

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

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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.