

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

A Finance Committee Meeting will be held at 7:45 pm on 18 March 2024 in Rickards Hall.

Notice is hereby given Councillors who are Members of the Finance Committee are summonsed to attend this meeting.

Members of the public are welcome to observe this meeting.

Caroline Leet, Town Clerk
13 March 2024

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting. Council Meetings may be recorded.

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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 29 January, pages 2024-035/01-03**

 Finance and Governance | 29 January 2024 v.1 - Minutes (Pages 2023-035/1-3)

3.1 **To note: Due to cancelling an interim meeting (19 February) an informal review of the finances took place with the Committee Chairman and Chairman of the Council**






As the January meeting was unable to receive the full reports for period-end (December 2023), an additional meeting had been scheduled. Unfortunately this had to be cancelled, but the Committee Chairman and Chairman of the Town Council did meet to receive the period end reports, as well as an initial look at the forecasted year-end. There were no issues noted.

3.2 **To receive the reports for period end to 31 December 2023**

The financial reports only cross balance at quarterly period end, the latest being 31 December. Attached are copies of the reports for information and as viewed by Cllrs Sumner and Todd. *Reports attached are:*

- Summary Trail Balance
- Income and Expenditure Report
- Consolidated Balance Sheet
- Financial Summary - Cashbook
- Bank Reconciliations

Do Members have any questions?

-  Annex 1: Summary Trial Balance 31 12 23.pdf
-  Annex 2: i and e account 31 12 23.pdf
-  Annex 3: Consolidated Balance Sheet 31 12 23.pdf
-  Annex 4: Financial Summary 31 12 23.pdf
-  Annex 5: Bank Reconciliation.pdf

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

4.1 **To receive response to resident correspondence re Council Tax and Precept**

To note: Two residents asked for further information on the Town Council's Precept and Band D representation. Committee and Council had considered and approved budget and precept, statements were published in December and January with a summary infographic.

The email responses were circulated to all Members. For information, I have copied an

example reply below. I have also attached for information a copy of a slide from the Annual Town Meeting which Sevenoaks District Council used, which puts Town and Parish Precepts into perspective when bulked with the full Council Tax and shows for every £1 paid across the five precepting authorities.

The responses did emphasise that Council recognises this is difficult and sensitive topic, and no decision is ever taken lightly. In doing so, we look at the services and facilities the Council provides the residents of Edenbridge. Efficiency savings are also continually being sought, as well as looking at other potential sources of funding. At the same time, the Council is mindful to protect the town's amenities and high standards of service. We try to balance these needs and ensure that future income is sufficient so that services can continue to be delivered for the community.

Edenbridge Town Council owns and manages a lot of open spaces and buildings, whilst this is not unique, many parish councils have a lot less assets, with their open spaces managed by district councils or provided by local landowners. The standards of ongoing maintenance therefore vary across towns and parishes.

The Town Council provides:

5 playgrounds; 9 buildings and outbuildings (own/or maintain) including two listed buildings, Rickards Hall and the Pavilion; 8 Open Spaces – parks and greens; Millennium Wood; 2 ponds; Over 550 trees maintained; 58 Hanging basket displays, plus the planters in the High Street and other areas; 4 Cemeteries and the Churchyard; 246 Streetlights owned, plus maintains 2 for SDC; 2 allotment sites; Owns and maintains the sports pitches; Provides and maintains street furniture, bins and benches; Public toilets – free to use; 2 car parks – owns Market Yard which it provides as free parking and manages Leathermarket; 4 car parks at open spaces – all free to use; Council office facility open to the public four days a week; Funds the Community Warden (with the help of some grants).

In addition, to give some examples of other activities: we provide children's summer fun days; quarterly bulky waste collections; community events; fund the clean-up of the High Street after the annual Bonfire event; provide two service level agreements to the Museum and HOUSE youth group; as well providing an annual community grants programme; provide and maintain street lighting to 246 street lights; and run the Thursday Market helping to support the High Street.

A cost that can impact annual expenditure is the amount of vandalism. We usually set a budget of £3k but, for example, this year it has already exceeded £7.5k. Streetlighting supply has also more than doubled from 2022-23 £8,245 to now in the region of £19,000.

We do raise income from other sources, such as we work with SDC and the GSBT in partnership to manage the Town Field and Water Meadows which we charge for our services; hire out Rickard Hall; apply for some grants; and charge rents to our Lease holders.

The Council is like every other business, and the residents (councillors are also residents) are affected by the cost-of-living crisis, increases in fuel and utilities costs, building material costs and other charges. We also have to pay business rates on our buildings and Market Yard car park which is free for residents and visitors. The annual business rates cost for 2023-24 was £16,713.

In considering the expenditure and income each year, Council must also consider its reserves position. The Finance Committee and Council are united in supporting a balancing budget, thus not drawing down on the General Reserves. The Town Council has steadily been raising the Precept, initially to reduce deficits in the budget following several years of Council drawing down on its reserves. We are now in a position where it is possible to achieve a balanced budget.

The calculation for the Precept uses the average Band D to give each town and parish a 'tax base' figure. The tax base is made-up of a ratio of 'Band D' using all properties A-H in each area (town/parish), adjusted for households that receive discounts. The Band D equivalent provides a measure which allows precepts among councils of different sizes to be compared.

The Precept increase is 6.12% on last year's figure:

2023-24 was £702,217
2024-25 is £745,185

This puts the average Band D below inflation levels seen earlier in the year and is in line with current rate, 4.37% increase. This translates to an increase of £7.89 per year / or 66p per month.

I appreciate when comparing Edenbridge's annual Band D of £188.32 in a league style table, it does put Edenbridge at the top, but for £3.62 per week, I hope you can see just how much the Town Council does provide for the community.

<https://www.edenbridgetowncouncil.gov.uk/annual-budget-and-precept/>

Annex 6: Your Council Tax slide 2024.pdf

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

To receive and review the EDGE finance reports up to mid March 2024. As we are out of a quarterly period-end, these will not cross balance, but include the income and expenditure on the system. Being the end of the Financial year there will be quite a bit on end-year expenditure yet to receive, for example SDC services invoices are usually close to end of month. These reports will provide a view of where we are currently at.

5.1 **To ratify the expenditure up to 29 February**

Annex 7: Paid Expenditure for approval Jan - march.pdf

5.2 **To approve the list of expenditure for payments**

Annex 8: 240315 Pending expenditure transactions - approvals by supp.pdf

5.3 **To review Expenditure over £500**

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

5.4 **To receive the income report**

Annex 9: Income transactions Jan - Feb.pdf

5.5 **To receive the Financial I&E Budget Comparisons report**

Annex 10: Financial Comparison Feb 24.pdf

5.6 **To confirm the I&E Accounts summary**

Annex 11: i and e account period feb 2024.pdf

5.7 **To receive and confirm the Consolidated Balance Sheet**

January and February's bank recs are yet to be completed. Most recent Consolidated Balance report is shown under agenda item 3.2 to 31/12/23.


5.8 **To receive and confirm the Financial Summary Cashbook**

The cashbook under item 3.2, to 31/12/23 is the most recent report. Awaiting bank recs January and February to be completed.

5.9 **To confirm the Bank Reconciliation statements and Procurement Card**

Cllr Compton has checked the bank reconciliations for all accounts including the Barclaycards for October, November and December. (October's reconciliations had partly checked by Cllr Layland.) The Current account transactions and Barclaycard statements were also spot checked with the invoices. January and February's bank recs are in the process of being completed for signing.

5.10 **To receive and confirm the transfers into, out of and between bank accounts**

 Annex 12: Account transfers jan - feb.pdf

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

Eden Valley Museum: There are several outstanding invoices for March 2023 where the museum has queried the method that the Council splits the bill for the Fire Alarm system, the Intruder Alarm, and the maintenance serving. Copies of our master invoices from Besure were supplied with the invoices. Unfortunately, due to staff changes and shortages at both ends, this has not been followed up. Total amount £2,046. We are also waiting for two rent payments (August and February's); November's was paid promptly.

Historical Society: Outstanding some photocopying costs; total £45.50. Reminders have been sent.

6 **Other Financial Business**

6.1 **To receive the predicted year-end (31 March 2024)**


Attached is an Excel sheet with a predicted year end. It provides a 3-year comparison 2022-23 Actuals; 2023-24 Actuals and Forecast; 2024-25 budget.

Summary 2023-24 year-end

	Budget	Actuals	projected YE
Expenditure	771,841	679,898	805,280
Income	794,990	812,352	824,230
Total (Surplus/Deficit)	23,149	132,454	18,951

You can see that the expected surplus with all budgeted spend to included projects carried-over is £18,951.

Do Members have any questions?

 Confidential Annex 13 (omitted from public documents):

6.2 **To confirm recommendation for budgeted projects and expenditure which did not take place this current year to carryover into 2024/25 Earmarked Reserves**


Attached is a report with recommended movement from 2023-24 budget to Earmarked Reserves. The Reserves statements has assumed £51k of funds for unspent projects for 2023-24 with works either commissioned or to be carried out. The attached has calculated £53,448.60.

It has assumed £6k transfer to personnel/staff reserves however, Personnel Committee had suggested moving the full amount of forecasted savings, £11k.

Not included in the proposed reserve movement is the FA Kent grant of £3,520. Whatever is not spent from this grant will need to be moved and allocated to a new reserve.

A verbal report will be given with this item.

How do Members want to proceed?

 Annex 14: 240315 view with draft budget reserves and movements.pdf

6.3 **To Confirm the Reserves position for year-end and 1 April 2024**

Attached is a view of the General Reserves (GR) and Earmarked Reserves (EMR) position forecasted for year-end, and a view of 2024-25 with the proposed movements from budget 2023-24.


2023-24 budget had allowed a surplus of £23,000 with a view to build-up and secure the GR position. The surplus is now estimated at £18,250. Overall, whilst the actual figures have changed during the year, the good news is that the net result is similar.

Projected year-end: EMR £406k and GR £305k. The EMR, the largest part of which relates to reserves set aside to cover expected maintenance costs for the open spaces and buildings of the town. Other EMR include projects outstanding as well as Neighbourhood Plan, election costs and the community warden. The spreadsheet shows the proposed movement of funds from 2023-24 of £51k going into 2024-25 EMR.

The GR is there to cover emergencies and unforeseen costs, or loss of income. The recommendation for councils is to hold between 50-100% of its annual expenditure. We ended last year of £287,347 and are projecting year-end close £305k. The Council has done well over the past four years to bring the reserves back to a stronger position and needs to maintain this approach and keep to a balanced budget. However, viewed the Town Council's General Reserve is still lower than is comfortable, but on the right track.

The Community Infrastructure Levy (CIL) funds are held by the Town Council but available to other organisations with clear rules as to how they are spent. This is separate to the Council budget, but has to be recorded as part of the Council's assets. This year we paid out £148,243 to the new medical Centre, the doctors practice, Hever Primary School, St Paulins, Kent Highways. CIL allocated year-end £126,922; unallocated £27,521 plus any additional interest to be received (January & February to be added to the reserves).

Do Members have any questions? Subject to decisions in item 6.2, are Members satisfied to recommend the EMR?

 Annex 15: 240315 view with draft budget reserves and movements.pdf

6.4 **To note: the internal auditor will review the actual end-of-year accounts prior to the full Council at its Annual Meeting in May when it will also confirm the Annual Governance and Accountability Return (AGAR)**

EDGE IT has been booked to help with preparing end-of-year in the absence of the RFO. I have blocked out a week to prepare and complete the end-of-year. The internal auditor is booked for 23 April.

7

Finance Correspondence

Business Stream has been invoicing the Council for waste water at the Cricket Pavilion, yet the

Club took over the waste water last year. We have an outstanding invoice to pay for £43.94.

When comparing Business Stream invoices sent to ETC and the CC's, the supply address is the same, the meter number is the same and the waste supply point ID is the same. The Business Stream, invoice to ETC is for July to October 2023, while the CC invoice covers a full two year period from April 2022 to March 2024. The CC also has an invoice from SES for both supply and waste water 31/07/23 to 31/01/24.

Comparing those two invoices, the supply address is different, the supply point ID is different and the customer reference is different. So this one looks like a problem. The cricket club is being billed for 731 days from April 2022 to March 2024 and the Town Council is being billed for 92 days within that same period, which is a duplication.

Trying to speak to Business Stream is difficult. I had a call booked with them, when they called they said it was about direct debits and could not discuss anything else as not authorised. This query remains outstanding.

Aviva Medical Health premium: The renewal for 2024-25 has been received and is increasing from £8,903pa to £13,845. This is an additional £4,942 on the staffing budget 2024-25, plus the P11 extra costs. This is because there has been two claims this year. The increase premium is spread across all employees and would be the same if with another provider. This will be presented to Personnel Committee to consider as is part of the employees contract of employment to consider and make recommendation. *Staffing costs is forecasted to make a saving of £11k, the reserves movement has allowed for £6k. Members are asked under item 6.2 to consider increasing this.*

Microsoft subscriptions: Just a reminder, as previously reported that licence fees will be increasing from April 2023.

8

Date of next meeting - 15 July

Summary Trial Balance

Period ending 31/12/23

	Credit	Debit
Income		
Precept	702,217.00	
Other Income	29,122.96	
Cemetery Income	10,417.28	
Open Spaces Income	21,856.45	
Market Income	6,358.00	
Grants Income	6,045.00	
Church House Income	3,345.00	
Rickards Hall Income	12,325.76	
Bag Sales	12,094.60	
Community Warden Support Grants	8,000.00	
CIL Receipts	7,544.40	
Income Total	819,326.45	
Expenditure		
Salaries		310,848.16
Staff Other Costs		12,073.35
Other Expenditure		77,616.30
Grants		9,525.00
SLA's		6,500.00
Open Spaces Expenditure		54,789.72
Street Lighting		23,957.17
Market		1,691.97
Open Spaces 10/30 YR Maintenance Plan		34,845.43
Church House Expenditure		3,996.87
Rickards Hall Expenditure		8,164.54
Public Toilets		4,348.85
Garden Bags		7,113.00
10/30YR Maintenance Plan		8,207.00
CIL Awards		148,243.28
Expenditure Total		711,920.64

Summary Trial Balance

Expenditure

Balance Sheet Assets

Stocks		0.00
Stock Adjustment		0.00
VAT Recoverable		7,382.77
Debtors		9,301.30
Payment in Advance		0.00
Cash in Hand & at Bank		791,745.82
Investments		300,000.00
Long term assets		0.00
Loans Made		0.00

Balance Sheet Liabilities

Loans Received	0.00	
VAT Payable	0.00	
Creditors	19,006.02	
Receipts in Advance	0.00	
Reserves (at start of year)	982,018.06	
Trial Balance Total	1,820,350.53	1,820,350.53

Total of credits and debits match.

Income and Expenditure Account

31/03/23 £		31/12/23 £
	INCOME	
656,364.00	Precept	702,217.00
14,132.87	Other Income	29,122.96
15,262.55	Cemetery Income	10,417.28
18,456.28	Open Spaces Income	21,856.45
9,467.01	Market Income	6,358.00
5,134.00	Grants Income	6,045.00
6,545.11	Church House Income	3,345.00
9,781.45	Rickards Hall Income	12,325.76
10,922.23	Bag Sales	12,094.60
13,500.00	Community Warden Support Grants	8,000.00
68,895.16	CIL Receipts	7,544.40
828,460.66	TOTAL INCOME	819,326.45
	EXPENDITURE	
400,330.70	Salaries	310,848.16
7,881.69	Staff Other Costs	12,073.35
70,023.35	Other Expenditure	77,616.30
6,590.00	Grants	9,525.00
15,500.00	SLA's	6,500.00
68,734.97	Open Spaces Expenditure	54,789.72
19,325.48	Street Lighting	23,957.17
3,797.41	Market	1,691.97
43,243.40	Open Spaces 10/30 YR Maintenance Plan	34,845.43
5,731.40	Church House Expenditure	3,996.87
13,231.77	Rickards Hall Expenditure	8,164.54
6,498.20	Public Toilets	4,348.85
5,191.67	Garden Bags	7,113.00
1,710.12	10/30YR Maintenance Plan	8,207.00
344,375.03	CIL Awards	148,243.28
1,012,165.19	TOTAL EXPENDITURE	711,920.64
250,811.88	Balance as at 01/04/23	287,346.98
828,460.66	Add Total Income	819,326.45
1,079,272.54		1,106,673.43
1,012,165.19	Deduct Total Expenditure	711,920.64
0.00	Stock Adjustment	0.00
220,239.63	Transfer to/ from reserves	157,893.28
287,346.98	Balance as at 31/12/23	552,646.07

Consolidated Balance Sheet

31/03/23 £		31/12/23 £
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	7,382.77
4,756.06	Debtors	9,301.30
1,551.10	Payment in Advance	0.00
668,433.60	Cash in Hand & at Bank	791,745.82
<u>986,078.13</u>	TOTAL CURRENT ASSETS	<u>1,108,429.89</u>
<u>986,078.13</u>	TOTAL ASSETS	<u>1,108,429.89</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	19,006.02
925.43	Receipts in Advance	0.00
<u>4,060.07</u>	TOTAL CURRENT LIABILITIES	<u>19,006.02</u>
<u>982,018.06</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,089,423.87</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>1,089,423.87</u>
Represented by		
287,346.98	General Fund	552,646.07
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		31/12/23
£		£
275,165.24	Allocated CIL Funds	126,921.96
785.39	Grants KCC	785.39
14,578.00	Project Carried Over	4,928.00
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		1,089,423.87
694,671.08	Reserves total excluding general fund and liabilities	536,777.80
0.00	Reserves total of liabilities e.g. deposits	0.00
287,346.98	General fund total	552,646.07
982,018.06		1,089,423.87

Signed _____
 Chairman
 Date _____

 Responsible Financial Officer

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/12/23 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	<u>£968,433.60</u>

RECEIPTS	Net	Vat	Gross
Council	£71,905.00	£0.00	£71,905.00
Open Spaces	£392,443.20	£3,048.01	£395,491.21
Central Services	£352,961.81	£0.96	£352,962.77
Emergency Planning Committee	£345.00	£0.00	£345.00
Community Warden	£18,784.00	£0.00	£18,784.00
CIL	£7,544.40	£0.00	£7,544.40
Total Receipts	<u>£843,983.41</u>	<u>£3,048.97</u>	<u>£847,032.38</u>

PAYMENTS	Net	Vat	Gross
Council	£53,744.47	£5,272.08	£59,016.55
Open Spaces	£264,603.44	£16,641.35	£281,244.79
Central Services	£217,612.19	£7,229.97	£224,842.16
Emergency Planning Committee	£112.50	£0.00	£112.50
Community Warden	£10,182.28	£78.60	£10,260.88
CIL	£148,243.28	£0.00	£148,243.28
Total Payments	<u>£694,498.16</u>	<u>£29,222.00</u>	<u>£723,720.16</u>

Closing Balances

Ordinary Accounts

Barclays CIL	-£14,671.91
Barclays General Account	£126,296.56
Barclays General Reserves	£551,253.77
Lloyds General Account	£128,667.40
Petty Cash	£200.00
	<u>£791,745.82</u>

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
	<u>£300,000.00</u>
Total	<u>£1,091,745.82</u>

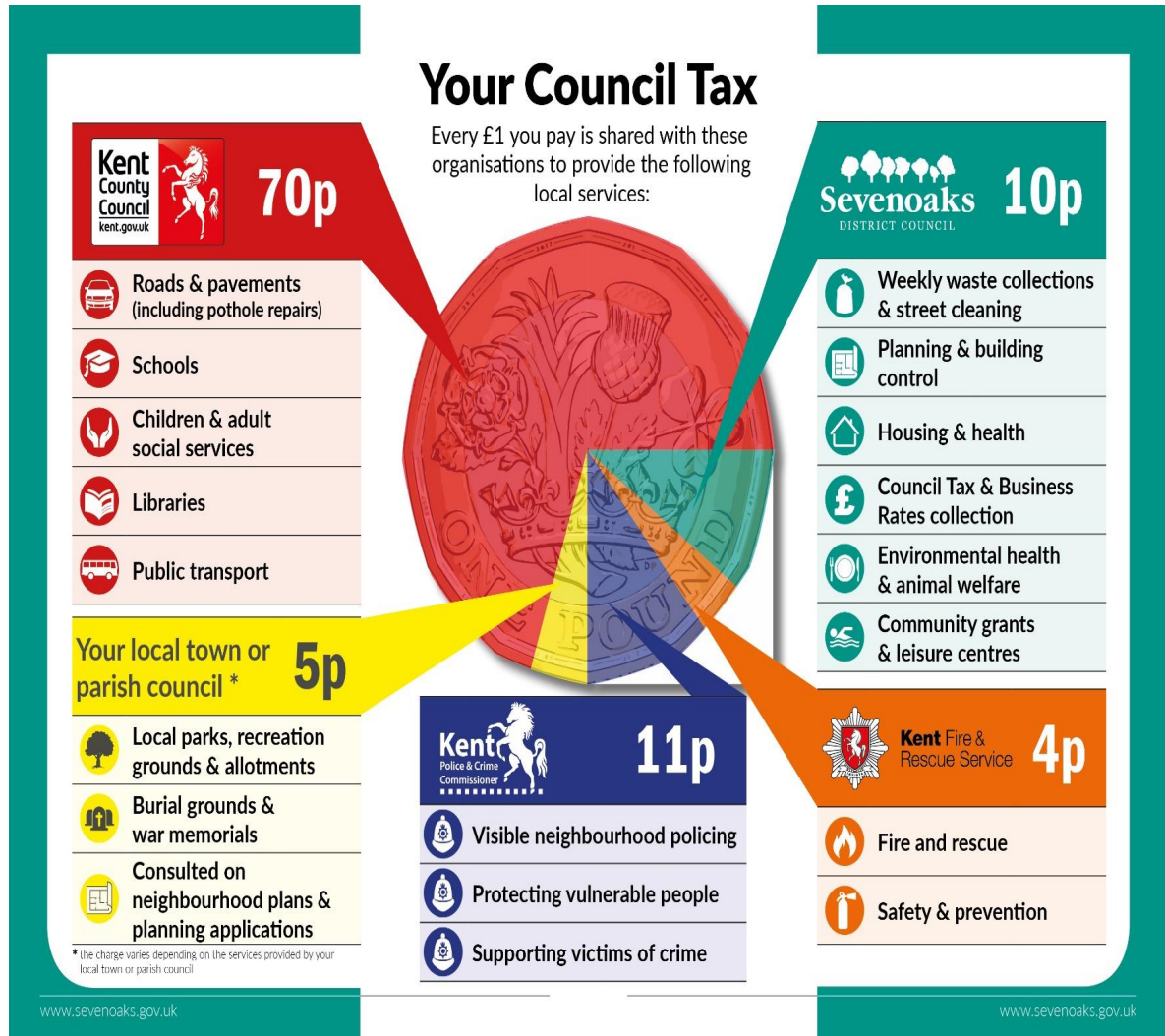
Signed _____
Chair

Clerk / Responsible Financial Officer

Bank Reconciliation

Financial period ending 31/12/23

Balance per bank statements as at 31/12/23	£	£
Barclays CIL	£85,328.09	
Barclays General Account	£26,296.56	
Barclays General Reserves	£551,253.77	
CCLA Council Reserves	£200,000.00	
CCLA CIL	£100,000.00	
Lloyds General Account	£128,667.40	
Petty Cash	£200.00	
	<hr/>	£1,091,745.82
Petty cash (no balance)		£0.00
Less: any unrepresented cheques		£0.00
Add: any uncleared effects		£0.00
Net balances as at 31/12/23		£1,091,745.82



Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/01/24 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
DD23116Barcl aycard	31/12/23	44543		-£1,185.44	£0.00	-£1,185.44	CNCL	Barclaycard	Contra 44542, October Barclaycard	1020
DD231218Bar claycard	31/12/23	44562		-£553.94	£0.00	-£553.94	CNCL	Barclaycard	Contra 44561, November Barclaycard	1020
DD230923Bar claycard	31/12/23	44592		£539.64	£48.50	£491.14		Barclaycard	August Payments - statement. Paid Trans 44283 on 18/09/23	2070/3
DD161023	31/12/23	44593		£784.55	£58.80	£725.75		Barclaycard	September payments - Statement October - Trans 44510 paid 16/10/23	2070/4
DD23116Barcl aycard	31/12/23	44596		£1,185.44	£165.60	£1,019.84		Barclaycard	October Barclaycard payments - Statement 2.11.23 Paid Trans 44542 16.11.23	2070/2
DD231218Bar claycard	31/12/23	44597		£553.94	£37.06	£516.88		Barclaycard	November Barclaycard - statement paid trans no 44561 paid 18/12/23	1020
Izettle Dec	01/01/24	44508		£5.96	£0.00	£5.96	CS	Izettle	Card Charges December	2070/1
	02/01/24	44453		£80.00	£13.33	£66.67	OS	Mill Hill Garage (Petrocell Holdings Ltd)	Fuel OY18 HDO	3070/5
DDR03055382 6	02/01/24	44625		£202.00	£0.00	£202.00	OS	Sevenoaks District Council	Rates Mowshurst Barn	3010/1/2
DDR03055465 2	02/01/24	44626		£449.00	£0.00	£449.00		Sevenoaks District Council	Rates Market Yard Car Park and Toilles	3010/1/4
January statement	02/01/24	44629		£440.00	£0.00	£440.00	CS	Sevenoaks District Council	Rates Doggetts Barn	2010/1
DDR03584288	02/01/24	44630		£346.00	£0.00	£346.00	OS	Sevenoaks District Council	Rates Depot	3010/1/1
	04/01/24	44604		£49.68	£8.28	£41.40	CS	Vatix	Lone Worker Alarms	2005/7
DD531508	04/01/24	44634		£741.98	£0.00	£741.98		Aviva	Medical Insurance	2005/6
	08/01/24	44446		£1,201.12	£200.19	£1,000.93		PS Technology		2020/7
DDSAGE	16/01/24	44473		£60.96	£10.16	£50.80	CS	Sage Software Limited	Monthly Bill - January	2020/8
DDTG4	24/01/24	44451		£235.55	£11.22	£224.33	CS	Total Gas & Power	Office - electricity	2010/2
Salaries January	24/01/24	44491		£36,228.10	£0.00	£36,228.10		Salaries	January payroll	3000/1/1
	24/01/24	44524		£109.31	£18.22	£91.09	OS	Wanna Limited	4 mm Clear Perpsex Sheet	3110/1
DDTG3	25/01/24	44448		£47.39	£2.26	£45.13	CS	Total Gas & Power	Electricity - Market Yard Toilets	2210/1/2
DDTG2	25/01/24	44449		£76.75	£3.66	£73.09	OS	Total Gas & Power	Electricity - Depot	3010/2/1
DDTG1	25/01/24	44450		£93.08	£4.43	£88.65	CS	Total Gas & Power	Rickards Hall - electricity	2220/1/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
	25/01/24	44471		£320.00	£0.00	£320.00	OS	DVLA	Vehicle Tax Land rover GL61 EOY	3070/2
	25/01/24	44472		£320.00	£0.00	£320.00	OS	DVLA	Vehicle Tax Renault Van HN12 DVT	3070/2
DDO2	26/01/24	44461		£44.87	£7.48	£37.39	CS	O2	Telephone Bill	2010/6/1
BACS 310124	31/01/24	44401		£474.00	£79.00	£395.00	CS	Automated Environmental Systems Ltd	Single Pump Call out Sports Pavilli	2065
BACS 310124	31/01/24	44434		£453.96	£75.66	£378.30	OS	Sevenoaks District Council	Quarterley emptying of dog wast bin	3030/5
BACS 310124	31/01/24	44435		£78.30	£0.00	£78.30	CS	Business Stream	Rickards Hall	2220/1/5
BACS 310124	31/01/24	44436		£7.50	£0.00	£7.50	CS	The Cobblers Shop	1 Key cut (Mary's Cupboard)	2210/8
BACS 310124	31/01/24	44438		£100.80	£16.80	£84.00	CS	Shred First UK	8 Boxes and 4 sacks collected 13th	2020/9
BACS 310124	31/01/24	44440		£215.00	£0.00	£215.00	OS	S&N Machinery	Honda HRH 536-2015 MZBU 83909061 La	3040/2
BACCS 310124	31/01/24	44441		£40.00	£0.00	£40.00	CS	D Goodwin	Window Cleaning	2020/1
BACS 310124	31/01/24	44442		£147.90	£24.65	£123.25	OS	Streetlights	Lighting repairs Columns 240, 87 and	3136
	31/01/24	44443		£12,600.00	£2,100.00	£10,500.00	OS	Streetlights	LED upgrades Columns 77, 84, 85, 86	3145
BACS 310124	31/01/24	44444		£129.08	£21.51	£107.57	CS	Kingdom Cleaning Ltd	Monthly Cleaning December	2220/2/3
BACS 310124	31/01/24	44445		£129.08	£21.51	£107.57	CS	Kingdom Cleaning Ltd	Monthly cleaning January	2220/2/3
BACS 310124	31/01/24	44447		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	360 ltr bin collection 4 - 31 Decem	2220/2/5
BACS 310124	31/01/24	44452		£96.00	£16.00	£80.00	CS	Besure Security Systems	Museum Call out	2200/5
BACS 310124	31/01/24	44455		£223.39	£15.00	£208.39		Business Stream	Waste Water Market Yard Toilets 30/09/23 to 29/12/23	2210/1/3
BACS 310124	31/01/24	44456		£1,676.40	£279.40	£1,397.00	OS	UK Power Networks Ltd	Streelight repair Column 240 emerge	3136
BACS 310124	31/01/24	44457		£41.55	£0.00	£41.55	CS	Business Stream	Waster Water Doggetts Barn	2010/4
BACS 310124	31/01/24	44458		£237.71	£39.61	£198.10	OS	Kidmans	Harness, chains, nut, cup&washer, b	3040/2
BACS 310124	31/01/24	44459		£46.75	£7.79	£38.96	OS	Trichem	2 x Compactor Bags x 100	3050/4
BACCS 310124	31/01/24	44462		£41.92	£6.99	£34.93		BLM Building Supplies	Washtington L Blue thermal Waterproof Latex Gloves - Large GAPpostmix - Gill Aggregates Post Mix x 6	3016/3
BACCS 310124	31/01/24	44463		£45.73	£7.62	£38.11	OS	BLM Building Supplies	MACPLAS Pipe Clips MPAC1, Shoe MPAB	3050/4
BACS 310124	31/01/24	44466		£330.00	£55.00	£275.00	OS	Norris Skips	E/R 6 (Open) FC Mixed Construction	3030/4
BACS 310124	31/01/24	44468		£85.80	£14.30	£71.50	CS	ParkerBell	Calibraton of Portable Appliance Te	2065

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACCS 310124	31/01/24	44469		£180.68	£30.12	£150.56	OS	BLM Building Supplies	Reinforcing mesh, Carcassing timber	3050/4
BACS 310124	31/01/24	44470		£52.85	£0.00	£52.85	OS	S&N Machinery	Drive shaft Grease - Query Duplicat	3040/2
BACS 310124	31/01/24	44475		£223.50	£0.00	£223.50	CNCL	Alan Dyer	Professional Fees - Local Plan Cons	1150
BACS 310124	31/01/24	44476		£181.62	£30.27	£151.35	CS	Canon (uk) Ltd	Photocopier Service 01/01/24 to 31/	2030/3
BACS 310124	31/01/24	44477		£604.19	£100.69	£503.50	OS	Kidmans	Blade sets, air filters and oil for	3040/2
BACS 310124	31/01/24	44478		£53.05	£8.84	£44.21	OS	Champion Ltd	20 c 68 mm Redwood UC4 treated Lans	3050/4
BACS 310124	31/01/24	44479		£126.21	£21.04	£105.17		Champion Ltd	Sadolin Extra Jacobian Walnut Faitfull 115 mm Multi Cut Discs	3050/1
BACS 310124	31/01/24	44480		£136.81	£22.80	£114.01	CS	Canon (uk) Ltd	Contract GB-1453542-OKS 01/10/23 to	2030/3
BACS 310124	31/01/24	44481		£237.00	£39.50	£197.50	CS	Automated Environmental Systems	Call out fee for pavillion Pump	2065
BACCS 310124	31/01/24	44482		£2,172.00	£362.00	£1,810.00		Pest Control	treatment of wood/beams Rickards Hall	1012
BACCS 310124	31/01/24	44483		£13.30	£2.22	£11.08	OS	BLM Building Supplies	Green treated Tile Batten and Timbe	3100/1
BACS 310124	31/01/24	44484		£37.15	£0.00	£37.15	OS	Kai Day	Travel Expenses	3016/2
BACCS 310124	31/01/24	44485		£50.00	£0.00	£50.00	CNCL	Edenbridge Town Village Hall Charity	WI Hall Hire	1171/5
BACCS 310124	31/01/24	44486		£30.00	£0.00	£30.00	EPC	Edenbridge Town Village Hall Charity	Annual Equipment Storage Fee	5000/1
BACCS 310124	31/01/24	44487		£0.78	£0.13	£0.65	OS	BLM Building Supplies	Roofing Bolts & Washer 8ZP. M6 Ful	3110/1
BACCS 310124	31/01/24	44489		£9.00	£0.00	£9.00	CS	Kevin McGovern	Travel Expenses IAG meeting Sevenoa	2005/5
BACS 310124	31/01/24	44492		£1,020.00	£170.00	£850.00	CS	Wilkin Chapman LLP	Legal Fees 101 Lingield Road	2015
BACS 310124	31/01/24	44495		£330.00	£55.00	£275.00	OS	Norris Skips	E/R 6 (open) FC mixed Construction	3030/4
BACCS 310124	31/01/24	44499		£2,394.00	£399.00	£1,995.00	OS	Hever Countryside Services	Hedge Cutting vaious sites.	3141
BACS 310124	31/01/24	44500		£330.00	£55.00	£275.00	OS	Norris Skips	E/R 6 (open) FC mixed construction	3030/4
BACS 310124	31/01/24	44501		£97.40	£16.24	£81.16		Trichem	2PLY Toilet Rolls Hand Towels jumbo toilet rolls	2220/2/3
Account C05705	31/01/24	44502		£573.83	£95.64	£478.19	OS	Fleet Line Markers Ltd	Pitchmarker, coluriser Aerosel Xyle	3050/2

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
BACS 310124	31/01/24	44503		£400.00	£0.00	£400.00	CS	Sevenoaks District Council	Garden Waste Bags	2085
SLA Agreement	01/02/24	44464		£8,000.00	£0.00	£8,000.00	CNCL	West Kent Extra	Grant payment Resolution 2023-007/0	1070
V6Z4TQ	01/02/24	44627		£49.68	£8.28	£41.40	CS	Vatix	Lone Worker Alarms	2005/7
Izettle Jan	01/02/24	44644		£31.92	£0.00	£31.92	CS	Izettle	Card Charges January	2070/1
	05/02/24	44631		£8.50	£0.00	£8.50	CS	Barclays	Commission Charge 13/12-4/01/24	2070/1
	06/02/24	44632		£741.98	£0.00	£741.98		Aviva	Medical Insurance	2005/6
DD4533C8Q	07/02/24	44574		£1,181.32	£196.88	£984.44		PS Technology		2010/6/2
	16/02/24	44587		£60.96	£10.16	£50.80	CS	Sage Software Limited	Monthly Payroll	2020/8
	19/02/24	44317		£2,500.00	£0.00	£2,500.00	CNCL	Edenbridge Rugby Football Club	Grant Application - Granted 13th No	1030
	19/02/24	44398		£519.00	£86.50	£432.50	OS	Parklands Turf Company	60 rolls of turf for cemetery	3065/1
	19/02/24	44504		£133.84	£0.00	£133.84	CS	Megan Park	Refund for hall fee £33.84 and depo	2220/4
	19/02/24	44512		£3,240.00	£540.00	£2,700.00	OS	Streetlights	Col 241 Swan Lane 1 x 5 m galvanise	3145
	19/02/24	44513		£420.00	£70.00	£350.00	OS	Streetlights	Column 243 Swang Ridge Lantern repa	3136
	19/02/24	44514		£85.50	£0.00	£85.50	CS	Sevenoaks District Council	360 ltr bin collected between 0101/	2220/8
	19/02/24	44515		£216.00	£36.00	£180.00	OS	DWP (Recycling) Ltd	Recycled Type 1 delivered	3100/1
	19/02/24	44516		£451.80	£75.30	£376.50		Streetlights		3110/2
A0007247918 001	19/02/24	44517		£2,495.70	£415.95	£2,079.75	OS	N Power	Electricity supply - streetlights	3130
	19/02/24	44518		£40.31	£0.00	£40.31	CNCL	Paragon Internet Group T/A TSOHost	Wvdahost Stater Plan	1020
	19/02/24	44519		£26.10	£0.00	£26.10	CS	Caroline Leet	31/01/24 Expenses Meeting SDc re LP	2005/5
Batch 1691.28	19/02/24	44521		£178.66	£29.78	£148.88	OS	Kidmans	BCS mulching blade 30" x 1 Rover B	3040/2
Batch 1691.28	19/02/24	44522		£55.50	£9.25	£46.25	OS	Kidmans	Stihl MS251 Remove and replace adju	3040/2
Batch 1691.28	19/02/24	44523		£190.53	£31.75	£158.78	OS	Kidmans	20 x Stihl HP super one shot oil 1	3040/2
Batch 1691.28	19/02/24	44586		£1,266.59	£0.00	£1,266.59	OS	Kidmans	Overpayment - REFUND/CREDIT request	3040/2
290224	21/02/24	44577		£212.40	£35.40	£177.00	OS	Raccoon London Ltd	Signage	3050/3
	22/02/24	44569		£121.20	£5.77	£115.43	CS	Total Gas & Power	Electricity Market Yard Toilets	2210/1/2
	22/02/24	44570		£66.08	£3.15	£62.93	OS	Total Gas & Power	Depot - Electricity	3010/2/1

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading
	22/02/24	44571		£101.03	£4.81	£96.22	CS	Total Gas & Power	Rickards Hall - Electricity 2220/1/2
	22/02/24	44572		£266.31	£44.39	£221.92	CS	Total Gas & Power	Council office - Electricity 2010/2
1568043 2202	22/02/24	44635		£9.00	£0.00	£9.00	CS	SES Business Water	Water supply Doggetts Barn 156804 2010/4
1595432 2202	22/02/24	44637		£9.00	£0.00	£9.00	OS	SES Business Water	Water supply Swan Lane Allotments 1 3010/4/4/1
1567852	22/02/24	44639		£52.64	£0.00	£52.64	CS	SES Business Water	Water Supply Public Toilets 1567852 2210/1/3
1551119	22/02/24	44640		£6.00	£0.00	£6.00	OS	SES Business Water	Water Supplu S/P Cemetery 155111 3010/4/2
1566445 2202	22/02/24	44641		£16.00	£0.00	£16.00	CS	SES Business Water	Water Supply Rickards Hall 156644 2220/1/4
1551128 2202	22/02/24	44642		£6.00	£0.00	£6.00	OS	SES Business Water	Water Supply Cemetery 155112 3010/4/2
1581003	22/02/24	44643		£4.72	£0.00	£4.72	OS	SES Business Water	Water supply Blossoms old toilet (?) 3010/4/5
11614109 2602	26/02/24	44576		£273.69	£13.03	£260.66	CS	Total Gas & Power	Doggetts Barn - Gas 2010/3
Salaries February	26/02/24	44594		£36,309.10	£0.00	£36,309.10		Salaries	February payroll 3000/1/1
05259279/001	28/02/24	44568		£44.87	£7.48	£37.39	OS	O2	Telephone 3010/6/1
290224	29/02/24	44488		£105.00	£0.00	£105.00	OS	Edenbridge Allotment Gardens	Annual fee for Swan Lane Allotments 3141
290224	29/02/24	44565		£365.04	£60.84	£304.20	OS	Origin Amenity Solutions	Impact Standard White RTU Drum 9FG0 3050/2
290224	29/02/24	44566		£456.00	£76.00	£380.00	OS	Origin Amenity Solutions	70/30 Top Dressing 3050/7
290224	29/02/24	44567		£129.08	£21.51	£107.57	CS	Kingdom Cleaning Ltd	Monthly Cleanng Rickards Hall 2220/2/3
290224	29/02/24	44575		£95.10	£15.85	£79.25	OS	Streetlights	Column 86 Replaced Fuse and Tested 3136
290224	29/02/24	44578		£73.94	£0.00	£73.94		S&N Machinery	Replacement Hangle - Masport Rotary - MA773721 3040/2
290224	29/02/24	44579		£200.00	£0.00	£200.00	CS	Sevenoaks District Council	Garden Waste Delivery - Delivered 0 2085
290224	29/02/24	44580		£2,100.00	£350.00	£1,750.00	OS	Streetlights	Columns 117, 119, 137, 138 & 141 - 3110/2
290224	29/02/24	44581		£46.75	£7.79	£38.96	OS	Trichem	2 x 100 Compactor Bags (22/23/47) 3050/15
290224	29/02/24	44582		£57.00	£0.00	£57.00	CS	Sevenoaks District Council	360 ltr bin collection 2220/8
	29/02/24	44583		£115.75	£19.29	£96.46		Mill Hill Garage (Petrocell Holdings Ltd)	02/02/24 Fuel 14/02/24 Care Care GL61 0EY 3070/5
290224	29/02/24	44584		£1,631.96	£271.99	£1,359.97	OS	Wybone Ltd	Closed top litter bin x 2 (Litter a 3110/1
290224	29/02/24	44588		£576.10	£96.02	£480.08	OS	Sevenoaks District Council	Bukly Waste February 2024 3029

Paid Expenditure Transactions

Start of year 01/04/23

paid between 01/04/23 and 15/03/24

Payment Reference	Paid date	Tn no	Order no	Gross	Vat	Net	Cttee	Details	Heading	
290224	29/02/24	44589		£1,750.00	£291.67	£1,458.33	CS	MFP&H Plumbing and Heating	Fix and Repair Water Leaks to 7 Rad	2065
290224	29/02/24	44590		£32.25	£5.38	£26.87	OS	Bradford Electrical	Bilines, 1 x t-hinge, 1 x paving br	3050/15
290224	29/02/24	44591		£204.74	£34.12	£170.62	CS	Pickering Lifts	Inspection of High level Access lif	2061
290224	29/02/24	44599		£45.00	£0.00	£45.00	OS	Kai Day	Travel to Plumpron College	3016/2
280224	29/02/24	44600		£1,048.20	£174.70	£873.50	OS	Cleansing Services Group Ltd	Interceptor Cleaning in Markt Yard	3141
	29/02/24	44601		£600.00	£0.00	£600.00	CS	Kmb Autos Limited	Monthly Cleaning July 23 to Decembe	2020/2
	29/02/24	44602		£492.00	£82.00	£410.00	CS	Edge IT Systems Ltd	Finance Training/Support	2005/4
Izettle Feb	01/03/24	44645		£22.58	£0.00	£22.58	CS	IZettle	Card Charges February	2070/1

Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
44520		£15.95	3100/1	02/02/24	BLM Building Supplies - RC6)x100 Reisser Cutter Wood Screw 6.0 x 100 mm Box x 1	SI-00058571
		£15.95			BLM Building Supplies - Total	
44603	290224	£32.25	3050/15	02/01/24	Bradford Electrical - Bilines, 1 x t-hinge, 1 x paving brush, 4 nuts & bolts	100261
		£32.25			Bradford Electrical - Total	
43343	BACS2211 30BSP	£288.00	3030/4	31/10/22	BSP (Knockholt) Ltd - Skip Hire	39642
		£288.00			BSP (Knockholt) Ltd - Total	
44390		£39.64	3010/4/5	21/10/23	Business Stream - Waste Water	3535523
44646		£20.18	3010/4/2	31/01/24	Business Stream - Cemetery Chuch Street waste water	2792057/4240772
		£59.82			Business Stream - Total	
44623		£11.66	3050/4	27/02/24	Champion Ltd - Joistmate	4651068
		£11.66			Champion Ltd - Total	
44618		£111.73		23/02/24	Fairalls - Safety boots, paintbrush, 2 x wipes	0062/04339604
		£111.73			Fairalls - Total	
44595	BACS2309 29JEW	£1.93	3050/15	29/08/23	Jewson - Carriage bolts and nuts	0948/00153473
		£1.93			Jewson - Total	
44393		£0.00	2040/2	11/12/23	KCS Educational Supplies - DUPLICATE ENTRY	SV352168
		£0.00			KCS Educational Supplies - Total	
44621		£150.00	1171/5	14/03/24	Miles Audio Visual - PA System - Ann Town Mtg	MAV002448
		£150.00			Miles Audio Visual - Total	
44613		£330.00	3030/4	07/03/24	Norris Skips - Cemetery Depot skip[OUT-8209
		£330.00			Norris Skips - Total	
44465		£380.40	2020/8	15/01/24	Sage Software Limited - P11D costs	101278445
		£380.40			Sage Software Limited - Total	
44454		£40.00	2085	11/03/24	Sevenoaks District Council - Garden Sacks supply 08/03/24	2088206
44647		£863.51	1160	08/03/24	Sevenoaks District Council - Fees & Expenses of Returning Officer and poll cards May 2023	2087767

Signature _____ Signature _____
Date _____

Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£903.51	Sevenoaks District Council - Total			
44612		£690.00	3136	22/02/24	Streetlights - Column 224 Stangrove road - Returned concrete column to vertical and secured.	14294
		£690.00	Streetlights - Total			
44620		£90.00	3040/1	04/03/24	The Cobblers Shop - Squire Padlock	February
		£90.00	The Cobblers Shop - Total			
44624		£42.96	3016/4	04/03/24	Wealden Embroidery & Print - Embroidered T shirts x 4	1021156
		£42.96	Wealden Embroidery & Print - Total			
Total		£3,108.21				

Signature _____ Signature _____
 Date _____

Received Income Transactions

Start of year 01/04/23

received between 01/01/24 and 29/02/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
IZETTLE Dec	01/01/24	34777	DEPOSIT	£100.00	£0.00	£100.00	CS	240/2	1st Edenbridge Guides Edenbridged Guides Deposit for Hall Booking
	02/01/24	34747	January	£103.49	£17.25	£86.24	OS	310/14	Mr C E Haines Mopwshurst Garage Rent April
Guides	02/01/24	34828	RH-1481	£31.88	£0.00	£31.88		240/1	1st Edenbridge Guides Facilities Booking Invoice
Januatry EP	02/01/24	34833	RH-1484	£62.73	£0.00	£62.73		240/1	Rickards Hall Customer Facilities Booking Invoice
DP031023CCL A	03/01/24	34804	December	£895.31	£0.00	£895.31	CS	226	CCLA CCLA Interest for December
DPCCLA CIL 030124	03/01/24	34844	December	£447.65	£0.00	£447.65	CIL	606	CCLA CIL Interest from CCLA
Refund	04/01/24	34805	refund	£45.00	£0.00	£45.00	OS	325/2	Open Spaces Society Refund. Subs paid twice. Refund T44549 £45
	05/01/24	34808	1288	£510.30	£85.05	£425.25	OS	315/2	Sevenoaks District Council Quarterly charge for Maintenance July to September
	08/01/24	34710	1305	£3,000.00	£0.00	£3,000.00	CS	240/3	Involve Kent Service Contract - Games Club over 55s - 1 October 2023 to 31 March 2024 Rickards Hall hire (Mondays) and associated costs
RH-1482	08/01/24	34831	RH-1482	£69.10	£0.00	£69.10		240/1	Bizzy Bees Facilities Booking Invoice
DP240109BARC	09/01/24	34834	December	£1.88	£0.00	£1.88	CS	227	Barclays Bank Plc Loyalty Reward 13/11 to 12/12
RH-1491	14/01/24	34823	RH-1491	£62.73	£0.00	£62.73		240/1	Evolution Dance Academy Facilities Booking Invoice
	16/01/24	34719	1314	£410.67	£0.00	£410.67	OS	305	Lynda Jane Nunn Cemetery Fee - GoR and Ashes inerment 27 Feb 2024
RH-1491	16/01/24	34824	RH-1491	£62.73	£0.00	£62.73		240/1	Evolution Dance Academy Facilities Booking Invoice
RH-1491	16/01/24	34826	RH-1461	£62.73	£0.00	£62.73		240/1	Evolution Dance Academy Facilities Booking Invoice
RH-1491	16/01/24	34830	RH-1483	£62.73	£0.00	£62.73	CS	240/1	Evolution Dance Academy Facilities Income, Rickards Hall, 31/01/24, 1762
RH-1494	17/01/24	34816	RH-1494	£57.27	£0.00	£57.27		240/1	Grace Community Church Facilities Booking Invoice
DP180124	18/01/24	34707	1302	£997.52	£166.25	£831.27	OS	315/1	Freshwater Group of Companies Leather Market Maintenance October to December 2023
iZettle 6022	18/01/24	34721		£32.73	£0.00	£32.73	OS	305	Mr John Keith Atkinson Cemetery Fees Transfer Grant of Right
RH-1496	22/01/24	34817	RH-1496	£41.82	£0.00	£41.82		240/1	Edenbridge & District PC - Men's Probus Facilities Booking Invoice
RH-1487	22/01/24	34827	RH-1487	£132.54	£0.00	£132.54		240/1	1st Edenbridge Guides Facilities Booking Invoice
iZettle 6022	25/01/24	34724		£33.84	£0.00	£33.84	CS	240/1	Hever School PTA Rickards Hall booking 9.02.24

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Edenbridge Town Council

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Received Income Transactions

Start of year 01/04/23

received between 01/01/24 and 29/02/24

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
100410	30/01/24	34820	RH-1445	£62.73	£0.00	£62.73		240/1	Ladies Probus Facilities Booking Invoice
100410	30/01/24	34821	RH-1445	£62.73	£0.00	£62.73		240/1	Ladies Probus Facilities Booking Invoice
	01/02/24	34806	Febraury	£103.49	£17.25	£86.24	OS	310/14	Mr C E Haines Mopwshurst Garage Rent April
PS3078768	02/02/24	34815	January 20	£895.31	£0.00	£895.31	CS	226	CCLA CCLA Interest for January
DPCCLA CIL 020224	02/02/24	34843	January	£447.51	£0.00	£447.51	CIL	606	CCLA CIL Interest from CCLA
Plot 32	19/02/24	34818		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - W Showier
Plot 22	19/02/24	34819		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - Fuller
Allotments SL	21/02/24	34822		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - Plant PB
Allotments	21/02/24	34825		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - Webb
Plot 42	26/02/24	34835		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - L Reynolds
Plot 33	26/02/24	34836		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - R Masson
Allotment SL	26/02/24	34838		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - Lavab Mr&Mrs
Allotment SL 38	27/02/24	34839		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - A Evans
DP060323DB	28/02/24	34841		£23.83	£0.00	£23.83	OS	310/3/1	Allotment Holders Allotment - Drake and Brown
Total				£9,010.89	£285.80	£8,725.09			

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
INCOME					
Council					
100	C Precept	£64,700.00	£0.00	£64,700.00	£0.00
115	C Grants	£0.00	£0.00	£2,525.00	£2,525.00
116	Receipts - misc	£0.00	£0.00	£4,680.00	£4,680.00
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	£71,905.00	£7,205.00
Open Spaces					
300	OS Allocation from Precept	£351,498.00	£0.00	£351,498.00	£0.00
305	OS Cemetery Fees	£16,500.00	£0.00	£11,931.84	£-4,568.16
310	OS Rents	£11,000.00	£0.00	£11,453.74	£453.74
311	OS Market Rents	£8,000.00	£0.00	£7,819.69	£-180.31
315	OS Maintenance Services	£7,000.00	£0.00	£4,585.51	£-2,414.49
320	OS Solar Panels	£1,500.00	£0.00	£0.00	£-1,500.00
325	OS Sundry Receipts	£150.00	£0.00	£6,100.90	£5,950.90
326	OS-Football Foundation	£0.00	£0.00	£3,520.00	£3,520.00
Total Open Spaces		£395,648.00	£0.00	£396,909.68	£1,261.68
Central Services					
200	CS Allocation from Precept	£274,890.00	£0.00	£274,890.00	£0.00
205	XXXX CS Barclays CIL Interest	£0.00	£0.00	£0.00	£0.00
220	CS Sundry Receipts	£5,234.00	£0.00	£557.17	£-4,676.83

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
221	XXXX CS-Sundry Receipts	£0.00	£0.00	£0.00	£0.00
226	CCLA Interest	£1,500.00	£0.00	£9,837.31	£8,337.31
227	Bank Interest - Council Barclays	£300.00	£0.00	£4,479.59	£4,179.59
228	Barclay Reserve Interest XX	£0.00	£0.00	£0.00	£0.00
235	Church House	£6,589.00	£0.00	£3,367.50	-£3,221.50
240	Rickards Hall Lettings	£6,500.00	£0.00	£12,671.66	£6,171.66
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	£14,104.60	-£895.40
290	CS Insurance Claim Payments	£0.00	£0.00	£0.00	£0.00
Total Central Services		£310,013.00	£0.00	£319,907.83	£9,894.83
Emergency Planning Committee					
500	EP Allocation from Precept	£345.00	£0.00	£345.00	£0.00
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£345.00	£0.00	£345.00	£0.00
Community Warden					
400	CW Precept (ETC Cont)	£10,784.00	£0.00	£10,784.00	£0.00
405	CW Moat Housing	£1,000.00	£0.00	£1,000.00	£0.00
410	CW West Kent Housing	£3,500.00	£0.00	£3,500.00	£0.00
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

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
430	CW Great Stonebridge Trust	£7,000.00	£0.00	£8,000.00	£1,000.00
435	CW KCC	£0.00	£0.00	£0.00	£0.00
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	£23,284.00	£-1,000.00
CIL					
600	CIL	£0.00	£0.00	£15,353.01	£15,353.01
605	Interest	£0.00	£0.00	£680.80	£680.80
606	CIL CCLA Interest	£0.00	£0.00	£4,763.95	£4,763.95
Total CIL		£0.00	£0.00	£20,797.76	£20,797.76
Total Income		<u>£794,990.00</u>	<u>£0.00</u>	<u>£833,149.27</u>	<u>£38,159.27</u>

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 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	£650.00	£936.90	£6,213.10
1012	C Projects from reserves	£0.00	£4,190.00	£10,750.00	£-6,560.00
1020	Miscellaneous Items	£0.00	£0.00	£634.97	£-634.97
1030	C Grants	£8,000.00	£0.00	£9,290.00	£-1,290.00
1040	C Replacement Equipment and Tools	£4,000.00	£0.00	£884.85	£3,115.15
1050	C EdenbridgeTwinning 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	£8,000.00	£0.00
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	£11,822.95	£-6,822.95
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	£11,760.42	£-5,760.42
Total Council		£64,700.00	£4,840.00	£65,465.01	£4,074.99
Open Spaces					
326	OS- FA Grass Pitch	£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 inclusive. Includes due and unpaid transactions.

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

		2023/24	Reserve Movements	Actual Net	Balance
3000	OS Staff Costs	£203,782.00	£0.00	£191,361.89	£12,420.11
3010	OS Utilities and Rates	£12,650.00	£0.00	£10,608.28	£2,041.72
3011	OS Market 1	£4,600.00	£0.00	£1,846.81	£2,753.19
3012	OS Market 2	£7,379.00	£0.00	£7,116.58	£262.42
3016	OS Other Staff Expenses	£3,000.00	£0.00	£4,718.15	-£1,718.15
3020	OS IT Equipment and Licences	£0.00	£0.00	£0.00	£0.00
3029	OS Bulky Waste Collection	£1,300.00	£0.00	£1,440.24	-£140.24
3030	OS External Services Costs	£6,980.00	£0.00	£3,713.20	£3,266.80
3040	OS Replacement Equipment and Tools	£7,000.00	£0.00	£4,951.96	£2,048.04
3050	OS Materials	£6,800.00	£0.00	£7,225.14	-£425.14
3055	OS Hanging Baskets & Plants	£6,300.00	£0.00	£6,008.81	£291.19
3060	OS Buildings Insurance	£2,600.00	£0.00	£3,566.43	-£966.43
3065	OS Cemetery Expenditure	£493.00	£0.00	£828.05	-£335.05
3070	OS Vehicles/Costs/Fuel	£9,000.00	£0.00	£8,248.86	£751.14
3080	OS Contingencies	£3,000.00	£0.00	£129.00	£2,871.00
3090	OS Subs/Misc	£1,000.00	£0.00	£486.68	£513.32
3100	OS Small Projects	£2,500.00	£0.00	£8,383.15	-£5,883.15
3110	OS Vandalism	£3,000.00	£0.00	£6,869.54	-£3,869.54
3115	XXXX OS Misc Maintenace 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	£18,010.18	-£10.18

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 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	£7,103.89	£396.11
3136	OS Public Lighting Repairs	£2,500.00	£0.00	£3,865.75	-£1,365.75
3140	OS 10 Yr Maintenance Plan	£28,469.00	£0.00	£4,220.43	£24,248.57
3141	OS Annual and Inspection Costs	£10,295.00	£0.00	£6,677.90	£3,617.10
3145	OS 30 Yr Maintenance Plan	£31,500.00	£2,832.00	£33,325.00	£1,007.00
Total Open Spaces		£379,648.00	£2,832.00	£340,705.92	£41,774.08
Central Services					
2000	CS Staff Costs	£188,779.00	£0.00	£162,764.55	£26,014.45
2005	CS Other staff/Cllr costs	£7,600.00	£0.00	£5,892.93	£1,707.07
2010	CS Utilities/Rates/Phones	£11,550.00	£0.00	£12,304.26	-£754.26
2015	Professional HR/ H&S& Risk	£3,600.00	£0.00	£4,295.50	-£695.50
2020	CS Service/IT/Cleaning/Misc	£12,755.00	£0.00	£10,523.70	£2,231.30
2030	CS Photocopier Rental/printing	£1,200.00	£0.00	£988.30	£211.70
2040	CS Materials/Stationery	£1,600.00	£0.00	£1,438.13	£161.87
2050	CS Doggetts, Office and Council Insurance	£7,585.00	£0.00	£8,369.90	-£784.90
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	£5,047.00	£3,073.00
2061	CS Annual Maintenance	£5,160.00	£0.00	£330.62	£4,829.38
2062	CS 30 Yr Building Maintenance Plan	£5,500.00	£0.00	£3,000.00	£2,500.00
2065	CS Buildings Materials and Repair Costs	£2,500.00	£0.00	£2,457.51	£42.49

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 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	£1,778.98	£2,281.02
2075	CS Audit Fee External/IA	£3,300.00	£0.00	£2,367.60	£932.40
2085	CS Garden sacks	£7,000.00	£0.00	£7,713.00	-£713.00
2090	CS Insurance Claims	£0.00	£0.00	£1,775.27	-£1,775.27
2200	CS Church House	£4,370.00	£0.00	£4,056.87	£313.13
2210	CS Public Toilets 1	£8,209.00	£0.00	£5,063.79	£3,145.21
2211	CS Public Toilets 2	£9,662.00	£0.00	£9,452.78	£209.22
2220	CS Rickards Hall	£10,314.00	£0.00	£9,180.75	£1,133.25
Total Central Services		£302,864.00	£0.00	£258,801.44	£44,062.56
Emergency Planning Committee					
5000	EP Equipment/Tools	£110.00	£0.00	£30.00	£80.00
5010	EP Licences	£235.00	£0.00	£112.50	£122.50
5011	EP Training	£0.00	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£345.00	£0.00	£142.50	£202.50
Community Warden					
4000	CW Salary	£22,934.00	£0.00	£12,689.56	£10,244.44
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	£538.92	-£438.92
4050	CW Clothing & Supplies	£200.00	£0.00	£159.25	£40.75
4060	CW Vehicle Running Costs	£800.00	£0.00	£492.20	£307.80
4080	CW Training	£150.00	£0.00	£49.50	£100.50

Financial Budget Comparison

Comparison between 01/04/23 and 15/03/24 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	£13,929.43	£10,354.57
CIL				
6000 CIL Payments For ETC Projects	£0.00	£0.00	£0.00	£0.00
6001 CIL Grants	£0.00	£148,243.28	£148,243.28	£0.00
Total CIL	£0.00	£148,243.28	£148,243.28	£0.00
Total Expenditure	<u>£771,841.00</u>	<u>£155,915.28</u>	<u>£827,287.58</u>	<u>£101,118.70</u>
Total Income	£794,990.00	£0.00	£833,149.27	£38,159.27
Total Expenditure	£771,841.00	£155,915.28	£827,287.58	£100,468.70
Total Net Balance	£23,149.00		£5,861.69	

Income and Expenditure Account

31/03/23 £		29/02/24 £
	INCOME	
656,364.00	Precept	702,217.00
14,132.87	Other Income	19,554.07
15,262.55	Cemetery Income	11,931.84
18,456.28	Open Spaces Income	22,499.18
9,467.01	Market Income	7,819.69
5,134.00	Grants Income	6,045.00
6,545.11	Church House Income	3,345.00
9,781.45	Rickards Hall Income	13,131.32
10,922.23	Bag Sales	14,104.60
13,500.00	Community Warden Support Grants	12,500.00
68,895.16	CIL Receipts	20,797.76
828,460.66	TOTAL INCOME	833,945.46
	EXPENDITURE	
400,330.70	Salaries	383,385.36
7,881.69	Staff Other Costs	15,115.33
70,023.35	Other Expenditure	86,758.43
6,590.00	Grants	9,525.00
15,500.00	SLA's	14,500.00
68,734.97	Open Spaces Expenditure	68,309.19
19,325.48	Street Lighting	28,979.82
3,797.41	Market	1,846.81
43,243.40	Open Spaces 10/30 YR Maintenance Plan	37,545.43
5,731.40	Church House Expenditure	4,056.87
13,231.77	Rickards Hall Expenditure	9,418.75
6,498.20	Public Toilets	5,063.79
5,191.67	Garden Bags	7,713.00
1,710.12	10/30YR Maintenance Plan	8,377.62
344,375.03	CIL Awards	148,243.28
1,012,165.19	TOTAL EXPENDITURE	828,838.68
250,811.88	Balance as at 01/04/23	287,346.98
828,460.66	Add Total Income	833,945.46
1,079,272.54		1,121,292.44
1,012,165.19	Deduct Total Expenditure	828,838.68
0.00	Stock Adjustment	0.00
220,239.63	Transfer to/ from reserves	162,415.28
287,346.98	Balance as at 29/02/24	454,869.04

Bank Account Transfers

Start of year 01/04/23

Date	Amount	Debit	Credit	Cheque Ref.	Reason
24/01/24	£36,228.10	Barclays General Reserves	Barclays General Account	Payroll January	Payroll January
29/01/24	£12,358.20	Barclays General Account	Barclays CIL	CIL Account	CIL Account
30/01/24	£35,537.93	Barclays General Reserves	Barclays General Account	January Payments	January Payments
21/02/24	£36,309.10	Barclays General Reserves	Barclays General Account	February Payroll	February Payroll
21/02/24	£15,000.00	Barclays General Reserves	Barclays General Account	February Payments	February Payments

Edenbridge Town Council - Reserves View Sheet

As of March 2024 **PROJECTED**

BASED ON THE I&E ACCOUNTS

2023-24 C/Os estimated

	31/03/2023	Accrual	Planned	Year-end	31/03/2024	2024=-25	31/3/24
ETC - Reserves Forecast	Opening	Release	Mvmnts	I&E	Closing	Budget	Closing
Budget 2024-25						858,575	Adjusted to
forecasted other income						-113,390	reflected
Precept income						-745,185	movement
Budget surplus/deficit						0	unspent
Ear-marked Reserves						0	projects '23
						movement +/-	
Movement from 2023-24 for project/EMR						-51,200	
Neighbourhood Plan	15,000				15,000		15,000
Election	15,500		5,000		20,500		20,500
Depreciation Equipment & tools & vehicles	1,000		5,000		6,000	2,700	8,700
10/30 Year Building Plan	92,797				92,797	16,500	109,297
10/30 Open Spaces Plan	255,166	-2,832			252,334	18,000	270,334
Cemetery	1,000		1,000		2,000		2,000
Community Warden	3,771				3,771		3,771
Staff	6,000				6,000	6,000	12,000
Grants (and deposits)	2,575	-1,790			785		785
Projects Carried Over	19,078	-11,840			7,238	8,000	15,238
	411,887	-16,462	11,000		406,425	0	457,625
General Reserve	287,347			18,250	305,597	305,597	This = ESTIMATED forecast but could be less
	699,234	-16,462	11,000	18,250	712,022	763,222	Potential EOY GM subject to actual spend & precept
CIL allocated	275,165	-148,243			126,922		126,922
CIL unallocated	7,618		19,903		27,521		27,521
Reserve Totals -	982,018				866,465		917,665

Edenbridge Town Council - Reserves View Sheet

As of March 2024 **PROJECTED**

BASED ON THE I&E ACCOUNTS

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