	County Chronicle	Display Advert for Bylaws	3090/4
BACS230830B ES	30/08/23	44087		£78.00	£13.00	£65.00	OS	Besure Security Systems	Call out fee for the depot 16/07/23	3110/3
BACS230830S &N	30/08/23	44088		£100.96	£0.00	£100.96	OS	S&N Machinery	New Blade Guide for Stihl HLA86	3040/2

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 10

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230830J EW	30/08/23	44090		£31.99	£5.33	£26.66	OS	Jewson	First Aid Kit 3016/3
BACS230830J EW	30/08/23	44091		£71.22	£11.87	£59.35	OS	Jewson	Sub Base material 3050/4
BACS230830J EW	30/08/23	44092		£12.96	£2.16	£10.80	OS	Jewson	Carriage Bolts and Nuts, Washers 3050/15
BACS230830J EW	30/08/23	44093		£71.22	£11.87	£59.35	OS	Jewson	Sub base 3050/4
BACS23083JE W	30/08/23	44094		£55.14	£9.19	£45.95	OS	Jewson	Staff Trousers 3016/4
BACS230830J EW	30/08/23	44095		£6.12	£1.02	£5.10	OS	Jewson	Carriage Bolts and Nuts and Washers 3050/15
BACS230830J EW	30/08/23	44096		£19.52	£3.25	£16.27	OS	Jewson	Painting Materials 3050/1
BACS230830J EW	30/08/23	44097		£24.16	£4.03	£20.13	OS	Jewson	Drill Bits, Carriage Bots and Nuts and Washers 3050/15
BACS230830J EW	30/08/23	44098		£10.79	£1.80	£8.99	OS	Jewson	Disposable Gloves 3016/3
BACS230830S DC	30/08/23	44102		£500.00	£0.00	£500.00	CS	Sevenoaks District Council	Garden Waste Bags 2085
BACS230830E JC	30/08/23	44103		£473.00	£0.00	£473.00	CNCL	Elliott Jones Catering	Afternoon Tea for Event 1171/4
BACS230830S DC	30/08/23	44104		£600.00	£0.00	£600.00	CS	Sevenoaks District Council	Garden Waste Bags 2085
BACS230830K ING	30/08/23	44105		£125.48	£20.91	£104.57	CS	Kingdom Cleaning Ltd	July Cleaning of Rickards Hall 2220/2/3
BACS230830S GLA	30/08/23	44106		£102.00	£17.00	£85.00	CS	Sevenoaks Glazing	Repalcement of Pane of Glass in Rickards Hall 2065
BACS230830K TR	30/08/23	44107		£90.00	£0.00	£90.00	OS	Ktreatz	Cup Cake decorating in the Market 17/08/23 3011/3
BACS230831S DC	30/08/23	44108		£400.00	£0.00	£400.00	CS	Sevenoaks District Council	Garden Waste Bags 2085
BACS230831S TREET	30/08/23	44109		£117.30	£19.55	£97.75	OS	Streetlights	Column 154 Orchard Drive 3136
DD310823MIL L	31/08/23	44084		£257.66	£42.94	£214.72	OS	Mill Hill Garage (Petrocell Holdings Ltd)	July Fuel for Vehicles 3070/5
		44085/1		£54.00	£0.00	£54.00	OS	PTA Motoring Centres , Petrocell Holdings	MOT VW Caddy 3070/3

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
		44085/2		£236.00	£39.33	£196.67	OS	PTA Motoring Centres , Petrocell Holdings	Service VW Caddy 3070/3
DD2308 MILL	31/08/23	44085		£290.00	£39.33	£250.67		PTA Motoring Centres , Petrocell Holdings	MOT VW Caddy 3070/3
DD310823MIL L	31/08/23	44163		£24.00	£4.00	£20.00	OS	PTA Motoring Centres , Petrocell Holdings	Tyre repair Land Rover 3070/3
DD310823MIL L	31/08/23	44164		£660.00	£110.00	£550.00	OS	PTA Motoring Centres , Petrocell Holdings	New Clutch Land Rover 3070/3
Izettle July	01/09/23	44165		£19.09	£0.00	£19.09	CS	Izettle	Card Charges August 2070/1
		44174/1		£2.49	£0.41	£2.08	CS	Petty Cash	Address Labels 2040/2
		44174/2		£2.75	£0.00	£2.75	CS	Petty Cash	Pins and Nails for Bunting 2040/2
		44174/3		£6.85	£0.00	£6.85	OS	Petty Cash	Recorded Delivery re Cemetery 3065/1
		44174/4		£14.00	£2.33	£11.67	CS	Petty Cash	Staff Lunch during Treatment works 2070/3
		44174/5		£10.00	£0.00	£10.00	CS	Petty Cash	Cake for Auditors Visit 2070/3
		44174/6		£20.00	£0.00	£20.00	CNCL	Petty Cash	Pimms for Afternoon Tea 1171/4
		44174/7		£230.00	£0.00	£230.00	CNCL	Petty Cash	Blubs for Kent Grant 1171/3
		44174/8		£22.00	£0.00	£22.00	CS	Petty Cash	Stamps 2070/2
		44174/9		£10.00	£0.00	£10.00	CS	Petty Cash	Mugs for the office 2070/5
		44174/10		£7.55	£0.00	£7.55	CS	Petty Cash	Milk and Cakes Games Club 2040/3
		44174/11		£235.00	£0.00	£235.00	CNCL	Petty Cash	Bulbs for GST Grant 1030
Izettle August	01/09/23	44174		£560.64	£2.74	£557.90		Petty Cash	Petty Cash April to September 2040/2
BACS230929J EW	29/09/23	44110		£123.33	£20.55	£102.78	OS	Jewson	Sadolin, Sandpaper and Brushes 3050/1
BACS230929S TR	29/09/23	44111		£110.40	£18.40	£92.00	OS	Stronghold	Additional Keys for the Market Yard Barrier 3050/15
BACS230929S URE	29/09/23	44112		£45.00	£0.00	£45.00	CS	Surekill Pest Control Services	Rodent Visit for Museum and Rickards 2010/10
BACS230929J EW	29/09/23	44113		£21.98	£3.66	£18.32	OS	Jewson	Sealant and wipes 3050/15
BACS230929J EW	29/09/23	44114		£8.40	£1.40	£7.00	OS	Jewson	Cloth Tape Silver 3050/15
BACS230929B RAD	29/09/23	44115		£2.50	£0.42	£2.08	OS	Bradford Electrical	Flyspray 3050/15

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 12

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230929J EW	29/09/23	44116		£1.93	£0.32	£1.61	OS	Jewson	Carriage bolts and nuts 3050/15
BACS230929J EW	29/09/23	44117		£25.33	£4.22	£21.11	OS	Jewson	Paving Flags 3050/4
BACS230929J EW	29/09/23	44118		£6.72	£1.12	£5.60	OS	Jewson	Washers 3050/15
BACS230929J EW	29/09/23	44119		£23.36	£3.89	£19.47	OS	Jewson	Postmix and Bolts 3050/15
BACS230929J EW	29/09/23	44120		£0.65	£0.11	£0.54	OS	Jewson	Washers 3050/15
BACS230929B S1	29/09/23	44121		£46.12	£0.00	£46.12	CS	Business Stream	Doggetts Barn Waste 02/06/23 to 01/0923 2010/5
BACS230929B S2	29/09/23	44122		£115.31	£0.00	£115.31	CS	Business Stream	Rickards Hall Waste 13/06 to 12/09 2220/1/5
BACS230929B RAD	29/09/23	44123		£40.29	£0.00	£40.29	CNCL	Bradford Electrical	Items for Gardening Competition 1171/3
BACS230929K ID	29/09/23	44124		£10.38	£1.73	£8.65	OS	Kidmans	Air Filter cover 3070/3
BACS230929 COB	29/09/23	44125		£8.00	£0.00	£8.00	OS	The Cobblers Shop	I key and Key ring for Market Yard 3050/15
		44126/1		£29.00	£0.00	£29.00	CNCL	Wilkin Chapman LLP	Invoice re the Recreation Gate 1150
		44126/2		£1,200.00	£200.00	£1,000.00	CNCL	Wilkin Chapman LLP	Invoice re the Recreation Gate 1150
BACS230929 WILK	29/09/23	44126		£1,229.00	£200.00	£1,029.00		Wilkin Chapman LLP	Invoice re the Recreation Gate 1150
		44127/1		£840.00	£140.00	£700.00	CS	Diamond Hygiene	Feminine and Nappy Units PT 2210/4
		44127/2		£390.00	£65.00	£325.00	CS	Diamond Hygiene	Feminine and Nappy Units RH 2220/2/2
		44127/3		£90.00	£15.00	£75.00	CS	Diamond Hygiene	Feminine and Nappy Units DB 2020/1
BACS230929 DIA	29/09/23	44127		£1,320.00	£220.00	£1,100.00		Diamond Hygiene	Annual service for the Units in the Toilets 2210/4
		44128/1		£17.14	£2.86	£14.28	OS	Trichem	Toilet Rolls for Depot 3090/2
		44128/2		£38.35	£6.39	£31.96	OS	Trichem	Black Sacks 3050/11
BACS230929T RI	29/09/23	44128		£55.49	£9.25	£46.24		Trichem	Toilet Rolls and Refuse Sacks 3090/2
BACS230929K ALC	29/09/23	44129		£60.00	£10.00	£50.00	CS	Kent Association Of Local Councils	Planning for Local Councils Event 2005/4

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS230929S &N	29/09/23	44130		£140.77	£0.00	£140.77	OS	S&N Machinery	24" Blade . Ignition Module for Stohl HS45-2021	3040/2
BACS230929S DC	29/09/23	44131		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	360ltr Bin Collection 14/08 to 10/09	2020/3
BACS230929K ING	29/09/23	44132		£125.48	£20.91	£104.57	CS	Kingdom Cleaning Ltd	Cleaning Rickards Hall August	2220/2/3
BACS230929 NOR	29/09/23	44133		£330.00	£55.00	£275.00	OS	Norris Skips	Skip Hire	3050/6
BACS230929 RED	29/09/23	44134		£1,200.00	£200.00	£1,000.00	CNCL	Redmond & Associates	Survey for Rickards Hall	1150
BACS230929 WILK	29/09/23	44135		£540.00	£90.00	£450.00	CNCL	Wilkin Chapman LLP	Legal fees re Recreation Ground	1150
BACS230929J AMES	29/09/23	44136		£1,300.00	£0.00	£1,300.00	CS	James Corrigan	Support Strategic Planning training	2005/4
BACS230929 MAG	29/09/23	44137		£182.25	£0.00	£182.25	CS	The Edenbridge Magazine	Nov & Dec News Letter Double Page	2040/4
BACS230929J EW	29/09/23	44138		£14.26	£2.38	£11.88	OS	Jewson	Paving Flag	3050/4
BACS230929L EPP	29/09/23	44139		£42.00	£7.00	£35.00	OS	Leppards (Of Hever) Ltd	Puncture Repair	3070/3
BACS230929 UNI	29/09/23	44140		£91.20	£15.20	£76.00	CS	Unicorn Frames Ltd	Framing of Pictures for the Office	2040/2
BACS230929S TREET	29/09/23	44141		£162.90	£27.15	£135.75	OS	Streetlights	Column 213 & 164 Replacement and testing Nov 2022	3136
BACS230929S TREET	29/09/23	44142		£117.30	£19.55	£97.75	OS	Streetlights	Column 239 Replacement and testing Nov 2022	3136
BACS230929S TREET	29/09/23	44143		£117.30	£19.55	£97.75	OS	Streetlights	Column 85,86 Replacement and testing Nov 2022	3136
BACS230929 COB	29/09/23	44144		£80.00	£0.00	£80.00	OS	The Cobblers Shop	Combination Padlock	3050/15
BACS230929S DC	29/09/23	44145		£400.00	£0.00	£400.00	CS	Sevenoaks District Council	Garden Waste Bags	2085
BACS230929S EIB	29/09/23	44146		£44.00	£0.00	£44.00	CS	South & South East In Bloom	2 places at the South East in Bloom Awards	2005/4
BACS230929B ES	29/09/23	44147		£146.40	£24.40	£122.00	OS	Besure Security Systems	Maintenance Renewal Intruder Alarm at the Depot	3010/7
BACS230929B ES	29/09/23	44148		£830.40	£138.40	£692.00	OS	Besure Security Systems	Maintenance Renewal Intruder Alarm at the Depot Key Holding,	3010/7

04/10/23 03:48 PM Vs: 8.89.00

Edenbridge Town Council

Page 14

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/07/23 and 30/09/23

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
BACS230929B ES	29/09/23	44149		£295.20	£49.20	£246.00	CS	Besure Security Systems	Maintenance Renewal Intruder Alarm, Fire Alarm and Key Holding, 2010/9
BACS230929S TREET	29/09/23	44150		£162.90	£27.15	£135.75	OS	Streetlights	Colum 188, 183 and 12 replacements 3136
BACS230929J EW	29/09/23	44151		£103.28	£17.21	£86.07	OS	Jewson	DeWalt Boots size 9 - Lance 3016/4
BACS230929J EW	29/09/23	44152		£3.82	£0.64	£3.18	OS	Jewson	NOViPro Builders Gloves x 2 prs 3016/4
BACS230929J EW	29/09/23	44153		£2.23	£0.37	£1.86	OS	Jewson	Norton Clipper multi purpose 3040/1
BACS230929S DC	29/09/23	44154		£16.40	£2.73	£13.67	OS	Sevenoaks District Council	660 ltr Bin commercial Waste Collection 3011/7
BACS230929 ORI	29/09/23	44155		£720.00	£120.00	£600.00	OS	Origin Amenity Solutions	Ground Maintenance paint and fertiliser 3050/2
BACS230929 CHV	29/09/23	44156		£110.00	£0.00	£110.00	OS	Crockham Hill Village News Letter	Advertising for Market 3011/2
BACS230929S OG	29/09/23	44157		£408.00	£68.00	£340.00	OS	Sevenoaks Glazing	Replacement Unit at the Pavillion 3110/1
Total				£171,092.59	£11,789.17	£159,303.42			

Unpaid Expenditure Transactions

Start of year 01/04/23

Item 5.2

Invoices with a ledger date on or after 01/04/23 and on or before 09/10/23

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual	Heading
44079	£29.95	£1.43	£28.52 CS	07/08/23	Total Gas & Power	Market Yard Electricity 01/07 to 31/07	DD230823T G1	2210/1/2
44081	£14.63	£0.70	£13.93 OS	07/08/23	Total Gas & Power	Depot Electricity 01/07 to 31/07	DD230823T G3	3010/2/1
44082	£58.45	£2.78	£55.67 CS	07/08/23	Total Gas & Power	Rickards Hall Electricity 01/07 to 31/07	DD230823T G4	2220/1/2
44175	£40.00	£0.00	£40.00 CS	02/10/23	D Goodwin	Window Cleaning	BACSOCT2 3GOOD	2020/1
44176	£1,654.48	£275.75	£1,378.73 OS	05/09/23	N Power	Street Lighting 01/08 to 31/08	DD230919N P	3130
44177	£1,668.02	£278.00	£1,390.02 OS	03/08/23	N Power	Street Lighting 01/07 to 31/07	DD230817N P	3130
44178	£378.30	£63.05	£315.25 OS	27/09/23	Sevenoaks District Council	Dog Waste Bin	BACS23093 0SDC	3030/1
44179	£129.09	£21.52	£107.57 CS	25/09/23	Kingdom Cleaning Ltd	Cleaning Rickards Hall September	BACS23010 31KING	2220/2/3
44180	£104.43	£17.41	£87.02 OS	19/09/23	Mill Hill Garage (Petrocell Holdings Ltd)	September Fuel for Vehicles - Landrover	DD300923M ILL	3070/5
44181	£193.56	£32.26	£161.30 OS	30/09/23	Mill Hill Garage (Petrocell Holdings Ltd)	September Fuel for Vehicles - VW Van	DD300923M ILL	3070/5
44182	£39.00	£6.50	£32.50 CS	01/08/23	Sage Software Limited	Payroll Software	DD230816S AGE	2020/6
44183	£343.22	£57.20	£286.02 CS	01/04/23	Total Gas & Power	3006169947 - Rickards Hall Electricity 01/02 to 28/02	DD170423T G7	2220/1/2
44184	£79.39	£13.23	£66.16 CS	07/09/23	Total Gas & Power	3006169958 - Rickards Hall Electricity 01/08 to 31/08	DD170423T G7	2220/1/2
44185	£38.04	£6.34	£31.70 OS	12/07/23	O2	Groundstaff Mobile July	DD260723O 2	3010/6/1
44186	£38.04	£6.34	£31.70 OS	12/07/23	O2	Groundstaff Mobile July	DD260723O 2	3010/6/1

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Unpaid Expenditure Transactions

Start of year 01/04/23

Invoices with a ledger date on or after 01/04/23 and on or before 09/10/23

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	Payment Reference	Accrual	Heading
44187	£38.04	£6.34	£31.70 OS	12/07/23	O2	Groundstaff Mobile July	<input type="checkbox"/>	3010/6/1
44188	£39.48	£6.58	£32.90 OS	26/09/23	O2	Mobile phone Groundstaff Sept 23	<input type="checkbox"/>	3010/6/1
44189	£224.36	£37.39	£186.97 OS	29/09/23	Proludic Ltd	T420 Seat and fixings ORDER NO KATHY 3082023	<input type="checkbox"/>	3040/1
44190	£156.05	£26.01	£130.04 OS	31/08/23	Mill Hill Garage (Petrocell Holdings Ltd)	GL61 0EY	<input type="checkbox"/>	3070/5
44191	£1,129.94	£188.32	£941.62 CS	01/09/23	PS Technology	IT Support	<input type="checkbox"/>	2020/6
44192	£37.70	£6.28	£31.42 OS	27/09/23	Jewson	Ground staff materials	<input type="checkbox"/>	3050/4
44193	£30.04	£5.01	£25.03 OS	27/09/23	Jewson	Ground staff materials	<input type="checkbox"/>	3050/4
44194	£56.51	£2.69	£53.82 CS	04/10/23	Total Gas & Power	The Market Yard Public Toilets	<input type="checkbox"/>	2010/2
44195	£47.57	£2.27	£45.30 CS	07/08/23	Total Gas & Power	Town Council Edenbridge High Street	<input type="checkbox"/>	2010/2
44196	£16.51	£0.79	£15.72 CS	07/08/23	Total Gas & Power	The Depot Church Street Edenbridge	<input type="checkbox"/>	2010/2
44197	£79.38	£3.78	£75.60 CS	07/08/23	Total Gas & Power	The Depot Church Street Edenbridge	<input type="checkbox"/>	2010/2
44198	£42.00	£7.00	£35.00 CS	01/09/23	Sage Software Limited	Sotware Subscription	<input type="checkbox"/>	2020/8
Total	£6,706.18	£1,074.97	£5,631.21					

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Received Income Transactions

Start of year 01/04/23
Item 5.4

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
		34584/1		£1,527.20	£0.00	£1,527.20	CS	285/1	IZettle Till Takings Garden Sacks June
		34584/2		£75.00	£0.00	£75.00	CS	285/3	IZettle Till Takings Clear Sacks June
		34584/3		£205.50	£0.00	£205.50	CS	285/2	IZettle Till Takings Black Sacks June
		34584/4		£432.50	£0.00	£432.50	OS	311	IZettle Till Takings Market Stalls June
		34584/5		£21.50	£0.00	£21.50	OS	310/3/1	IZettle Till Takings Allotment Plot - [REDACTED]
IZETTLEJune	01/07/23	34584	June	£2,261.70	£0.00	£2,261.70		285/1	IZettle Till Takings JuneTaking for Izettle
DP030723MO W	03/07/23	34571	July	£103.49	£17.25	£86.24	OS	310/14	Mr [REDACTED] Mopwshurst Garage Rent April
		34572/1		£20.91	£0.00	£20.91	CS	240/1	Rickards Hall Customer BookID = 1376, Rickards Hall, 19/07/23, 1376
DP EH1408	03/07/23	34572	RH-1408	£20.91	£0.00	£20.91		240/1	Rickards Hall Customer Facilities Booking Invoice
		34573/1		£20.91	£0.00	£20.91	CS	240/1	Rickards Hall Customer BookID = 1140, Rickards Hall, 12/07/23, 1140
DP EH1408	03/07/23	34573	RH-1408	£20.91	£0.00	£20.91		240/1	Rickards Hall Customer Facilities Booking Invoice
		34574/1		£20.91	£0.00	£20.91	CS	240/1	Rickards Hall Customer BookID = 1139, Rickards Hall, 26/07/23, 1139
DP EH1408	03/07/23	34574	RH-1408	£20.91	£0.00	£20.91		240/1	Rickards Hall Customer Facilities Booking Invoice
		34575/1		£20.91	£0.00	£20.91	CS	240/1	Rickards Hall Customer BookID = 1136, Rickards Hall, 05/07/23, 1136
DP EH1408	03/07/23	34575	RH-1408	£20.91	£0.00	£20.91		240/1	Rickards Hall Customer Facilities Booking Invoice
CQ100399	04/07/23	34442	1208	£60.00	£0.00	£60.00	CS	220/1	Forge Singers Rodent Treatment for the Hut
DPCCLA CIL 040723	04/07/23	34570	June	£375.30	£0.00	£375.30	CIL	606	CCLA CIL Interest from CCLA
RH1412	04/07/23	34576	1412	£67.49	£0.00	£67.49	CS	240/1	Rickards Hall Customer Facilities Consolidated Income, Rickards Hall
DP040723EC C	04/07/23	34582	1240	£769.48	£0.00	£769.48	OS	310/6	E/B Cricket Club Annual Use of Blossom Park 2023/24
DP040723CCL A	04/07/23	34590	June 23	£750.54	£0.00	£750.54	CS	226	CCLA CCLA Interest for June 2023
CQ100399	04/07/23	34591	1398	£62.73	£0.00	£62.73	CS	240/1	Ladies Probus Facilities Consolidated Income, Rickards Hall
		34594/1		£270.00	£0.00	£270.00	CS	240/1	Twinning Association BookID = 978, Rickards Hall, 13/05/23, 978
CQ100399	04/07/23	34594	RH-1388	£270.00	£0.00	£270.00		240/1	Twinning Association Facilities Booking Invoice

04/10/23 04:15 PM Vs: 8.89.00

Edenbridge Town Council

Page 1

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
		34595/1		£112.50	£0.00	£112.50	CS	240/1	Twinning Association BookID = 979, Rickards Hall, 14/05/23, 979
CQ100399	04/07/23	34595	RH-1388	£112.50	£0.00	£112.50		240/1	Twinning Association Facilities Booking Invoice
CQ100399	04/07/23	34596	Dourley	£100.78	£0.00	£100.78	OS	305	Cemetery Fees Cemetery Fee - Abbey Memorial - [REDACTED]
CQ100399	04/07/23	34597	Hartfree	£216.36	£0.00	£216.36	OS	305	Cemetery Fees Dignitas - [REDACTED]
CQ100400	04/07/23	34598	Allotment	£107.50	£0.00	£107.50	OS	310/3/1	Allotment Holders 5 X Allotmets, [REDACTED]
RH 1406	05/07/23	34579	1406	£103.65	£0.00	£103.65	CS	240/1	Bizzy Bees Facilities Consolidated Income, Rickards Hall
RH-1410	05/07/23	34593	1410	£76.17	£0.00	£76.17	CS	240/1	Rickards Hall Customer Facilities Consolidated Income, Rickards Hall
DP130723SC C	13/07/23	34599	1258	£22.50	£0.00	£22.50	OS	311	Sevenoaks Clothes House Market Pitch for 13 July £22.50 Paid in Full
CREDIT RE Rickards	14/07/23	34601	CREDIT	-£64.23	£0.00	-£64.23	CS	240/1	Rickards Hall Customer Refund or Invoice [REDACTED]
BASC - Deposit-House	14/07/23	34602	DEPOSIT	-£100.00	£0.00	-£100.00	CS	240/2	Rickards Hall Customer Refund or Deposit for Rickards - [REDACTED]
DP170723WG RAVES	17/07/23	34589	170723	£300.00	£0.00	£300.00	OS	315/3	War Graves Commission (RBS Leamington Spa) Commonwealth War Graves
RH1409	19/07/23	34578	1409	£41.82	£0.00	£41.82	CS	240/1	Edenbridge & District PC - Men's Probus Facilities Consolidated Income, Rickards Hall
RH-1405	19/07/23	34580	1405	£213.29	£0.00	£213.29	CS	240/1	All Things Mice and Spice Events Facilities Consolidated Income, Rickards Hall
DP210723SC C	21/07/23	34600	1259	£22.50	£0.00	£22.50	OS	311	Sevenoaks Clothes House Market Pitch for 20/07/23 £22.50 Paid in Full
Deposti RH Taylor	24/07/23	34603	Deposit	-£100.00	£0.00	-£100.00	CS	240/2	Rickards Hall Customer Deposit Retrun - [REDACTED]
DP230728 HMRC	26/07/23	34568	Q! 2023	£6,616.84	£0.00	£6,616.84	CS	215	HM Customs & Excise VAT refund 01/04/23 - 30/06/23
DP230726FW G	26/07/23	34569	1242	£997.52	£166.25	£831.27	OS	315/1	Freshwater Group of Companies Leather Market Maintenance April to June 2023

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
DP270723EBS	27/07/23	34581	1233	£112.50	£0.00	£112.50	OS	311	Ebsworth Burgers Ltd Market Pitch June ████████████████████ ████████████████████ 01/06, 08/06, 15/06, 22/06, 29/06 5 x ██████████
DP270723CHI L	27/07/23	34583	1251	£118.74	£0.00	£118.74	OS	305	Sue Reynolds Interment Fee for ██████████ - Cem3 - ████████
CASH IZET May	31/07/23	34567	May	£20.39	£0.00	£20.39	CNCL	199	IZettle Till Takings Balance due, tn 34529 - MayTaking for Izettle
		34585/1		£1,779.00	£0.00	£1,779.00	CS	285/1	IZettle Till Takings Garden Sacks July
		34585/2		£106.00	£0.00	£106.00	CS	285/3	IZettle Till Takings Clear Sacks July
		34585/3		£252.00	£0.00	£252.00	CS	285/2	IZettle Till Takings Black Sacks July
		34585/4		£457.50	£0.00	£457.50	OS	311	IZettle Till Takings Market Stalls July
IZETTLEJuly	01/08/23	34585	July	£2,594.50	£0.00	£2,594.50		285/1	IZettle Till Takings July Taking for Izettle
IZETTLE	01/08/23	34586	1414	£101.25	£0.00	£101.25	CS	240/1	Rickards Hall Customer Facilities Consolidated Income, Rickards Hall Cain
IZETTLE	01/08/23	34587	1413	£180.00	£0.00	£180.00	CS	240/1	Rickards Hall Customer Facilities Consolidated Income, Rickards Hall Fletcher
DP030823NIN KA	01/08/23	34605	1265	£25.00	£0.00	£25.00	OS	311	Ninka Coffee Market Pitch 03/08/23 Paid in Full
DP010823	01/08/23	34614	August	£103.49	£17.25	£86.24	OS	310/14	Mr ██████████ Mopwhurst Garage Rent August
IZETTLE July	01/08/23	34636	Deposit	£100.00	£0.00	£100.00	CS	240/2	Rickards Hall Customer Deposit for ██████████ 15/07/23
DPCCLA CIL 020823	02/08/23	34612	July	£414.16	£0.00	£414.16	CIL	606	CCLA CIL Interest from CCLA
		34613/1		£41.82	£0.00	£41.82	CS	240/1	Edenbridge & District PC - Men's Probus BookID = 1301, Rickards Hall, 17/08/23, 1301
RH1418 Mens Probus	02/08/23	34613	RH-1418	£41.82	£0.00	£41.82		240/1	Edenbridge & District PC - Men's Probus Facilities Booking Invoice
DP020823CCL A	02/08/23	34638	July 23	£828.33	£0.00	£828.33	CS	226	CCLA CCLA Interest for July 2023
DP0308123SC C	03/08/23	34604	1262	£22.50	£0.00	£22.50	OS	311	Sevenoaks Clothes House Market Pitch 03/08/23 Paid in Full
		34623/1		£62.73	£0.00	£62.73	CS	240/1	Ladies Probus BookID = 1166, Rickards Hall, 16/08/23, 1166

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
CQ100401	03/08/23	34623	RH-1417	£62.73	£0.00	£62.73		240/1	Ladies Probus Facilities Booking Invoice
CQ100401	03/08/23	34624	August	£2,870.56	£0.00	£2,870.56	OS	310/3/2	Allotment Holders
CQ100401	03/08/23	34625	Stitchman	£268.33	£0.00	£268.33	OS	305	Cemetery Fees Cemetery Fee Stitchman 3-048
DP230804BA RC	04/08/23	34639	July 2023	£10.89	£0.00	£10.89	CS	227	Barclays Bank Plc Loyalty Reward 13/06 to 12/07
DP070823BAK ER	07/08/23	34607	1256	£75.00	£0.00	£75.00	OS	311	The Baker Market Pitch August Special Rate ██████████ 03/08, 10/08, 17/08, 24/08, 31/08 ██████████
DP070823NIN KA	07/08/23	34611	1268	£5.00	£0.00	£5.00	OS	311	Ninka Coffee Market Pitch 10/08/23 Paid in Full
DP090823SC C	09/08/23	34610	1263	£7.50	£0.00	£7.50	OS	311	Sevenoaks Clothes House Market Pitch 10/08/23 Paid in Full
DP230809DIG N	09/08/23	34622	1252	£2,774.35	£0.00	£2,774.35	OS	305	BC Baker & Son Purchase and Interment of Grave 4-660 for M██████████
DP090823GU RUNG	09/08/23	34640	Deposit	£100.00	£0.00	£100.00	CS	240/2	Rickards Hall Customer Deposit ██████████
		34627/1		£67.50	£0.00	£67.50	CS	240/1	Rickards Hall Customer BookID = 1665, Rickards Hall, 15/10/23, 1665
RH-1425	15/08/23	34627	RH-1425	£67.50	£0.00	£67.50		240/1	Rickards Hall Customer Facilities Booking Invoice
RH-1429	15/08/23	34628	1429	£188.19	£0.00	£188.19	CS	240/1	Evolution Dance Academy Facilities Consolidated Income, Rickards Hall
DP160823NIN KA	16/08/23	34606	1266	£15.00	£0.00	£15.00	OS	311	Ninka Coffee Market Pitch 17/08/23 Paid in Full
DP16/08/23 LILY	16/08/23	34608	1267	£15.00	£0.00	£15.00	OS	311	LilyBox Market Pitch 17/08/23 Paid in Full
DP170823SC C	17/08/23	34609	1264	£15.00	£0.00	£15.00	OS	311	Sevenoaks Clothes House Market Pitch 17/08/23 Paid in Full
DO170823AR NOLD	17/08/23	34641	TOGOR Ar	£30.80	£0.00	£30.80	OS	305	Cemetery Fees Transfer of Grant of Right ██████████
		34629/1		£73.18	£0.00	£73.18	CS	240/1	Rickards Hall Customer BookID = 1567, Rickards Hall, 07/09/23, 1567

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
		34629/2		£41.82	£0.00	£41.82	CS	240/1	Rickards Hall Customer Hall booking
RH-1426	18/08/23	34629	RH-1426	£115.00	£0.00	£115.00		240/1	Rickards Hall Customer Facilities Booking Invoice Edenbridge Volunteers
DP180823YTS	18/08/23	34642	YTS	£64.42	£0.00	£64.42	OS	305	Yew Tree Stone Cumbers additional Inscription
DP220823GS T	22/08/23	34618	1261	£180.00	£30.00	£150.00	OS	315/4	Great Stone Bridge Trust Flail mowing, strimming and litter picking at the Water meadows in June 6 x £25.00
DP230824S Smith	24/08/23	34619	1254	£100.78	£0.00	£100.78	OS	305	S Smith & Son Memorial Stone for P Oliver Cem 4 - 628
DP230824SS mith	24/08/23	34620	1260	£237.48	£0.00	£237.48	OS	305	S Smith & Son 2 x Opening Fees Cem3 - 594 E & L Holmes 1 Burial and 1 Ashes
CQ100402	24/08/23	34626		£100.78	£0.00	£100.78	OS	305	Alex Jones Funeral Directors Cemetery Fee
DP240823SC C	24/08/23	34643	1278	£15.00	£0.00	£15.00	OS	311	Sevenoaks Clothes House Market Pitch 24/08/23 Paid in Full
DP240823Lily	24/08/23	34644	1279	£15.00	£0.00	£15.00	OS	311	LilyBox Market Pitch 24/08/23 Paid in Full
DP240823Nin	24/08/23	34645	1280	£15.00	£0.00	£15.00	OS	311	Ninka Coffee Market Pitch 24/08/23 Paid in Full
DP250823AJ	25/08/23	34646	1271	£118.74	£0.00	£118.74	OS	305	Alex Jones Funeral Directors Opening fee 20/09/2023 ██████████ Cem 3-██████████
DP250823SD C	25/08/23	34649		£100.00	£0.00	£100.00	CS	220/1	Sevenoaks District Council Unknown Receipt
DP290823SS MITH	29/08/23	34621	1253	£72.12	£0.00	£72.12	OS	305	S Smith & Son Memorial Permit for ██████████ Cem 3-██████████
DP290823EB	29/08/23	34631	1245	£67.50	£0.00	£67.50	OS	311	Ebsworth Burgers Ltd Market Pitch July ██ ██████████ 13/07, 20/07, 27/07, 3 ██████████
		34647/1		£52.27	£0.00	£52.27	CS	240/1	Rickards Hall Customer BookID = 1664, Rickards Hall, 31/10/23, 1664
		34647/2		£100.00	£0.00	£100.00	CS	240/2	Rickards Hall Customer Deposit Beeches
RH-1448	29/08/23	34647	RH-1448	£152.27	£0.00	£152.27		240/1	Rickards Hall Customer Facilities Booking Invoice
RH1427	30/08/23	34630	1427	£138.20	£0.00	£138.20	CS	240/1	Bizzy Bees Facilities Consolidated Income, Rickards Hall

Received Income Transactions

Start of year 01/04/23

received between 01/07/23 and 30/09/23

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
DP300823DE POSIT	30/08/23	34648	Return of D	-£100.00	£0.00	-£100.00	CS	240/2	Rickards Hall Customer Deposit Returned Crouch House Road
Dp310823	31/08/23	34632	1272	£61.70	£0.00	£61.70	OS	305	██████████ Transfer of Grant of Right for Graves Cem 3- ██████nd Cem 3 - ██████ 2 x ██████
DP310823SC C	31/08/23	34633	1277	£15.00	£0.00	£15.00	OS	311	Sevenoaks Clothes House Market Pitch 31/08/23 Paid in Full
DP310823Lily	31/08/23	34634	1276	£15.00	£0.00	£15.00	OS	311	LilyBox Market Pitch 31/08/23 Paid in Full
Total				£26,124.09	£230.75	£25,893.34			

Item 5.5

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	Notes/Comments
INCOME						
Council						
100	C Precept	£64,700.00	£0.00	£32,350.00	-£32,350.00	
115	C Grants	£0.00	£0.00	£850.00	£850.00	
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00	
160	C Covid 19	£0.00	£0.00	£0.00	£0.00	
170	C Events	£0.00	£0.00	£0.00	£0.00	
199	Suspense	£0.00	£0.00	£0.00	£0.00	
Total Council		£64,700.00	£0.00	£33,200.00	-£31,500.00	
Open Spaces						
300	OS Allocation from Precept	£351,498.00	£0.00	£175,749.00	-£175,749.00	
305	OS Cemetery Fees	£16,500.00	£0.00	£7,755.89	-£8,744.11	
310	OS Rents	£11,000.00	£0.00	£7,305.98	-£3,694.02	
311	OS Market Rents	£8,000.00	£0.00	£3,537.50	-£4,462.50	Cash fees for Sept paid through iZettle to be added
315	OS Maintenance Services	£7,000.00	£0.00	£2,112.54	-£4,887.46	
320	OS Solar Panels	£1,500.00	£0.00	£0.00	-£1,500.00	
325	OS Sundry Receipts	£150.00	£0.00	£926.68	£776.68	
Total Open Spaces		£395,648.00	£0.00	£197,387.59	-£198,260.41	
Central Services						
200	CS Allocation from Precept	£274,890.00	£0.00	£137,445.50	-£137,444.50	
205	XXXX CS Barclays CIL Interest	£0.00	£0.00	£0.00	£0.00	
220	CS Sundry Receipts	£5,234.00	£0.00	£450.88	-£4,783.12	
221	XXXX CS-Sundry Receipts	£0.00	£0.00	£0.00	£0.00	
226	CCLA Interest	£1,500.00	£0.00	£3,686.22	£2,186.22	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
227	Bank Interest Other Accounts	£300.00	£0.00	£32.28	-£267.72	
228	Barclay Reserve Interest XX	£0.00	£0.00	£979.04	£979.04	
235	Church House	£6,589.00	£0.00	£0.00	-£6,589.00	Yet to invoice
240	Rickards Hall Lettings	£6,500.00	£0.00	£4,214.20	-£2,285.80	up on forecast
245	WI Hall Admin XX	£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	
260	XXXX CS Reserves 30 year Maintenance Plan XX	£0.00	£0.00	£0.00	£0.00	
285	Refuse bags & other sales	£15,000.00	£0.00	£9,936.10	-£5,063.90	iZettle payments for September to be recorded
290	CS Insurance Claim Payments	£0.00	£0.00	£0.00	£0.00	
Total Central Services		£310,013.00	£0.00	£156,744.22	-£153,268.78	
Emergency Planning Committee						
500	EP Allocation from Precept	£345.00	£0.00	£172.50	-£172.50	
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00	
Total Emergency Planning Committee		£345.00	£0.00	£172.50	-£172.50	
Community Warden						
400	CW Precept (ETC Cont)	£10,784.00	£0.00	£5,392.00	-£5,392.00	
405	CW Moat Housing	£1,000.00	£0.00	£0.00	-£1,000.00	
410	CW West Kent Housing	£3,500.00	£0.00	£0.00	-£3,500.00	
415	CW Westerham	£0.00	£0.00	£0.00	£0.00	
420	CW John Coldman Trust	£2,000.00	£0.00	£0.00	-£2,000.00	
425	CW Police	£0.00	£0.00	£0.00	£0.00	
430	CW Great Stonebridge Trust	£7,000.00	£0.00	£0.00	-£7,000.00	GSBT agreed £8k to be prorata upon replacement start date
435	CW KCC	£0.00	£0.00	£0.00	£0.00	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
440	XXX CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00	
450	Sundry Receipts	£0.00	£0.00	£0.00	£0.00	
Total Community Warden		£24,284.00	£0.00	£5,392.00	-£18,892.00	
CIL						
600	CIL	£0.00	£0.00	£2,994.81	£2,994.81	Expecting further payment £12,358
605	Interest	£0.00	£0.00	£386.65	£386.65	
606	CIL CCLA Interest	£0.00	£0.00	£2,257.22	£2,257.22	
Total CIL		£0.00	£0.00	£5,638.68	£5,638.68	
Total Income		<u>£794,990.00</u>	<u>£0.00</u>	<u>£398,534.99</u>	<u>-£396,455.01</u>	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
EXPENDITURE						
Council						
1010	C Contingencies	£10,200.00	£0.00	£0.00	£10,200.00	
1011	C Projects	£6,500.00	£0.00	£0.00	£6,500.00	
1012	C Projects from reserves	£0.00	£0.00	£9,650.00	£-9,650.00	Reserves yet to be released back to G.R. for IT 635 migration; logo; & Infestation works
1020	Miscellaneous Items	£0.00	£0.00	£654.45	£-654.45	
1030	C Grants	£8,000.00	£0.00	£235.00	£7,765.00	
1040	C Replacement Equipment and Tools	£4,000.00	£0.00	£0.00	£4,000.00	
1050	C Edenbridge Twinning Association	£500.00	£0.00	£0.00	£500.00	
1060	C Eden Valley Museum Trust	£6,500.00	£0.00	£6,500.00	£0.00	
1070	C House Project	£8,000.00	£0.00	£0.00	£8,000.00	
1080	C Membership KALC	£1,800.00	£0.00	£1,695.00	£105.00	
1090	Tourism	£0.00	£0.00	£127.92	£-127.92	
1120	C Summer Playscheme	£2,000.00	£0.00	£3,062.00	£-1,062.00	
1130	C Bonfire Clean Up	£1,200.00	£0.00	£0.00	£1,200.00	
1150	Legal & Professional fees	£5,000.00	£0.00	£8,944.00	£-3,944.00	
1160	Election Costs	£5,000.00	£0.00	£0.00	£5,000.00	
1170	Covid 19 PPE	£0.00	£0.00	£0.00	£0.00	
1171	C Events	£6,000.00	£0.00	£11,710.42	£-5,710.42	
Total Council		£64,700.00	£0.00	£42,578.79	£22,121.21	
Open Spaces						
3000	OS Staff Costs	£203,782.00	£0.00	£86,250.79	£117,531.21	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
3010	OS Utilities and Rates	£12,650.00	£0.00	£5,900.93	£6,749.07	
3011	OS Market 1	£4,600.00	£0.00	£1,187.26	£3,412.74	
3012	OS Market 2	£7,379.00	£0.00	£3,008.25	£4,370.75	
3016	OS Other Staff Expenses	£3,000.00	£0.00	£1,104.74	£1,895.26	incs £425 groundstaff medicals March 2023
3020	OS IT Equipment and Licences	£0.00	£0.00	£0.00	£0.00	
3029	OS Bulky Waste Collection	£1,300.00	£0.00	£480.08	£819.92	
3030	OS External Services Costs	£6,980.00	£0.00	£1,621.85	£5,358.15	
3040	OS Replacement Equipment and Tools	£7,000.00	£0.00	£480.66	£6,519.34	
3050	OS Materials	£6,800.00	£0.00	£4,310.56	£2,489.44	
3055	OS Hanging Baskets & Plants	£6,300.00	£0.00	£5,753.81	£546.19	
3060	OS Buildings Insurance	£2,600.00	£0.00	£3,566.43	£-966.43	annual invoice posted - paid August
3065	OS Cemetery Expenditure	£493.00	£0.00	£101.85	£391.15	
3070	OS Vehicles/Costs/Fuel	£9,000.00	£0.00	£4,614.61	£4,385.39	
3080	OS Contingencies	£3,000.00	£0.00	£0.00	£3,000.00	
3090	OS Subs/Misc	£1,000.00	£0.00	£81.20	£918.80	
3100	OS Small Projects	£2,500.00	£0.00	£8,094.31	£-5,594.31	incs Bridge removal £5,950 emergency works; new picnic bench £769;
3110	OS Vandalism	£3,000.00	£0.00	£2,592.33	£407.67	Vandalism: bin at pond; noticeboard repairs; play equip; fencing
3115	XXXX OS Misc Maintenance Charges	£0.00	£0.00	£0.00	£0.00	
3120	XXXX OS Footpaths Equipment	£0.00	£0.00	£0.00	£0.00	
3130	OS Public Street Lighting Electricity	£18,000.00	£0.00	£9,266.85	£8,733.15	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
3135	OS Public Street Light Contract Maintenance	£7,500.00	£0.00	£3,551.93	£3,948.07	
3136	OS Public Lighting Repairs	£2,500.00	£0.00	£958.00	£1,542.00	
3140	OS 10 Yr Maintenance Plan	£28,469.00	£0.00	£321.60	£28,147.40	some works ocmmissioned , yet to be invoiced and added
3141	OS Annual and Inspection Costs	£10,295.00	£0.00	£3,284.40	£7,010.60	
3145	OS 30 Yr Maintenance Plan	£31,500.00	£0.00	£15,825.00	£15,675.00	Street Lighting replacemneent prog total £25k, awaiting Streetlights invoice
Total Open Spaces		£379,648.00	£0.00	£162,357.44	£217,290.56	
Central Services						
2000	CS Staff Costs	£188,779.00	£0.00	£68,911.25	£119,867.75	
2005	CS Other staff/Cllr costs	£7,600.00	£0.00	£2,622.37	£4,977.63	
2010	CS Utilities/Rates/Phones	£11,550.00	£0.00	£5,261.24	£6,288.76	
2015	Professional HR/ H&S& Risk	£3,600.00	£0.00	£630.00	£2,970.00	
2020	CS Service/IT/Cleaning/Misc	£12,755.00	£0.00	£6,563.55	£6,191.45	
2030	CS Photocopier Rental/printing	£1,200.00	£0.00	£478.14	£721.86	
2040	CS Materials/Stationery	£1,600.00	£0.00	£604.28	£995.72	
2050	CS Doggetts, Office and Council Insurance	£7,585.00	£0.00	£8,069.90	£-484.90	Annual insurance paid August
2055	xxxx CS Annual Maintenance	£0.00	£0.00	£0.00	£0.00	
2060	CS 10 Year Buildings Maintenance Plan	£8,120.00	£0.00	£250.00	£7,870.00	
2061	CS Annual Maintenance	£5,160.00	£0.00	£80.00	£5,080.00	
2062	CS 30 Yr Building Maintenance Plan	£5,500.00	£0.00	£3,000.00	£2,500.00	NB: Rickards Hall requires external & internal repiars. Council Juy 23 approved £9k which was moved into buildings reserves last year towards these costs. Internal repairs can be budgeted in 2024. Will mean current budget will likely show an overspend (but finding from reserves released back to GR.
2065	CS Buildings Materials and Repair Costs	£2,500.00	£0.00	£106.00	£2,394.00	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

		2023/24	Reserve Movements	Actual Net	Balance	
2070	CS Subs/Bank Costs/Sundries	£4,060.00	£0.00	£1,103.25	£2,956.75	
2075	CS Audit Fee External/IA	£3,300.00	£0.00	£267.60	£3,032.40	
2085	CS Garden sacks	£7,000.00	£0.00	£5,875.00	£1,125.00	
2090	CS Insurance Claims	£0.00	£0.00	£1,775.27	-£1,775.27	Insurance claim re damaged light column at Mill Hill - awaiting claim payment (will be recorded in income once received) Museum yet to be invoiced -alarm costs & energy. Insurance ETC cost £2,489
2200	CS Church House	£4,370.00	£0.00	£3,323.54	£1,046.46	
2210	CS Public Toilets 1	£8,209.00	£0.00	£2,840.41	£5,368.59	
2211	CS Public Toilets 2	£9,662.00	£0.00	£3,880.30	£5,781.70	
2220	CS Rickards Hall	£10,314.00	£0.00	£4,903.90	£5,410.10	
Total Central Services		£302,864.00	£0.00	£120,546.00	£182,318.00	
Emergency Planning Committee						
5000	EP Equipment/Tools	£110.00	£0.00	£0.00	£110.00	
5010	EP Licences	£235.00	£0.00	£0.00	£235.00	
5011	EP Training	£0.00	£0.00	£0.00	£0.00	
Total Emergency Planning Committee		£345.00	£0.00	£0.00	£345.00	
Community Warden						
4000	CW Salary	£22,934.00	£0.00	£5,128.84	£17,805.16	
4010	XXXX CW Management Costs	£0.00	£0.00	£0.00	£0.00	
4020	XXXX CW Phone	£0.00	£0.00	£0.00	£0.00	
4030	CW CRB Check	£100.00	£0.00	£0.00	£100.00	
4040	CW Sundries	£100.00	£0.00	£0.00	£100.00	
4050	CW Clothing & Supplies	£200.00	£0.00	£0.00	£200.00	
4060	CW Vehicle Running Costs	£800.00	£0.00	£274.20	£525.80	
4080	CW Training	£150.00	£0.00	£0.00	£150.00	

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/23

	2023/24	Reserve Movements	Actual Net	Balance	
Total Community Warden	£24,284.00	£0.00	£5,403.04	£18,880.96	
CIL					
6000 CIL Payments For ETC Projects	£0.00	£0.00	£100,000.00	-£100,000.00	Edenbridge Medical Centre
6001 CIL Grants	£0.00	£0.00	£5,000.00	-£5,000.00	St Paulinus Centre
Total CIL	£0.00	£0.00	£105,000.00	-£105,000.00	
Total Expenditure	<u>£771,841.00</u>	<u>£0.00</u>	<u>£435,885.27</u>	<u>£329,455.73</u>	
Total Income	£794,990.00	£0.00	£398,534.99	-£396,455.01	
Total Expenditure	£771,841.00	£0.00	£435,885.27	£335,955.73	
Total Net Balance	£23,149.00		-£37,350.28		

Income and Expenditure Account

31/03/23 £		31/08/23 £
	INCOME	
656,364.00	Precept	351,109.00
14,132.87	Other Income	5,108.42
15,262.55	Cemetery Income	6,907.77
18,456.28	Open Spaces Income	10,787.46
9,467.01	Market Income	3,150.00
5,134.00	Grants Income	850.00
6,545.11	Church House Income	-22.50
9,781.45	Rickards Hall Income	4,611.13
10,922.23	Bag Sales	8,690.60
13,500.00	Community Warden Support Grants	0.00
68,895.16	CIL Receipts	5,638.68
828,460.66	TOTAL INCOME	396,830.56
	EXPENDITURE	
400,330.70	Salaries	167,179.43
7,881.69	Staff Other Costs	2,873.86
70,023.35	Other Expenditure	57,291.99
6,590.00	Grants	0.00
15,500.00	SLA's	6,500.00
68,734.97	Open Spaces Expenditure	37,848.75
19,325.48	Street Lighting	11,931.05
3,797.41	Market	1,173.59
43,243.40	Open Spaces 10/30 YR Maintenance Plan	16,146.60
5,731.40	Church House Expenditure	3,323.54
13,231.77	Rickards Hall Expenditure	4,527.86
6,498.20	Public Toilets	2,140.41
5,191.67	Garden Bags	5,475.00
1,710.12	10/30YR Maintenance Plan	3,330.00
344,375.03	CIL Awards	105,000.00
1,012,165.19	TOTAL EXPENDITURE	424,742.08
250,811.88	Balance as at 01/04/23	287,346.98
828,460.66	Add Total Income	396,830.56
1,079,272.54		684,177.54
1,012,165.19	Deduct Total Expenditure	424,742.08
0.00	Stock Adjustment	0.00
220,239.63	Transfer to/ from reserves	0.00
287,346.98	Balance as at 31/08/23	259,435.46

Consolidated Balance Sheet

31/03/23 £		31/08/23 £
Long Term assets		
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>0.00</u>	TOTAL LONG TERM ASSETS	<u>0.00</u>
Current assets		
300,000.00	Investments	300,000.00
0.00	Loans Made	0.00
0.00	Investments	0.00
<u>0.00</u>	Stocks	<u>0.00</u>
11,337.37	VAT Recoverable	0.00
4,756.06	Debtors	5,459.43
1,551.10	Payment in Advance	0.00
668,433.60	Cash in Hand & at Bank	641,748.80
<u>986,078.13</u>	TOTAL CURRENT ASSETS	<u>947,208.23</u>
<u>986,078.13</u>	TOTAL ASSETS	<u>947,208.23</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
3,134.64	Creditors	3,257.46
925.43	Receipts in Advance	0.00
<u>4,060.07</u>	TOTAL CURRENT LIABILITIES	<u>3,257.46</u>
<u>982,018.06</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>943,950.77</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>982,018.06</u>	NET ASSETS	<u>943,950.77</u>
Represented by		
287,346.98	General Fund	259,435.46
7,618.45	CIL Funds	7,618.45
1,000.00	Cemetery	1,000.00
15,500.00	Election	15,500.00
15,000.00	Neighbourhood Plan	15,000.00
1,000.00	Depreciation Equipment & tools	1,000.00
92,797.00	10/30 Year Building Plan	92,797.00
255,166.00	10/30 Year Plan Open Spaces	255,166.00
3,771.00	Community Warden	3,771.00
6,000.00	Staff Reserves	6,000.00

Consolidated Balance Sheet

31/03/23		31/08/23
£		£
275,165.24	Allocated CIL Funds	275,165.24
785.39	Grants KCC	785.39
14,578.00	Project Carried Over	14,578.00
1,500.00	Tourism	1,500.00
3,000.00	Land/Asset Review	3,000.00
1,290.00	Council Grant Carried Over	1,290.00
500.00	Deposit Held for Rickards Hall	500.00
0.00	LONG TERM Investment Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
982,018.06		954,106.54
694,671.08	Reserves total excluding general fund and liabilities	694,671.08
0.00	Reserves total of liabilities e.g. deposits	0.00
287,346.98	General fund total	259,435.46
982,018.06		954,106.54

Signed _____
 Chairman
 Date _____

 Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/08/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

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

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	£968,433.60

RECEIPTS	Net	Vat	Gross
Council	£33,200.00	£0.00	£33,200.00
Open Spaces	£196,936.73	£1,172.98	£198,109.71
Central Services	£172,230.22	£0.00	£172,230.22
Emergency Planning Committee	£172.50	£0.00	£172.50
Community Warden	£5,392.00	£0.00	£5,392.00
CIL	£5,224.52	£0.00	£5,224.52
Total Receipts	£413,155.97	£1,172.98	£414,328.95

PAYMENTS	Net	Vat	Gross
Council	£40,311.57	£4,267.11	£44,578.68
Open Spaces	£155,509.34	£10,534.09	£166,043.43
Central Services	£116,844.21	£3,133.05	£119,977.26
Community Warden	£5,403.04	£11.34	£5,414.38
CIL	£105,000.00	£0.00	£105,000.00
Total Payments	£423,068.16	£17,945.59	£441,013.75

Closing Balances

Ordinary Accounts

Barclays CIL	£83,008.21
Barclays General Account	£19,461.83
Barclays General Reserves	£410,411.36
Lloyds General Account	£128,667.40
Petty Cash	£200.00
	£641,748.80

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
	£300,000.00
Total	£941,748.80

Signed _____
Chair

Clerk / Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/09/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

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

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	£968,433.60

RECEIPTS	Net	Vat	Gross
Council	£33,200.00	£0.00	£33,200.00
Open Spaces	£196,936.73	£1,172.98	£198,109.71
Central Services	£172,230.22	£0.00	£172,230.22
Emergency Planning Committee	£172.50	£0.00	£172.50
Community Warden	£5,392.00	£0.00	£5,392.00
CIL	£5,224.52	£0.00	£5,224.52
Total Receipts	£413,155.97	£1,172.98	£414,328.95

PAYMENTS	Net	Vat	Gross
Council	£43,315.86	£4,757.11	£48,072.97
Open Spaces	£158,828.02	£11,128.69	£169,956.71
Central Services	£120,695.60	£3,451.10	£124,146.70
Community Warden	£5,403.04	£11.34	£5,414.38
CIL	£105,000.00	£0.00	£105,000.00
Total Payments	£433,242.52	£19,348.24	£452,590.76

Closing Balances

Ordinary Accounts

Barclays CIL	£83,008.21
Barclays General Account	£7,884.82
Barclays General Reserves	£410,411.36
Lloyds General Account	£128,667.40
Petty Cash	£200.00
	£630,171.79

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
	£300,000.00
Total	£930,171.79

Signed _____
Chair

Clerk / Responsible Financial Officer

Bank reconciliations up to 31/08/2023

Bank Account Reconciliations							
Select Account	<input type="text"/>	Show all reconciliations	<input type="checkbox"/>				
<input type="button" value="Reconcile"/> <input type="button" value="Delete"/> <input type="button" value="Statement"/> <input type="button" value="Reconciliation"/>				Start of year = 01/04/23 (Current)			
Account	Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Start Date	End Date	
Barclays CIL	53	£87,594.05	£83,008.21	£83,008.21	01/08/23	31/08/23	1
Barclays General Account	140	£23,397.34	£19,476.89	£19,461.83	01/08/23	31/08/23	1
Barclays General Reserves	102	£509,411.36	£410,411.36	£410,411.36	01/08/23	31/08/23	1
CCLA Council Reserves	38	£200,000.00	£200,000.00	£200,000.00	01/09/23	30/09/23	0
CCLA CIL	38	£100,000.00	£100,000.00	£100,000.00	01/09/23	30/09/23	0
Lloyds General Account	132	£128,667.40	£128,667.40	£128,667.40	01/09/23	30/09/23	0
Petty Cash	220	£200.00	£200.00	£200.00	01/09/23	30/09/23	0

NB: Barclays General account reconciliation up to 31/08/2023, this differs to the Financial Cashbook which is transactions up to 30/09/2023 (September reconciliation is yet to be done).

Barclaycard reconciliations July and August, done and viewed separately. Card transactions/payments are recorded on Payments transactions report (5.1).

Edenbridge Town Council Risk Assessment - Level 1 - Governance												
Risk Assessment current review October 23						Monitoring		Residual			Comment	
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood		Total
G001	Ineffective financial governance	Loss of reputation Legal challenge Loss of assets	5	4	20	Finance risk assessment	Annually & as needed	Council	5	1	5	
						Internal Audit plan and review	Ongoing	Council				
						External Audit policy	with Fiannce & Governance Committee					
						Contingency fund						
						Fidelity guarantee						
						Insurance review						
						Finance regulations						
						Finanace legislation updates						
						Budget procedures						
						Staff training						
						Monitoring of day to day activities						
						Charity Accounts independent						
						Investment policy						
Asset review												
											updated @ CC 22-23	
												Outstanding but have Cap&inv policy
												Could be reviewed by F&G in detail
G002	Poor governance of community assets	Loss of reputation Legal challenge Loss of assets	5	4	20	Buildings risk assessment	Ongoing	Council	3	2	6	BM carries out/recorded on Safetynest
						Contractors documentation	with Finance & Governance Committee				Currently in process updating register & documents reviewed July 2023	
						Environmental policy	Ongoing				Reviewed annually May & June	
						Insurance						
						Asset register						
						Public liability insurance						
						Building security						
						Asbestos inspections					Register needs updating, though only have 2 sites	
						Planned Maintenance Programme						
						Fire Risk Assessment review					Redone Feb 2023	
G003	Failure to provide Duty of Care	Loss of reputation Insurance claim Legal challenge	5	4	20	Personnel risk assessment		Council	3	2	6	
						Activities risk assessment	with Council					
						Health and safety policy	& Personnel Committee					
						Annual external H & S review						
						Personal liability insurance						
						Public liability insurance						
						Employment policies						
						Staff Handbook						
						Training programme						
						COSH register						
						Motor insurance						
						Volunteer insurance						
						First Aid provision annual assessment						
						Medical health review						
						Staff appraisals						
Provision of PPE												
Members' allowances												
External HR advice												
Mental Health - staff & Councillors												
G004	Failure to maintain Open Spaces	Loss of reputation Insurance claim Legal challenge	5	4	20	Open spaces risk assessment		Council	4	1	5	
						Public liability insurance	Open Spaces Committee					
						Health and safety policy	min meetings 5x yearly					
						Environmental Policy						

Edenbridge Town Council Risk Assessment - Level 1 - Governance			Risk Assessment current review October 23			Monitoring			Residual			
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comment
						Annual external H & S review						
						Street lighting review						
						Open Spaces monitoring - Committee (min meetings 5xyearly)						
						Visual checks of facilities - part of groundstaff activities						
						Allotment policy						
						Waste Management policy						
						Headstone check						
						6-monthly visual tree survey						
						2-yearly external full tree survey & report						Next one 2024
						Playground & Gym inspections - weekly visual checks						
						Playground & Gym annual external inspections						
G005	Inability to provide Council Services	Loss of reputation Legal challenge	5	4	20	Governance Risk Assessment	Annually	Council	4	1	4	
						Public liability insurance						
						Emergency Planning annual review						Now using M365
						Annual Town Meeting						
						Annual check on leases						
						Annual check on land ownership						
						Disaster Recovery Plan						
						Forward Planning Steering Group						
						Computer support						
						Appropriate staffing levels						
G006	Failure to maintain Professional Conduct and inability to achieve Legislative Compliance	Loss of reputation Legal challenge	5	5	25	Councillor training	As required		2	2	4	
						Code of conduct						
						Register and declarations of interest						
						Standing Orders						
						Data protection policy						
						Communication and publicity policy						
						Governance Risk Assessment review						
						Annual Report						
						Recording of gifts						
						Videoing of council meetings						
						Review of byelaws						
						Review of vision and fundamental principles						
						Processing correspondence						
						Timely responses to consultations						
						Trained Clerk						
						Recording of minutes						New App minute system - 1 true copy

Edenbridge Town Council Risk Assessment - Level 2 - Personnel												
Risk No	Hazard	Risk	Risk Assessment current review October 23			Existing Controls	Monitoring			Residual		
			Severity	Likelihood	Total		Date	Owner	Severity	Likelihood	Total	Comments
P0001	Mechanical	Contact with moving parts on machinery Personal damage from use of equipment	5	4	20	Open Spaces Risk Assessment Activities Risk Assessments Method statements Staff training Employers Liability Insurance Health surveillance Vibration and hearing tests Motor insurance	Annual	TC	3	2	6	
P0002	Physical	Trip slips and falls Working at height	5	4	20	Clean spills immediately Deploy spills advisory signs Keep work areas clear of obstacles Wear sensible footwear/PPE		TC	3	3	9	
		Burns, scalded, cuts Food poisoning	5	3	15	Open Spaces Risk Assessment Activities Risk Assessment Method statements Staff training Kitchen safety Food Handling Qualification Anti bacterial handwash Recorded fridge temperatures	Annual		3	3	9	
			4	3	12				2	2	4	
			4	1	4				2	2	4	
P0003	Electrical	Shock	5	4	20	Five year Electrical Testing Pat Testing	Annual	TC	2	1	2	
P0004	Chemical	Physical Injury to Staff Fire (also see P0011)	5	2	10	COSHH Register Visual check	Annual	TC	3	1	3	
P0005	Ergonomics	Physical Injury Health problems	3	3	9	Work station review Display screen review Eye test register Screen breaks Office Risk Assessment	Annual	TC	1	1	1	
P0006	Manual Handling	Physical Injury Health problems	5	4	20	Manual Handling Training Manual Handling Assessments Activities Risk Assessments Method Statements Equipment provided (inc lift) Working in pairs - avoid lone working esp when moving stuff	Annual	TC	5	2	10	
P0007	Legal Claim	Personnel (Security) Physical injury to Staff Verbal abuse	5	4	20	Attack alarms Safe walking route Bank Office barrier Personal Safety Training Lone working policy Reduced office opening hours / and lock door	Annual	TC	5	1	5	
P0008		Personnel (Employment issue)	5	3	15	External HR Advisors	Annual		5	1	5	As of Sept 23

Edenbridge Town Council Risk Assessment - Level 2 - Personnel			Risk Assessment current review October 23			Monitoring			Residual			
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments
						Employment policies						
						Staff Handbook						
						Training programme						
						Personal liability insurance						
						Volunteer insurance						
P0009	Reputation / Personal safety	H & S Breach	5	4	20	Health and Safety policy	Annual		3	2	6	
						Annual External H & S Review	Annual					
						Activities Risk Assessment						
						Accident Book						
						Provision of PPE						
						First Aid Provision Annual Assessment						
						Medical Health Review (Groundstaff)						
						Staff first aid training 3-yrly						April 23 done
P0010	Mental Health	Stress	5	4	20	Stress Policy	Annual		4	2	8	
						Staff appraisals	Annual					
						jobs reviews - ongoing						
						Office Risk Assessment	Annual					
						Mental Health App						
P0011	Physical injury / Building damage	Fire	5	2	10	Fire extinguishers	Annual		2	2	4	
						Fire safety awareness training						
						Fire alarms testing	Weekly					

Edenbridge Town Council Risk Assessment - Level 2 - Finance												
Risk Assessment current review October 2023						Monitoring		Residual				
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments.
F1001	Insufficient funds to carry out activities	Loss of reputation Legal Challenge Loss of assets Inability to meet commitments	5	2	10	Budgeting process Precept request Contingency fund Reserve funds Financial monitoring	September - January & ongoing monitoring	RFO	3	1	3	Reserves have improved over 4yrs from GR 203k to 282k; plus EMR
F1002	Lack of financial control	Loss of reputation Legal challenge Loss of assets Loss of income Fraud	5	3	15	Financial Regulations Standing Orders Internal Audit Internal Audit annual review External Audit process Use of customised financial software Bimonthly reporting and scrutiny and of financial records Approval of expenditure Regular bank reconciliations Two authorisations for payments Fidelity guarantee Financial monitoring Staff employment process	Policies annual and as needed / finances 2-monthly FC meetings	RFO	4	1	4	
F1003	Inadequate Security	Injury to staff Loss of income/cash	5	4	20	Insurance Secure storage of cash Cash locked in safe overnight regular banking / Card Payment system (new 2020) Varied route and timing of banking concealed movement of cash	As required	RFO	3	2	6	
F1004	Fraud	Loss of reputation Loss of Council Funds Misappropriation of Investments	4	4	16	Sound financial controls F1002 Employment checks			3	1	3	
F1005	Vulnerability of Insurance Cover	Insolvency of Insurance Company Insufficient Cover	4	2	8	Use of reputable company providing specialist cover for Councils 3-yearly review of provider Annual review of level of cover	Annual	RFO	4	1	4	
F1006	Failure to maintain financial records in accordance with statutory requirements	Damage to reputation Legal Action	4	2	8	Annual Review of Financial Regulations 2-monthly reporting and scrutiny of financial records Approval of expenditure Monthly Bank Reconciliations Timely payments/refunds to HMRC Compliance with Section 137 requirements / NA have GPC Employment of RFO Independent Internal Audit Annual Internal Audit Review meeting External Audit Staff training	Quarterly	RFO	3	1	3	Training of reports June 2023
F1007	Mishandling of Tenders /Contracts	Loss of Reputation Legal action Poor value for money shoddy workmanships	3	3	9	Standing Orders Financial Regulations Contract proformas			3	1	3	
F1008	Damage to property and equipment	Loss of Income Inability to provide services Failure of computer system Loss of data	5	2	10	Business Continuity Plan Property damage insurance Reviews of Asset Register Use of reputable insurance provider.	Annually	RFO	2	1	2	

Edenbridge Town Council Risk Assessment - Level 2 - Finance			Risk Assessment current review October 2023			Monitoring		Residual				
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments.
F1009	Damage to third party property or individuals, including volunteers	Insurance Claim Loss of reputation	5	2	10	Public Liability Insurance in place. £10 million Activities Risk Assessments	As required	RFO	3	1	3	
F1010	Business continuity	Inability to carry out council activities Failure of Computer System Loss of records	4	3	12	Business Continuity Plan IT Service Contract Virus protection (automatically updated) Off site back up.	Annual review	RFO	2	1	2	
F1011	Loss of Council's funds	Misappropriation of investments	4	2	8	2-monthly reports to Finance committee. 6-monthly Internal Audits Two signatures for all payments. Blank cheques are never signed.	2-monthly	RFO	3	1	3	
F1012	Failures in Auditing Process	Damage to reputation Legal Action Fraud	4	2	8	Annual check of independence of Internal Audit Annual review of Internal Audit Monitoring and review by Council	Annually	RFO	2	1	2	

Edenbridge Town Council Risk Assessment - Level 2 - Open Spaces			Risk Assessment current review October2023				Monitoring - employ Head Groundsman &			Residual		
Risk No	Hazard / Activity (Location)	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments
OS01	Surfaces uneven/slippery	Slips, trips, falls	3	3	9	Prompt response	Quarterly	HG	2	3	6	
		Personal injury				Repaired/cleaned soon as practical,		DC				
		Insurance claim				immediately if serious H&S hazard						
						Visual inspection by groundstaff ongoing		HG				
						Cllrs and public encouraged to report hazards.		Council				
						Insurances held: PL and EL	Annual	RFO				
						Cemetery/churchyard graves inspection						
OS02	Structure collapse: Walls or fences Memorials	Trips, falls, injuries	3	3	9	Prompt response	Quarterly	HG	3	2	6	
		Insurance claim				Repaired as soon as practical,		DC				
						immediately if serious H&S hazard						
						Visual inspection by groundstaff ongoing		HG				
						Cllrs and public encouraged to report hazzards		Council				
						Insurances held: PL and EL	Annual	RFO				
		Crush injuries	5	2	10	Prompt response	Quarterly	HG	4	1	4	
		Insurance claim				Repaired as soon as practical,		DC				
						immediately if serious H&S hazard						
						Visual inspection by groundstaff ongoing		HG				
						Cllrs and public encouraged to report hazzards		Council				
						Memorials inspection recorded sunner/winter	Bi-annual	HG				
						Fixing Masons comply with ETC's H & S Policy	Annual	BM				
OS04	Trees/debris falling	Personal injury	5	2	10	Prompt response, visual checks	Bi-annual	HG	2	3	6	
		Damage to property				Periodic (2yearly) external survey	Bi-annual	DC				
		Insurance claim				Insurances held: PL and EL	Annual	RFO				
						Visual 6monthly tree checks	6-monthly	HG				
OS05	Litter/dogfouling	Disease/infection/injury	4	3	12	Regular clearance with PPE		HG	3	2	6	
		Insurance claim				Prompt response		RFO				
		Damage to Council reputation				Insurances held: PL and EL	Annual					Oct-23
OS06	Open water	Drowning	5	3	15	Warning notices	Weekly	HG	3	2	6	
						Rescue equipment check recorded	Weekly	HG				
						PPE and life jackets		HG				
						Insurances held: PL and EL	Annual	RFO				
						Monitor pond condition	Monthly	HG				
OS07	Access to sites after dark	Trips, slips, falls	4	3	12	Ensure soundness of paths	Quarterly	HG	2	3	6	
		Vandalism				Residents encouraged to report intrusions		Council				Improved encusion barriers 2020-200
						Refer any A-S Behaviour to Police		DC				
						Lights maintained where provided		DC				
OS08	Playgrounds/skate ramps/Gym: equipment,	Personal injuries	4	2	8	Weekly visual check by trained groundstaff	Weekly	HG	2	2	4	
						Prompt response		HG				

Edenbridge Town Council Risk Assessment - Level 2 - Open Spaces			Risk Assessment current review October2023			Monitoring - employ Head Groundsman &			Residual			
Risk No	Hazard / Activity (Location)	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner	Severity	Likelihood	Total	Comments
						Repaired as soon as practical, immediately if serious H&S hazard						
						External inspection RIIP qualified person	Annual	DC				
						Cllrs and residents encouraged to report		Council				
						Age appropriate equipment						
						Signage re: age provision		Council				
						Insurances held: PL and EL	Annual	RFO				
						Annual external inspections - bkd by OSO	Annual					
OS09	Maintenance operations	Personal injuries	5	3	15	Activities Risk assessments in place for all activities and controls maintained	Annual Quarterly	HG	3	1	3	
						Insurances held: PL and EL	Annual	RFO				
						Quarterly inspections	Quarterly					

Edenbridge Town Council Risk Assessment - Level 1 - Buildings			Risk Assessment current review October 2023			Monitoring - employ Buildings Manager							
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner (Buildings Manager)	Severity	Likelihood	Total	Comments	
B001	Fire	Staff and members of the public may suffer serious injuries from smoke inhalation, burns, structural collapse Loss of assets	5	2	10	Full fire risk assessment is regularly reviewed and is readily available.	May	BM	5	1	5	All buildings RA reviewed 5yrly - Feb 23	
						Checks to ensure all control measures in fire risk assessment are in place: - Fire doors closed/self-closing - Emergency lighting installed - Exits marked and usable - Suitable arrangements made if exit routes to be obstructed for short-term works, <u>eg use of access equipment</u> Staff fire Marshall training		BM					
						Extinguishers regularly serviced (annually) and inspected (weekly).	Weekly - visual & on building checks	BM					To be done
B002	Electricity	Staff and members of the public may suffer shock and burns injuries from faulty electrical equipment or installation Enhanced risk of fire	3	2	6	Fixed installation (inspected by a competent person according to a planned inspection programme, and maintained as necessary)	May	BM	3	1	3		
						Ensure electrical equipment in supply intake rooms visually complies with BS 7671	Monthly	BM					
						Residual current device (RCD) built into main switchboard/ RCD plug used when RCD protection not available.		BM					
						Restrict access to supply intake rooms. Doors locked / responsible key holders		BM					
						Portable appliances subject to annual PAT testing	September	BM					
						Contractors responsibility to inspect all electrical appliances pre-use and not to bring any equipment on site where condition of cables, switches etc gives cause for concern		BM					
B003	Gas	Risk to staff and members of the public due to gas inhalation Enhanced risk of fire	4	2	8	Annual inspections as rerquired by The Gas Appliances (Safety) Regulations 1995 and The Gas Safety (Installation and Use) Regulations 1998	September	BM	4	1	4		
						All works to be completed by a Gas Safe Registered engineer to BS 5546 standard		BM					
						All gas appliances should be provided with adequate instructions for their safe use		BM					
B004	Water	Water damage to properties Enhanced risk of slips and trips	2	3	6	Annual inspection of all water systems and pipework to check for deterioration and compliance with BS 6465		BM	2	2	4		
						Regular sanitaryware inspection cleaning and refurbishment	March	BM					

Edenbridge Town Council Risk Assessment - Level 1 - Buildings			Risk Assessment current review October 2023				Monitoring - employ Buildings Manager					
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner (Buildings Manager)	Severity	Likelihood	Total	Comments
B005	Legionella bacteria growing in the hot and cold water systems	Severe illness risk for staff, contractors and others who use common hot and cold water supply, particularly vulnerable people such as children and the elderly	5	2	10	Annual sampling and disinfection of hot and cold water systems as specified in BS 7592	June	BM	4	1	4	
						Boiler (calorifier) etc operated and maintained to manufacturer's specifications;	June	BM				
						Hot water stored above 60 °C and the system designed to provide a return temperature of 50 °C or above to the calorifier (much higher temperatures avoided to prevent scalding); Cold water kept below 20 °C;	Monthly	BM				
						Hot and cold taps (when not used), run for 10 minutes to prevent water stagnating	Weekly	BM				
B006	Hazardous substances Cleaning fluids, bleach etc.	Staff and visitors risk skin problems such as dermatitis, and eye damage, from direct contact with hazardous substances Vapour may cause breathing problems	3	2	6	Apply and observe the Control of Substances Hazardous to Health Regulations 2002 Only store sufficient chemicals for the purpose Review of storage of cleaning and other hazardous materials on site	Quarterly	BM	3	1	3	
						All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed	September	BM				
B007	Hazardous substances Asbestos containing materials (ACMs)	Staff, contractors and the public at risk of inhaling asbestos fibres where the asbestos-containing materials are disturbed, ie cut or broken, or are allowed to deteriorate and break down	4	2	8	Asbestos Register in place that: – Identifies where there might be asbestos (Mowshurst Barn/garage) – Notes the condition of the materials – Records where the ACMs are found – Identifies the need for 'Danger, asbestos, do not disturb' signs – Is checked every 12 months to ensure condition of ACMs have not deteriorated – Advises on legal requirements for using licensed contractors for particular works	December	BM	3	2	6	
						Compliance with disposal regulations when ACMs are removed		BM				
B008	Uneven surfaces	Injury to staff, contractors and members of the public	2	3	6	Condition of floors, stairways and paths checked, and damaged surfaces repaired as soon as possible	Monthly	BM	2	2	4	
B009	Trip and slip hazards	Injury to staff, contractors and members of the public	2	3	6	Warning signs always deployed for wet floor and other temporary hazards	Monthly	BM	2	2	4	
						Anti-slip surfaces to be provided, checked and maintained where necessary		BM				
						Cordless tools to be used wherever possible. Trailing cables kept away from walkways		BM				
B010	Poor maintenance	Loss of value of assets due to lack of proper maintenance Enhancement of other risks	3	3	9	Annual Maintenance Schedule implemented and reviewed regularly.	September	BM	3	2	6	

Edenbridge Town Council Risk Assessment - Level 1 - Buildings			Risk Assessment current review October 2023			Monitoring - employ Buildings Manager						
Risk No	Hazard	Risk	Severity	Likelihood	Total	Existing Controls	Date	Owner (Buildings Manager)	Severity	Likelihood	Total	Comments
						All works commissioned to be carried out to the appropriate British Standards and in compliance with appropriate legislation and regulations		BM				
						All contractors to have sufficient Public Liability insurance before works are commenced		BM				