

To Councillors: J Aldridge, A Baker (*Vice-Chairwoman*), S Compton, B Cummings, M Gemmell Smith, C Jacques, A Layland, M McArthur, S McGregor, V Parker, A Read, M Stockdale, J Streets, S Sumner, B Todd (*Chairman*).

Notice is hereby given of the **Annual Town Council Meeting** of Edenbridge Town Council to be held in Rickards Hall on 12 May 2025 at 7:00pm, which Councillors are summonsed to attend.

Town Clerk
7 May 2025

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

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

Agenda

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| 1 | Elections | 6 |
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| 1.2 | Election of the Vice-Chairman | 6 |
| 1.2.1 | To receive the Vice-Chairman's declaration of office | 6 |
| 2 | To Receive Apologies for Absence | 6 |
| 3 | Declaration of Interests or Predetermination | 6 |
| 4 | To receive, adopt and sign the minutes of the Council meeting held on 03 March 2025 (087/1-11) | 6 |
| 5 | To adopt the following reports/minutes of meetings | 6 |
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| 5.2 | Finance and Governance Committee 24 March 090/1-3 | 6 |
| 5.3 | Open Spaces Committee 14 April 092/1-8 | 6 |
| 5.4 | Personnel Committee 10 March 088/1-4 | 6 |
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| 6.1 | Personnel Committee Recommendations | 7 |
| 6.1.2 | Annual Leave and time owed carryover from 2024-25 to 2025-26 | 7 |
| 6.1.3 | To confirm K Day to be issued a permanent contract following completion of his apprenticeship level 2 | 7 |
| 6.2 | Finance and Governance Committee | 7 |
| 6.2.1 | Financial Regulations: To receive recommendation and confirm amendments to section 5 - Procurement | 7 |
| 6.2.2 | To confirm the recommendations to move budget funds into earmarked reserves 2025-26 | 7 |
| 6.3 | To confirm a pay scale increment increase for the Planning & Admin Officer | 7 |
| 7 | To review the delegated arrangements to committees, sub-committees, staff (as detailed in the Terms of Reference) and appointment of any new committees | 7 |

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| 7.4 | Emergency Planning Committee (8) | 8 |
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| 11 | To confirm and adopt the following: | 11 |
| 11.1 | Standing Orders (adopted March 2020, amendment 28.10.24) | 11 |
| 11.2 | Financial Regulations (adopted October 2024, amendment May 2025) | 11 |
| 12 | To review the arrangements with other local authorities, not-for-profit and businesses | 11 |
| 12.1 | Arrangements carried out by Edenbridge Town Council on behalf of: | 11 |
| 12.1.1 | Citizens Advice Bureau: Payroll (£403 to cover software costs) | 11 |
| 12.1.2 | Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,780) | 11 |
| 12.1.3 | Great Stone Bridge Trust: Grass cutting and Water Meadow management services (various works includes cutting, vegetation clearance etc) | 12 |
| 12.1.4 | Sevenoaks District Council: Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate (£1,934) | 12 |
| 12.1.5 | War Graves Commission: Maintenance of War Graves (£300) | 12 |
| 12.2 | Professional services engaged | 12 |
| 12.2.1 | Business Stream - water (£1428*) | 12 |
| 12.2.2 | Canon UK (photocopier £424, plus copying costs est. £320) | 12 |
| 12.2.3 | EDGE IT software packages: Finance (£897), Assets register (£278), Epitaph (£317), Rickards Hall hire (£257), additional costs £16.90 | 12 |

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| 12.2.4 | Fusion4/Besure/Continental (facilities security management, key holding and fire alarms - £2,900*; with approx. £1,000 recharged to EVM; plus call out costs) | 12 |
| 12.2.5 | Health Assured (employee assistance/wellbeing mental health programmes £672) | 12 |
| 12.2.6 | Insurance - current provider Gallaghers with Hiscox policy (Council insurance item 16) | 12 |
| 12.2.7 | Mazars (external auditor) (£2,100*) | 12 |
| 12.2.8 | PS Technology -AdyenNV (IT support and Licences) (*£15,156 variable) | 12 |
| 12.2.9 | NFU Mutual Insurance (vehicles) (£3,411.66) | 12 |
| 12.2.10 | Keith Robertson (internal auditor) (£600 est) | 13 |
| 12.2.11 | NPower – Street Lighting Energy (£18,412*) | 13 |
| 12.2.12 | SAGE payroll & P11 software services (£857; NB some costs recharged to CAB) | 13 |
| 12.2.13 | Streetlights (Maintenance contract) (£8524.70) | 13 |
| 12.2.14 | Summer Fun Days – Play Place (£2,128) | 13 |
| 12.2.15 | Total Gas (utilities energy all buildings - current contract up to 2027 - £4,898*) | 13 |
| 12.2.16 | Vatix – Lone Working Alarms (3-year agreement, up for review - *£523) | 13 |
| 12.2.17 | Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use) | 13 |
| 12.2.18 | Worknest (HR and H&S support, HR insurance *£2901; plus £657 E-Learning portal) | 13 |
| 13 | To appoint representatives on to/work with external bodies and arrangements for report back | 13 |
| 14 | To review the inventory of land and other fixed assets including buildings and office equipment - Fixed Assets Register | 13 |
| 15 | To review and confirm Council arrangements for insurance cover in respect of all insurable risks and the annual expenditure of £18,834 | 13 |
| 16 | To review and confirm the Council's and/or staff subscriptions to other bodies | 14 |
| 16.1 | Campaign to Protect Rural England £36* | 14 |
| 16.2 | Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108 | 14 |
| 16.3 | Edenbridge Magazine (6 editions - £1,147.50) | 14 |
| 16.4 | Grounds Management Association £157.50* | 14 |
| 16.5 | Information Commissioner Office £55 | 14 |
| 16.6 | Institute of Cemetery and Crematorium Management £105 (25/26) | 14 |
| 16.7 | Kent Association of Local Council (KALC) £1,870 (25/26) | 14 |
| 16.8 | Kent County Playing Fields Association £20* | 14 |
| 16.9 | National Association for British Markets Authorities (NABMA) £500 | 14 |
| 16.10 | Open Spaces Society £45* | 14 |
| 16.11 | Rural Market Town Group Membership £123.90 (25/26) | 14 |
| 16.12 | Sevenoaks District Council – Premises Licence (TN8) £1,070* | 14 |
| 16.13 | Society of Local Council Clerks (SLCC) Town Clerk's membership £420 (25/26) | 14 |
| 17 | To confirm the direct debits and standing orders arrangements | 15 |
| 18 | To confirm the Council's bank signatories | 15 |
| 19 | To review the Council's complaints procedures (reviewed and amended December 2021) | 15 |
| 20 | To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation (reviewed November 2019): Retention and Disposal Policy, the FOI publication Scheme, Information and Data Policy, and the Privacy Policy | 15 |

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| 21 | Communications and Engagement Strategy and Digital Communications and Social Media Policy | 15 |
| 22 | General Power of Competence: to note the Town Council continues to meet the conditions as resolved at its meeting 15 May 2023 | 15 |
| 23 | To receive the calendar of Council and Committee meetings for 2025 | 16 |
| 24 | Annual Governance and Accountability Return (AGAR) 31 March 2025 | 16 |
| 24.1 | To receive the internal auditor's report | 16 |
| 24.2 | To receive the end-of-year financial statements | 16 |
| 24.3 | To approve the annual governance statement for 2024/25 | 17 |
| 24.4 | To resolve the accounting statement for 2024/25 | 17 |
| 25 | Public Questions and Statements | 17 |
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| 26.2 | District Councillors | 17 |
| 27 | To receive reports and recommendations from the Town Clerk and Officers; Working Groups; and Delegated Reports | 17 |
| 27.1 | Clerk's Report | 17 |
| 27.1.1 | To ratify the appointment of Ian McPherson, grounds person | 19 |
| 28 | Draft Local Plan - update | 19 |
| 29 | Matters arising from the minutes for report and not elsewhere on the agenda | 20 |
| 29.1 | Leases: to receive updates on the progress of:- | 20 |
| 29.1.1 | Forge Musical Theatre Group new lease | 20 |
| 29.1.2 | Eden Valley Museum Lease renewal | 20 |
| 29.1.2.1 | To approve the expenditure for new plans of Church House to be drawn-up suitable for the Lease, expenditure £585 | 21 |
| 29.2 | Pavilion: To receive an update on the heaters and boilers | 21 |
| 29.2.1 | To receive a summary of the Independent engineer and Gas Safe report | 21 |
| 29.2.2 | To consider and confirm the appointment of the Independent Engineer to prepare a specification suitable for public tender of the new heating and hot water system for the Pavilion; to manage the public tender process; oversee the project works and final inspection. Total expenditure in region of £11,000 | 21 |
| 29.3 | To receive an update on the project for new Market Archway at Market Yard car park access road | 23 |
| 29.4 | Rickards Hall floor repairs: To approve the expenditure of up to £5,200 | 23 |
| 29.5 | Events updates | 24 |
| 29.5.1 | Annual Town Meeting - 31 March: Feedback | 24 |
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| 30.1.1.1 | To approve the expenditure of £313 for legionella testing of the five water tanks | 25 |
| 30.2 | Stangrove Playground - partial wet pour resurfacing (43metres): To approve the expenditure of £2,415 plus VAT | 25 |
| 30.3 | Church House and Doggetts Barn: Smoke detector replacements and to approve expenditure of £1,850 | 25 |
| 31 | Devolution and local government reorganisation | 26 |

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| 31.1 | Local Government Reorganisation - update | 26 |
| 31.2 | To receive a summary report following presentation from SDC on its Assets | 27 |
| 31.3 | To note SDC held Assets in Edenbridge | 28 |
| 31.4 | To consider how does the Town Council want to proceed in terms of potential expressions of interest for SDC Assets | 28 |
| 32 | Consultations | 29 |
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| 32.2 | On-street electric vehicle charging - KCC | 29 |
| 32.3 | NHS 10 Year Health Plan Consultation - Help Shape the Future of NHS Services in Your Community - KALC - deadline 6 June | 29 |
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| 35 | Matters for future agendas | 29 |
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Meeting Papers & Report

1 **Elections**

1.1 **Election of Chairman for the ensuing year**

1.1.1 **To receive the Chairman's declaration of office**

1.2 **Election of the Vice-Chairman**


1.2.1 **To receive the Vice-Chairman's declaration of office**

2 **To Receive Apologies for Absence**

3 **Declaration of Interests or Predetermination**

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


4 **To receive, adopt and sign the minutes of the Council meeting held on 03 March 2025 (087/1-11)**


 Full Council | 03 March 2025 v.1 - Minutes (Pages 2023-087/1-11)

5 **To adopt the following reports/minutes of meetings**


5.1 **Planning Committee 10 March 089/1-3; 07 April 089/1-3; 28 April 093/1-5**

 Planning and Transport | 10 March 2025 v.1 - Minutes (Pages 2023-089/1-3)


 Planning and Transport | 07 April 2025 v.1 - Minutes (Pages 2023-091/1-4)

 Planning and Transport | 28 April 2025 v.1 - Minutes (Pages 2023-093/1-5)


5.2 **Finance and Governance Committee 24 March 090/1-3**

 Finance and Governance | 24 March 2025 v.1 - Minutes (Pages 2023-090/1-3)

5.3 **Open Spaces Committee 14 April 092/1-8**

 Open Spaces | 14 April 2025 v.1 - Minutes (Pages 2023-092/1-8)

5.4 **Personnel Committee 10 March 088/1-4**

 Personnel | 10 March 2025 v.1 - Minutes (Pages 2023-088/1-4)

6 **To receive recommendations from Committees**

6.1 **Personnel Committee Recommendations**

6.1.2 **Annual Leave and time owed carryover from 2024-25 to 2025-26**
Do Members confirm the Town Clerk (9 days annual leave and 23.5 hours time owed) and Deputy Clerk (1 days annual leave) to carry over their unused annual leave and time owed in to 2025-26?

6.1.3 **To confirm Kai Day to be issued a permanent contract following completion of his apprenticeship level 2**
Do Members confirm to support a permanent contract to Kai Day following completion of his apprenticeship, and recognising the qualification in the pay scales from level 4 to 5 (once achieved the Horticultural level 2 qualification); and to confirm the contract be offered on LC scales, LC point 5 up to LC1 12?

6.2 **Finance and Governance Committee**

6.2.1 **Financial Regulations: To receive recommendation and confirm amendments to section 5 - Procurement**

NALC has recently updated its model Financial Regulations because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force this month. The changes to Model Financial Regulations are reflected in the Council's Financial Regulations items 5.4; 5.6 and 5.11 - see the attached (page 8 and 9). If Members need to see the Model Regulations to compare they are on NALC's website.

Do Members confirm the updates to the Financial Regulations section 5 Procurement?

 Confidential Annex 1 (omitted from public documents):

6.2.2 **To confirm the recommendations to move budget funds into earmarked reserves 2025-26**
Do Members confirm the recommendation to for movement for £60,545 to be moved into earmarked reserves and any additional movement as recommended by the RFO/Deputy Clerk and Town Clerk at endo of year to ensure projects budget 2024-25 completed?

6.3 **To confirm a pay scale increment increase for the Planning & Admin Officer**
Do Members confirm the gesture to recognise the additional responsibilities for the Planning and Administration Officer and allow an additional scale increase to point 16 from 1 April, with an additional budget spend of £539.46?

7 **To review the delegated arrangements to committees, sub-committees, staff (as detailed in the Terms of Reference) and appointment of any new committees**

The Terms of Reference (TOR) confirms committee membership and delegated responsibilities. This is a working document and from time to time, may be amended to reflect operational changes and procedures. Usually, reviewed by the Governance Committee with recommendations to Council. Below are the current committees, sub-committee and working groups to confirm **7.1 to 7.12:**

Do members confirm the existing Committees as per 7.1-7.5?

Do members confirm the existing sub-committees and steering group as per 7.6-7.8?

Do members confirm the delegated arrangements and procurement procedures for 7.9-7.11?

Do Members propose any additional committee or sub-committee, item 7.12?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/10/24-10-adopted-terms-of-reference-amended-28.10.24.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/05/240513-Membership-of-Committees.pdf>

7.1 **Finance and Governance Committee (10)**

7.2 **Planning and Transportation Committee (12)**

7.3 **Open Spaces Committee (10)**

7.4 **Emergency Planning Committee (8)**

7.5 **Community Infrastructure Levy (CIL) Board (15)**

7.6 **Personnel Committee (7)**

7.7 **Charities and Grants (15)**

7.8 **Forward Planning Steering Group (15)**

7.9 **Working Groups**

Current working groups are:

- Internal Audit
- Lease/SLA Negotiating
- Parking and MYCP
- Skate Park / Open Spaces play and activities
- Aviation consultations
- Local Plan
- Local Plan Town Strategy
- High Street/Market Project

The later two, members are asked if these are still required? The Town Strategy representations to SDC for the Local Plan have been submitted. Proposal is to combine this with the Local Plan Group. The High Street Market Project has been confirmed and funding secured with project delivery this year. Proposal is to not proceed with this group, but to appoint a working group should there be a future need via Open Spaces Committee or Council.

Do Members support the proposals to remove two working groups, combining the two Local Plan groups, and to remove the High Street and MYCP group until a time needed in the future?

Do Members confirm the other working groups and membership?

7.10 **Delegated powers to the Town Clerk and Officers**
Delegated powers to the Town Clerk and Officers are set out in the TORs (pages 19 to 20).

7.11 **Delegation for procurement procedures**
As per Financial Regulations and set out in appendix 2, procurement reference (agenda item 6.2.1 and 11.2).

7.12 **To consider any additional committees/sub-committees**

8 **To confirm the Terms of Reference (last updated May and October 2024)**

A link to the Terms of Reference is under item 7.

Do Members confirm to continue with and readopt the Terms of Reference?

9 **To appoint/confirm members for each committee**

Members were appointed to Committees at the beginning of each new Council term (2023). These can change in the year where a councillor may resign and new councillors appointed. Members are asked to confirm membership to each Committee (a member may step down) and appointment of new Members, up to the capacity of the committee. All councillors may attend any committee/sub-committee meeting, but if they are not a named member they are not expected to necessarily attend and do not have any voting rights (though they can speak and make representation). The Chairperson for each committee is appointed at its next meeting.

 Annex 2: 240513 Membership of Committees.pdf

9.1 **Finance and Governance Committee (10)**

Cllrs Baker, Compton, Gemmell Smith, Jacques, Layland, McGregor, Read, Stockdale, and Sumner. There is one vacancy remaining.

Do Members confirm continuation of current membership, and appointment to fill the one vacancies?

9.2 **Planning and Transportation Committee (12)**

There should a minimum of five councillors from each ward: Cllrs Aldridge (SW), Baker (NE), Cummings (SW), Gemmell Smith (SW), Layland (NE), McArthur (SW), McGregor (NE), Parker (NE), Read (NE), Stockdale (SW), Streets (SW), Todd (NE).

Do Members confirm continuation of current membership?

9.3 **Open Spaces Committee (10)**

Cllrs Aldridge, Baker, Compton, Cummings, Gemmell Smith, Jacques, Layland, McGregor, Streets, and Sumner.

Do Members confirm continuation of current membership?

9.4 **Personnel Committee (7)**

Cllrs Baker, Gemmell Smith, Layland, McArthur, McGregor, Stockdale, Todd. TOR says members appointed by Finance and Governance (F&G) Committee, and confirmed annually after the AMTC. However, as committees are being considered, should any member

wish to be put forwarded this can be presented to F&G Committee at its next meeting in July to consider and confirm. The Council Chairman should also be a member of this committee.

Do Members confirm recommendation to F&G Committee Personnel Committee membership?

9.5 **Emergency Planning Committee (8)**

Cllrs Aldridge, Baker, Compton, Gemmell Smith, Jacques, McArthur, McGregor, and Streets.

Do Members confirm continuation of current membership?

9.6 **If there are any new committees to appoint members (item 7.12)**

Subject to if a new committee/sub-committee was appointed, to confirm members.

10 **To appoint/confirm the members of the working groups**

10.1 **Internal Audit / Council Risk Group (4)**

Current Membership: Cllrs Gemmell Smith, Layland, Sumner, Todd. To note, the Council's Governance has been reviewed by two members of the F&G Committee. Currently membership here has three F&G Committee.

Do Members confirm continuation of current membership?

10.2 **Lease / SLA negotiation Group (4)**

Current Membership: Cllrs Baker, Gemmell Smith, McGregor, Sumner.

Do Members confirm continuation of current membership, or appointment of different members?

10.3 **Open Spaces play and activities projects (including Task & Finish Skate Park Group)**

Current Membership: Cllrs Aldridge, Baker, Gemmell Smith, Layland, McArthur, Sumner.

Do Members confirm continuation of current membership?

10.4 **Open Spaces - Market Yard car park / Parking Group (6)**

Current Membership: Cllrs Aldridge, Baker, Compton, Layland, McGregor, Read.

Do Members confirm continuation of current membership?

10.5 **Aviation Consultation Group (4)**

Current Membership: Cllrs Aldridge, Baker, Jacques, McArthur.

Do Members confirm continuation of current membership?

10.6 **High Street/Market Project Group - funding through the SDC/UKSPF**

Current Membership (appointed May 2023): Cllrs Aldridge, Baker, and Gemmell Smith. Item 8.9 has proposed removing this group. Subject to that resolution, Members may be asked to confirm continuation of current membership?

10.7 **Local Plan Group**

Current Membership: Cllrs Aldridge, Baker, Gemmell Smith, Layland, McGregor, Parker, Read, Streets, Stockdale and Todd.

To note, agenda item 8.9 proposed to combine Local Plan Group with Town Strategy Group (current members of the TSG are also all on the Local Plan Group) as representations have been made, and SDC are now proceeding with next Reg 18 consultation.

Do Members confirm continuation of current membership?

10.8 **Local Plan - Town Strategy Group**

Agenda item 8.9 proposed to combine with the Local Plan Group. However, for information (in case keeping) membership currently: Cllrs Aldridge, Baker, Gemmell Smith, Layland, Streets and Todd. Should this group be maintained, members will need to be reconfirmed.

10.9 **Annual Events Group**

Current Membership: Cllrs Baker, Gemmell Smith, Layland, Streets and Todd.

Do Members confirm continuation of current membership?

11 **To confirm and adopt the following:**

Council policies and procedures are published on the website, under policies - link below.

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

11.1 **Standing Orders (adopted March 2020, amendment 28.10.24)**

Do Members confirm and re-adopt the Standing Orders?

11.2 **Financial Regulations (adopted October 2024, amendment May 2025)**

Do Members confirm and re-adopt the Financial Regulations?

12 **To review the arrangements with other local authorities, not-for-profit and businesses**

12.1 **Arrangements carried out by Edenbridge Town Council on behalf of:**

Referring to the list below, do Members:

Confirm the chargeable arrangements and services carried out by Edenbridge Town Council on behalf of organisations in 12.1.1 to 12.1.5?

12.1.1 **Citizens Advice Bureau: Payroll (£403 to cover software costs)**

Last year, we invoiced £234, but payroll software costs are now £67.20 for the two payrolls. An equal share of this would be £33.60 per month / £403.20 annually. Council does not charge for its officer's time to process the payroll. SAGE used to be £39pcm, increased to £50.40 last year and then in December increased again to £67.20.

12.1.2 **Freshwater Properties Group: some maintenance and waste clearance for Leather Market (£3,780)**

- 12.1.3 **Great Stone Bridge Trust: Grass cutting and Water Meadow management services (various works includes cutting, vegetation clearance etc)**
- 12.1.4 **Sevenoaks District Council: Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate (£1,934)**
- 12.1.5 **War Graves Commission: Maintenance of War Graves (£300)**
- 12.2 **Professional services engaged**
 The asterisk (*) denotes previous 2024-25 charges where 2025-26 charges are tbc. Referring to the list below, do Members:
- Confirm the continuation with the current professional service providers engaged by the Council 12.2.1 to 12.2.18?**
- 12.2.1 **Business Stream - water (£1428*)**
 We had hoped to be able to transfer services over to SES; this is outstanding and will be looked at during 2025.
- 12.2.2 **Canon UK (photocopier £424, plus copying costs est. £320)**
- 12.2.3 **EDGE IT software packages: Finance (£897), Assets register (£278), Epitaph (£317), Rickards Hall hire (£257), additional costs £16.90**
 Edge is currently on a 5-year agreement, with 2025-26 being the fifth year.
- 12.2.4 **Fusion4/Besure/Continental (facilities security management, key holding and fire alarms - £2,900*; with approx. £1,000 recharged to EVM; plus call out costs)**
- 12.2.5 **Health Assured (employee assistance/wellbeing mental health programmes £672)**
- 12.2.6 **Insurance - current provider Gallaghers with Hiscox policy (Council insurance item 16)**
 Gallaghers are the current broker, with Hiscox insurance. Item 16 will review the Council's insurance. Council will need to confirm its preferred broker and insurer. However, as this is one of the professional services, it is in the list for consistency and noted the provider may change under item 15.
- 12.2.7 **Mazars (external auditor) (£2,100*)**
 NB: The external auditor is appointed to councils.
- 12.2.8 **PS Technology -AdyenNV (IT support and Licences) (*£15,156 variable)**
- 12.2.9 **NFU Mutual Insurance (vehicles) (£3,411.66)**
 This covers the Council's three vehicles, tractor and Kubota; and any employee over 25 (except the tractor and Kubota which has named drivers).

- 12.2.10 **Keith Robertson (internal auditor) (£600 est)**
- 12.2.11 **NPower – Street Lighting Energy (£18,412*)**
NB: The additional LED lighting upgrades have been submitted to NPower, which should bring down the costs slightly.
- 12.2.12 **SAGE payroll & P11 software services (£857; NB some costs recharged to CAB)**
- 12.2.13 **Streetlights (Maintenance contract) (£8524.70)**
- 12.2.14 **Summer Fun Days – Play Place (£2,128)**
- 12.2.15 **Total Gas (utilities energy all buildings - current contract up to 2027 - £4,898*)**
- 12.2.16 **Vatix – Lone Working Alarms (3-year agreement, up for review - *£523)**
- 12.2.17 **Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)**
- 12.2.18 **Worknest (HR and H&S support, HR insurance *£2901; plus £657 E-Learning portal)**

13 **To appoint representatives on to/work with external bodies and arrangements for report back**

The list is published on the website, link below.

Do Members confirm the Councillor reps to local organisations, or are there any amendments or additions?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/05/240513-Representatives-to-external-bodies.pdf>

Annex 3: 240513 Representatives to external bodies.pdf

14 **To review the inventory of land and other fixed assets including buildings and office equipment - Fixed Assets Register**

The assets registers as of 31 March 2025 is published on the website, link below. The format has changed as the transfer from an Excel spreadsheet to EDGE asset register has been completed. It was noted that there were some anomalies in the transferring of systems, but these were minimal, and the internal auditor has question and is satisfied.

Do Members confirm the Council's Assets and the closing balance for year-end 2024/25 of £4,307,107?

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/04/Fixed-asset-list-31-03-2025-Final.pdf>

15 **To review and confirm Council arrangements for insurance cover in respect of all insurable risks and the annual expenditure of £18,834**

Council ends a three-year agreement with Gallaghers and insurance through Hiscox insurance this year; the renewal date is 20 July. The agreement held was based on the index linking of the sums insured (2024 this was 9% on Buildings and 6% on Contents). Annual premium was

£16,741 including fees. Overall policy increase was 12.5%.

We have gone out to obtain at least three comparable quotes for a new agreement term. It is estimated that the insurance will be in the region of £18,834 if we assume a similar increase to last year of 12.5%. Details of the three quotes will be presented to next Council (July) to confirm the details and insurer.

Our current insurance and policy details are published on the website, link below.

Do Members confirm the insurance levels based on the current insurance levels, and therefore a premium estimate for 2025-26 in the region of £18,834?

https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2024/06/1895792137-AJG_CommunitySchemes_Hiscox_Schedule.pdf

16 **To review and confirm the Council's and/or staff subscriptions to other bodies**
Do Members confirm the annual subscriptions as listed 16.1-16.13?

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

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

16.3 **Edenbridge Magazine (6 editions - £1,147.50)**

16.4 **Grounds Management Association £157.50***

16.5 **Information Commissioner Office £55**

16.6 **Institute of Cemetery and Crematorium Management £105 (25/26)**

16.7 **Kent Association of Local Council (KALC) £1,870 (25/26)**

[Annex 4: 250401 KALC invoice & info.pdf](#)

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

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

16.10 **Open Spaces Society £45***


16.11 **Rural Market Town Group Membership £123.90 (25/26)**

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

16.13 **Society of Local Council Clerks (SLCC) Town Clerk's membership £420 (25/26)**

17 **To confirm the direct debits and standing orders arrangements**


See the attached list. Amounts shown do vary. **Do Members confirm the continued direct debits?**

 Confidential Annex 5 (omitted from public documents):


18 **To confirm the Council's bank signatories**

Council Standing Orders and Financial Regulations does not currently specify that signatories need to be Finance Committee members. Attached (confidential) is a list of the Council's signatories. Council accounts: Barclays; CCLA. Norman Foundation: Natwest; Scottish Widows investment account.

Do Members re-confirm the attached signatories?


 Confidential Annex 6 (omitted from public documents):


19 **To review the Council's complaints procedures (reviewed and amended December 2021)**
Do members confirm the Complaints Procedure?


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


20 **To review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection Legislation (reviewed November 2019): Retention and Disposal Policy, the FOI publication Scheme, Information and Data Policy, and the Privacy Policy**

Do members confirm the above policies and procedures?

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-amended-FOI-and-Publication-Scheme-2018.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2018/05/Information-Data-Protection-Policy-20181.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2019/11/19-11-Retention-and-disposal-Policy-with-appendix-A.pdf>

 <https://www.edenbridgetowncouncil.gov.uk/policies/website-policy/>

21 **Communications and Engagement Strategy and Digital Communications and Social Media Policy**

NB: In March 2025 following a review of its communications policy and strategy it adopted the following (link to website and policies below):

- Communications and Community Engagement Strategy
- Digital Communications and Social Media Policy
- Digital Communications and Social Media Strategy
- Digital IT and Cyber Security Policy
- Digital IT and Cyber Security Strategy

Members are asked to reconfirm its Communications strategy and policies?

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

22 **General Power of Competence: to note the Town Council continues to meet the conditions as resolved at its meeting 15 May 2023**

It is good practice for Council to confirm each year that it continues to meet the conditions of General Power of Competence as per the eligibility conditions under the Localism Act 2011, chapter 1 S8. General Power of Competency (Localism Act 2011, sections 1 to 8) allows eligible Councils to have more choice and flexibility to carry out its powers and duties (within the law). To use the GPC, the Council must resolve it meets the eligibility criteria at the first

annual meeting of the new council after the ordinary elections (4-yearly).
Criteria for eligibility:

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

The benefits GPC can be used for most of the activities the council carries out and enabling it to deliver a wider range of activities, rather than without, and using the Local Government Act 1972 section 137 legislation.

To note, the Council continues to meet the conditions as resolved at its meeting 15 May 2023.

23 **To receive the calendar of Council and Committee meetings for 2025**

Annual meetings, link below. **Do Members have any questions?**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/04/Meetings-dates-for-2025-approved-council-2409-250430.pdf>

24 **Annual Governance and Accountability Return (AGAR) 31 March 2025**

Attached is the AGAR for 2024-25.

- Page 3 - Internal Audit Report (item 25.1)
- Page 4 - Governance Statement (item 25.3)
- Page 5 - Accounting Statement (item 25.4)

 Annex 7: 2025 AGAR_redacted.pdf

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

The Internal Auditor carried out an extensive review of the end-of-year accounts as well as testing some of the procedures, on 29 April. There were no issues, and he was pleased with the reporting improvements including with earmarked reserves. Copy of the report is published on the website (link below) and the attached AGAR audit page is completed and attached with the AGAR (page3).

Do Members have any questions?

<https://www.edenbridgetowncouncil.gov.uk/internal-auditor-reports/>

24.2 **To receive the end-of-year financial statements**

A copy of the end-of-year EDGE finance reports is attached with the Bank Reconciliation, budget comparisons and summary of the earmarked and general reserves summary.

To note:

- The Consolidated balance (1) sheets confirms the **total net assets** (match box 7 on AGAR): £1,032,745.24
- The I&E Account (2) confirms total actual Income £985,992.11 (boxes 2&3 on AGAR), Expenditure £907,192.99 (boxes 4&6 on AGAR)
- Budget Comparisons (3) confirm the budgeted I&E including creditors and debtors, and CIL I&E (the AGAR takes the figures from the I&E and Balance sheet).
- Budget Comparisons Report includes all CIL I&E, and creditors and debtors.
- Bank Reconciliation (4) confirms the cash investments (box 8) £1,032,003.14.

- Excel spreadsheet (5) shows total movements throughout the year including funds released back to GR and budgeted movement to ensure projects continue in to EMR.
- Summary note: 2024-25 budget had forecasted £5,000 movement to GR. Actual movement to GR was £9,044 increasing to £329,101.93

Do Members have any questions?

Do Members confirm the end-of-year financial position: Total net

assets £1,032,745.24 This is made up of General Reserve £329,101.93; Earmarked Reserves £532,438.57; CIL funds (allocated and unallocated) £171,204.74

📎 Annex 8: 1.Balance Sheet 31 03 2025 Final.pdf

📎 Annex 9: 2.i and e account - numerical 31 03 2025 Final.pdf

📎 Annex 10: 3.Incs summary notes - Financial Comparison Summary 31 03 2025.pdf

📎 Annex 11: 4.Bank Reconciliation - Account EOY rec 31 03 2025 Final.pdf

📎 Annex 12: 5.250331 Reserves movement - for EOY.pdf

24.3 **To approve the annual governance statement for 2024/25**

Page 4 of the AGAR - Annual Governance 2024-25. **The Chairman is to read out each statement and members to confirm each, as read.**

24.4 **To resolve the accounting statement for 2024/25**

Page 5 - Annual Accounting Statement for 2024-25. **The Chairman is to read out each item (boxes 1-9) and members to confirm each, as read.**

25 **Public Questions and Statements**

Members of the public, and members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

26 **To receive County and District Councillors Reports**

26.1 **County Councillor**

26.2 **District Councillors**

27 **To receive reports and recommendations from the Town Clerk and Officers; Working Groups; and Delegated Reports**

27.1 **Clerk's Report**

Byelaws update: Following our application to the Ministry of Housing, Communities and Local Government (MHCLG) it has responded advising that in its current form as the Council's application contains several clauses that conflict with current legislation.

Amendments will be presented to Open Spaces Committee before resubmitted.

Car parking issues in Council car parks and Audit: The Open Spaces Officer is in the process of organising parking audit of several car parks and location for a week in May. A report will be present to the Open Spaces Committee. Parking issues continue at Blossoms Park.

Celebrating 130 years of Edenbridge Town Council: As part of the communications to recognise the Town Council's 130 years, we are looking back at the past 30 years creating a time line for each decade. The first of which, 1995-2005 has now been published on the website and Facebook (<https://www.edenbridgetowncouncil.gov.uk/130-years-of-edenbridge-town-council-building-our-community-through-the-years/>) with an infographic.

A commemorative Liquidambar tree has been planted in Stangrove Park, with a plaque; the new planters in the park also have 130-year badge, and there is a "welcome to Edenbridge" sign at the junction to Station Road.

Cemeteries: The new sign for cemeteries rules is now installed,

Church House damp works interventions: The Buildings Manager and Town Clerk are monitoring. Once quotes for the works have been received these will be presented to Council.

Civic Medallions: it had been intended to include on this agenda for Members to receive details how to make nominations. However, due to the length of May agenda, this has been deferred to the July agenda with a view to consider nominations at its September meeting.

Edenbridge Gardens in Bloom competition: Details have been published on the website (<https://www.edenbridgetowncouncil.gov.uk/edenbridge-gardens-in-bloom-2025-enter-now/>), is in the Edenbridge magazine and posters will be displayed in noticeboards. The awards presentation event will be on Wednesday 03 September 2025.

Land outside the old Police Station: The Council's solicitor has completed their report, and the Transfer of part of the registered title is ready to sign. There is one issue from the report which I have raised with the solicitor and I am awaiting a reply for having the Transfer signed.

Lease meeting with sports clubs: Meetings with both the Rugby and Cricket Clubs in April were positive meetings. **Rugby Club** - it was noted Lease misunderstands between both parties and agreed to establish new systems for communications and monitoring. The Club also expressed ongoing concerns with the heating and hot water systems and appreciate the Council's support with this matter. **Cricket Club** – they are still investigate water irrigation systems harvesting rain water and sprinkler system. Parking is another issue which they are working with a designer for expansion, once have a suitable plan this will be presented to council and SDC (it was noted conservation area constraints). The lack of a road crossing also remains a concern. Nomads – meeting is yet to be confirmed.

Legionella reports: Seven of the council's buildings have had legionella risk assessment surveys carried out in March. We are awaiting six reports to consider, the Pavilion report is on the agenda to receive feedback.

Local Council Award Scheme: Documents/evidence is currently being compiled ready to submit to NALCs council accreditation award scheme.

Rickards Hall redec and repairs work: Following March Council confirming contractor to carryout the work, the appointment has been made with works booked to take place from 04 August, expected to take two weeks. The contractor is aware of a couple of bookings which can be accommodated.

Pavilion gutters: March Council approved the contractor and the gutters and downpipes were painted in-keeping with the new shutters last month.

SDC CIL Bids: We have submitted two bids: (1) Bandstand at Stangrove Park; (2) Pavilion heating and hot water system replacement. SDC are yet to confirm if met the validated to be presented to its CIL Board meeting on 02 July.

Spitals Estate Playground update: Having had our own an independent playground inspection and liaising with SDC over council concerns with the relocated play equipment and area, there has been some progress with SDC addressing issues. Details are reported to the Open Spaces Committee.

Staffing: The office is currently down two personnel on long term sick. (One until end of July, one until end of May.)

Tourism and new walks leaflets and GPS App access: The walks leaflets project has been a huge amount for the Tourism Officer (Lindsey Eaton), and with help from Cllr Aldridge, the leaflets are now in print. The next phase of the project will be to transfer the GPS data to a suitable walks App.

Millennium Wood trail: In addition to the main walks, we are working on a new nature trail aimed at children.

Tourism and train stations: The Planning & Admin officer had submitted an application to Your Station Your Community Fund (criteria was for an art or floral installation) for new planters and flower displays at both stations. Unfortunately, the application was not successful. This would have been a great a partnership project with GTR to improve floral displays at the train stations.

Vandalism: More fires and tree cutting at Millennium Wood.

War Memorial: The sale of the Old Memorial Hospital site did not complete as expected. We maintain contact with NHS Properties who have said they will keep the Council informed of its tender process. In the meantime, NHS will maintain the security for the site, and access can be arranged to the WM as needed.

Website: Progress for the new site is progress well. Communications Officer and Cllr Aldridge are now looking at the plugin for the agenda and minutes. This is a big project, currently working towards an autumn launch.

<https://www.edenbridgetowncouncil.gov.uk/130-years-of-edenbridge-town-council-building-our-community-through-the-years/>

<https://www.edenbridgetowncouncil.gov.uk/edenbridge-gardens-in-bloom-2025-enter-now/>

27.1.1 **To ratify the appointment of Ian McPherson, grounds person**

Having completed the recruitment process, interviewing three strong candidates, an offer has been made for the new grounds person, starting Monday 12 May, to Ian McPherson.

Members are asked to ratify the appointment.

28 **Draft Local Plan - update**

New Local Plan timetable was agreed by SDC Cabinet in February 2025; the local Development Scheme is published on its website (link below).

Key Milestones:

- Reg. 18 consultation – autumn 2025
- Reg. 19 publication – summer 2026

- Submission for examination – by the end of 2026

SDC Planning Policy team are currently developing its revised development strategy and additional sites, to try and meet need, as well as collating further evidence and a current new “call for sites” consultation closed 30 April (link below).

Changes to the new National Planning Policy Framework (NPPF) published December 2024 has resulted in:

- 63% uplift in Sevenoaks housing target (from 704 to 1149 units pa)
- Significant challenge for such a constrained district
- New concept of ‘grey belt’ (previously developed and less important Green Belt land)
- But only in sustainable locations, outside of national landscape (AONB)
- And sites must meet Golden Rules (50% affordable housing, open space and infrastructure)
- Planning Practice Guidance (PPG) just published (February/March)

SDC will need to undertake a new Green Belt Assessment. Other policy reviews will include: Settlement Hierarchy; Transport modelling; Strategic Flood Risk Assessment; Sports/Leisure; Gypsy and Traveller Accommodation Assessment; Infrastructure.

The Town Council's Planning Committee established a working group to look at the Settlement Hierarchy. This has been quite a lot of work, with final updates being submitted mid May.

A meeting was arrange with our planning consultant recently just to discuss the current position of the emerging plan and NPPF. He remains on-hand to help with formal representations to the Regulation 18 later this year.

Do Members have any questions?

🔗 https://www.sevenoaks.gov.uk/directory_record/8/local_development_scheme

🔗 https://www.sevenoaks.gov.uk/info/20069131/plan_2040/833/targeted_call_for_sites_2025

29 **Matters arising from the minutes for report and not elsewhere on the agenda**

29.1 **Leases: to receive updates on the progress of:-**

29.1.1 **Forge Musical Theatre Group new lease**

The solicitor has returned the draft lease following the Town Clerk's edits. Unfortunately, due to other commitments the Clerk has not fed back the Lease Negotiating Group. Once the draft has been confirmed a copy will be sent to the Forge Musical Theatre Group and a meeting arranged.

29.1.2 **Eden Valley Museum Lease renewal**

Following March Council and confirmation to questions raised by the solicitor, a draft copy has been submitted to the Eden Valley Museum CIO trustees. Attached are two documents (confidential) providing summaries of email conversations regarding the lease with the solicitor and Council, and then feedback from the EVM.

The Lease is a detailed document with seven schedules, and it is understandable that the EVM has a number of questions, including:

1. Request for a Peppercorn Rent
2. Objection to 25-Year Lease Term
3. Concerns over Lease Complexity and Commercial Language

A meeting needs to be arranged to discuss the draft lease and concerns face-to-face between the EVM representatives and Council's Lease Negotiating Group. However, before this takes place, **do Members have any comments have considered the attached to precis reports?**

☒ Confidential Annex 13 (omitted from public documents):

☒ Confidential Annex 14 (omitted from public documents):

29.1.2.1 **To approve the expenditure for new plans of Church House to be drawn-up suitable for the Lease, expenditure £585**

The drawings in the original lease are not accurate and do not clearly show the leased area. Having approached the architect who assisted with the Market Archway planning application drawings, they estimate drawn information will take nine hours to assemble at our discounted hourly rate of £65.00 per hour.

Do Members confirm the expenditure of up to £585 plus VAT for accurate floor plan drawings of Church House?

29.2 **Pavilion: To receive an update on the heaters and boilers**

The Town Council's CIL Board has approved an award of £100k towards the new heating and replacement heating. An application has also been submitted to the SDC CIL Board, we await to see if meet validation and then proceed to its meeting on 2 July.

The Annual Lease meeting has also taken place with the Rugby Club where the heating and hot water systems were discussed. They recognised their responsibilities under the lease and will work with the Buildings Manager and Open Spaces Officer confirming an ongoing maintenance schedule.

29.2.1 **To receive a summary of the Independent engineer and Gas Safe report**

See attached summary report (confidential).

Having received the engineer's full report (reported at March meeting), submitted CIL bid to SDC CIL Board, as well as its own CIL, and met with the Rugby Club, Council needs to:

- To confirm the tender process
- Confirm funding
- Go out to public tender
- Tender appointment

Do Members have any questions?

☒ Confidential Annex 15 (omitted from public documents):

29.2.2 **To consider and confirm the appointment of the Independent Engineer to prepare a specification suitable for public tender of the new heating and hot water system for the Pavilion; to manage the public tender process; oversee the project works and final inspection. Total expenditure in region of £11,000**

Following a recent meeting with Intrinsic to discuss the full report on the Pavilion heating and hot water system, it was clear that this is quite a complex project requiring a detailed specification to be able to go out to public tender as well as someone to oversee the delivery of the project.

Attached is a formal fee proposal for the specification, procurement, and project management which includes a breakdown of the different scope of service and their associated fees. The following provides a little more details as to what is included in this scale of project:

1. To undertake detailed survey of the building and existing plant and environs: As you will be aware Intrinsic has already attended to undertake a condition survey of the heating and hot water systems, however, the next phase is to attend the Pavilion with a focus of obtaining information in relation to the design and installation of the new proposed system. As you can appreciate this is quite extensive as it forms the basis of the content of the bespoke specification so ensure that all aspects of the project are included and tendered against.
2. Prepare performance design specification and schedules for the internal and external plant and all associated equipment and services: Based on the information obtained during the survey this will enable the design engineer to then liaise with manufacturers so that they can select the equipment to the required design parameters, which is then scheduled into the specification. This includes but not limited to, the selection of boiler(s), pressurisation units, valves, hot water calorifiers and circulation pumps all of which need to be sized correctly for the system operate correctly and to industry standards to ensure all warranties are upheld. The specification will also detail standard working practices and regulations that must be adhered to.
3. Prepare performance specification and agree with Edenbridge Town Council: Self Explanatory, however, this will take the form of approximately 142-page document. A sample draft can be issued on request.
4. Provide list of prospective contractors and agree shortlist with Edenbridge Town Council: Intrinsic can on request, provide selected service providers to be invited to tender. The project will be placed on the the governments Contract Finder, as well as locally. (The Town Council will make the appointment of the successful contractor).
5. Oversee and review the extent of project, agree scope of works and outline programme with Client. As well as Monitor works for compliance with technical design specification and quality of workmanship for the duration of the project. Carry out final inspection on completion of defects liability period and issue completion certificate.

The estimated works value on which the fee basis has been determined is £110,000 and have based our professional fees on 10% of the project value. The fee for undertaking the above scope of work, is £11,000.00 plus VAT. The fee options below:

Option One – Specification Only £5,500.00

Option Two – Specification & Tender & Report Only £8,500.00

Option Three – Specification & Project Management Only £8,000.00

Option Four - Specification, Tender & Report, and Project Management £11,000 (subject to value of project)


Funding would could come from the Council's earmarked reserves as is unbudgeted expenditure for building maintenance. It is not clear id this expenditure would meet the CIL requirement but an enquiry to SDC for advice has been submitted, and then this could be funded using Council's CIL funds.

The proposal is to continue with the Intrinsic (the Independent Engineers who prepared the original report) thus saving on any additional (repeat) reports, and because it is a specialist area and project.

Members are asked to consider option four.

Do Members confirm to appoint Intrinsic to oversee the Specification, Tender and Report, and Project Management for the Pavilion new heating and hot water systems,

and the expenditure in the region of £11,000 plus VAT?

 Confidential Annex 16 (omitted from public documents):

29.3 **To receive an update on the project for new Market Archway at Market Yard car park access road**

Both planning applications for the new archway project have been granted (24/03000/FUL for new market archway and new removable bollards; 24/03001/ADV - wording 'Edenbridge Market'). The instruction has been given to the blacksmith and we await the new archway. Once a date is confirm, we will then order the removable bollards. Market gazebos are currently being investigated. The funding from UK Shared Prosperity Fund (via SDC); and County Councillor McArthur Members Fund, has been received.

Do members have any questions?

29.4 **Rickards Hall floor repairs: To approve the expenditure of up to £5,200**

Council's March meeting members received information repairs to the Hall floor where there are a couple of obvious signs of rot. Three contractors had been approached. Contractor A had said that the repairs and to reinstate the oak flooring was £3,820 (noting the rest of floor was fine); contractor B said they needed to take up part of the floor to investigate before quoting, cost £560; and contractor C had not quoted. Members resolved for further investigation. February CIL Board awarded £5,000 for the floor repairs.

Following contractor B's investigation:

- Exposed the two sections in question.
- From past experiences to be a very serious case of dry rot. This would have to be inspected by an expert. As far as we could see with phone cameras under the floor voids, the last supporting joist had entirely disintegrated, which is why there is a very noticeable sag in this area.
- The second inspection hole (where the floor dips), the floor joists have rotted along the bottom, which has led to them being crushed and a drop in the floor joist height.
- The brick sleeper walls seemed in OK condition.
- Advise a repair will simply mask the issues below and be a very short-term solution.
- Recommend all joists and flooring are replaced, estimated cost £30,000 plus a full detailed inspection.

We have since had two other contractors inspect the floor (D and E). Both contractors have agreed signs of dry rot along the section that runs on the southwest wall due to a blocked air vent which can be rectified. The other section where the floor dips is because a section of wood has just deteriorated. They also felt that the floor was in good condition and recommend to repair as needed. The Town Clerk, Buildings Manger and Open Spaces Officer all support that the floor is showing only two areas of repair, and having looked under the floorboards, (just like the contractor B), and given the good condition of the existing floor, would agree with the recommendation to repair as needed.

In the meantime, the Open Spaces Officer and Buildings Manager have investigate the air vents, which have now been cleared with new concrete gully surrounds. There is one broken vent but is unobstructed.

Quotes:

Contractor A - £3,820 (withdrawn as retired)


Contractor B - £30,000 plus a full survey (following £560 investigation)

Contractor C - didn't quote

Contractor D - £5,000

Contractor E- estimated £4,500 but is not the sort of work they carry out

How do Members want to proceed? Do members confirm to appoint contractor D to carryout the floor repairs to Rickards Hall and the expenditure of £5,000 funded by the CIL award?

 Confidential Annex 17 (omitted from public documents):

29.5 **Events updates**

29.5.1 **Annual Town Meeting - 31 March: Feedback**

The ATM went well, with about 100 residents attending. Presentations were provided by councillors on the Town Council's achievements and finances; Cllr Roddy Hogarth, Leader of SDC provided an update on the Local Plan and devolution/reorganisation; the two local police officers PC Maunsell and Donegan spoke on local policing matters; Ian Watts Assistant Director Education (North Kent) Kent County Council (KCC) provided an update on the future secondary school for Edenbridge; as well as presentations from the Food Bank, Edenbridge Christmas Community Association.

The questions and answer session will be published on the website with a copy of the minutes in due course.

Do members have any questions?

29.5.2 **VE Day 80 - Thursday 8 May: Feedback**

Activities that took place:

Flag Raising 9:00am: VE Day Flag raised with Town Band bugler playing the last post. Attended by representatives from the RBL, the local primary school, councillors and local residents.

An afternoon tea: Held in Rickards Hall/Courtyard for older members of the community who may have been a child, or served in the war, or worked in the war years - one lady remembered attending the the original VE Day celebrations outside Buckingham Palace when she was nearly eight years old. About 70 residents attended.

Thursday Market: Open until 4:00pm and themed with Union Jack bunting and memorabilia giveaways for children such as stickers, balloons and pencils and flying gliders.

Beacon lighting at Stangrove Park 8:45pm. The Town Band played a medley of war time themed songs, and the National Anthem. Thanks to the Bonfire Society for the beacon lighting.

Do Member shave any comments?

29.5.3 **Chairman's Reception**

Council has confirmed to hold a Chairman's Reception this year, Wednesday 16 July. Preparations are underway, and will discuss with the new appointed Chairperson. An updated will be given at the July meeting.

Do Members have any questions?

30 **OTHER BUSINESS including items referred from Committees for decision**

30.1 **Pavilion: legionella survey**

30.1.1 **To receive summary following recent survey**

In December, following our H&S audit, Council approved the expenditure for seven legionella assessments for Council buildings; these were carried out in March. We are awaiting the reports for six of the sites but have received the Pavilion report before the others as there are a number of items that need attention. Attached (confidential) is a summary report following the legionella survey for the Pavilion (the full report is available at the office).


With in the key findings it was noted:

- Five cold water tanks with sediment and missing insulation.
- Maintenance issues and records not readily available

The Rugby Club are aware of its responsibilities, they have been carryout some testing but this will form part of the new monitoring processes to be developed working with council officers.

However, the Council is responsible for the water tanks. It was recommend by the inspector to have the individually tested. Following this, it may be recommended to drain the tanks. Other observations included questions to if the five tanks were needed and possibly replacing for larger tanks.

Do Members have any questions?

 Confidential Annex 18 (omitted from public documents):

30.1.1.1 **To approve the expenditure of £313 for legionella testing of the five water tanks**

Following the recent legionella assessment and recommendations, a quote to sample test the five water tanks in the Pavilion will be £313 plus VAT.

Do members approved the expenditure to sample test the five water tanks at the Pavilion?

30.2 **Stangrove Playground - partial wet pour resurfacing (43metres): To approve the expenditure of £2,415 plus VAT**

It has been highlighted that the wet pour near and around the new seesaw has lifted and there are trip hazards. The quote for replace and repair is attached quotation and image (confidential). This is an Open Spaces budget expenditure.

Do Members confirm the expenditure of £2,415.68 to allow the surface repairs at Stangrove Playground?

 Confidential Annex 19 (omitted from public documents):

 Annex 20: Stangrove wetpour to replace.pdf

30.3 **Church House and Doggetts Barn: Smoke detector replacements and to approve expenditure of £1,850**

Members will recall in February an electrical issue in the fuse cupboard which resulted in the fire service attendance (March Buildings Manager's report). This was a matter resolved in the end by UK Power Networks. However, the incident raised a question regarding the procedures for alarm alerts to the fire alarm company:

- Pre alarm for when smoke is detected in an isolated area to allow for matters to be investigated, before evacuation and alerting the emergency service; usually this is sufficient.
- Triggers are sensitive, smoke detectors are designed to respond to a progressive increase in smoke density rather than an immediate spike. This design prevents false

alarms caused by brief smoke events, such as cooking smoke or steam from hot showers.

- Main evacuation fire alarms connect to the alarm company (to alert the Fire Service) and will sound when smoke is equivalent to the density of smoke commonly present during the early stages of a fire.
- Smoke detectors are designed to activate when the concentration of smoke particles in the air reaches a certain threshold (this does vary to type and model).

We had been advised by the initial engineer who attended after the event, that the first stage could be linked to alarm company for emergency call out of the fire service and key holders. However, having discussed further with our regular engineer, this is not the case and that no pre alarms link to alarm companies for reasons above.

Upon further inspection, in March, the engineer found that the smoke detector in the electrical cupboard was faulty. He noted black smoke marks around the detector which should have set off the main evacuation alarm. This alarm had passed a recent six-monthly test. The detector has been replaced.

The engineer explained that smoke detectors do have expiry dates, the museum detectors are at least 15-years old. We suspect Doggetts Barn is similar. The manufacturer recommends smoke detectors:

- are replaced after ten years in service to ensure correct operation and full functionality
- its best practice to change
- however they may work correctly beyond that age,
- they are tested every year and the engineer will highlight any that fail immediately.

During the six monthly checks we have in our buildings, some detectors have been replaced over the years. However, it has been noted that many have not.

Quotes:

Church House: Replace 20 Addressable Smoke Detectors, and one heat detector £1,350

Doggetts Barn: Replace 8 x conventional smoke detectors; 1 x heat detector, 9 x detector bases £500

This expenditure has not been budgeted for. Building repair costs (2065) has a budget of £2,500. This would like force an overspend by the time of year-end, or we could draw down on the buildings earmarked reserves (currently £102,523).

Do Members confirm the replace of the detectors for both Church House and Doggetts Barn, total expenditure £1,850 plus VAT? If so from budget or earmarked reserves?

31 **Devolution and local government reorganisation**

31.1 **Local Government Reorganisation - update**

In March, following February's announcement that Kent had not been selected as part of the government's Devolution plan, the leaders of Maidstone, Sevenoaks, Tonbridge and Malling and Tunbridge Wells councils, formally wrote to the Minister of State for Local Government and English Devolution to express their collective desire to develop a proposal for local government reorganisation. This means a move to unitary authorities structure with the geographical boundaries to be finalised. The proposal submitted suggests a three unitary model which most closely aligns to the Government's criteria.

Following feedback from the government to the leaders of the district councils, a full

proposal will need to be submitted by 28 November. If the proposal is supported, the necessary legislation will need to be agreed by Parliament. The overall transition if is supported, is anticipated to be 2028. A link to the initial letter to leaders of districts in Kent and Medway is published on the government website, link below.

Sevenoaks District Council' voted to support the reorganisation proposals at its extraordinary meeting on 19 March. Details of this and what it could mean for Sevenoaks district is on its website, links below.

Do Members have any comments?

<https://www.gov.uk/government/publications/local-government-reorganisation-invitation-to-local-authorities-in-two-tier-areas/letter-kent-and-medway>

https://www.sevenoaks.gov.uk/info/20003/your_council/834/local_government_reorganisation

31.2

To receive a summary report following presentation from SDC on its Assets

Cllrs Bob Todd (Chairman), Alan Layland (SDC District Councillor) and the Town Clerk, together with other representatives from the district's town councils met with officers from SDC in March to discuss Local Government Reorganisation and SDC assets and possible consideration for community transfer

Below is a summary of the Clerk's own notes, of some key points and themes discussed during the meeting and presentation with a focus on how Town and Parish Councils (T&PCs) may engage in the asset transfer process ahead of the 2028 reorganisation.

1. Context and Reorganisation Plans

- All 14 district councils across Kent, including Medway, are preparing for a potential local government reorganisation by 2028.
- While there is a general agreement in the direction all would like to proceed, significant disagreement remains across councils.
- A white paper is expected in June outlining implications for Town and Parish Councils (T&PCs).

2. Asset Transfer vs Disposal

- The SDC is developing a Disposal Policy to govern how surplus assets may be managed and transferred.
- Emphasis is placed on transferring assets (rather than disposing of them outright), particularly to T&PCs or community organisations.
- Transfer can occur under policy (SDC-led) or through statutory instruments in a unitary scenario, though SDC does not currently use statutory instruments.

3. Disposal and Valuation Considerations

- Assets must be assessed to determine whether they are surplus to operational or strategic needs.
- Community Asset Transfer (CAT) allows eligible groups to acquire assets, including at below-market value, if social, environmental, or economic benefit is demonstrated.
- Assets valued above £2 million require Secretary of State consent for below-market transfer.
- Applications must include a robust business case and evidence of sustainable financial planning.

4. Timeline and Process

- The Disposal Policy proposes two application rounds in 2025:
 - Round 1: Opens 6 May, closes 30 June; Cabinet decision 18 September, Council

19 November.

- Round 2: Opens 1 September, closes 31 October; Cabinet 15 January 2026, Council 24 February 2026.

- Applications link to the asset list on SDC's website and will go through the Properties Team for triage and engagement.

5. Strategic Points and Concerns

- SDC categorises its assets as operational, surplus, or strategic. Any may be proposed for transfer.
- Concerns were raised about how future unitary authorities may handle inherited assets, including fears of 'asset dumping' and revaluing parks as development land.
- Asset transfers are seen as a chance to secure community facilities before reorganisation.
- Governance structures for managing transferred assets are still being conceptualised.
- Any proposal from a T&PC will require a proposal, business plan and all legal fees funded by the T&PCs.
- Taking on any assets will likely impact on T&PCs budgets and likely need to increase to their Precept

6. Actions and Recommendations

- Review the publicly available SDC asset list (2019).
- Consider council-level discussions on assets of interest.
- Engage with SDC early in the process to discuss suitability for transfer.
- Be prepared with financial models and sustainable business plans to support any application.
- T&PCs need to consider future financial proofing creating funds to fund additional assets


7. Discussions with the Council's planning consultant made the following additional considerations:

- Ensure the towns key assets are included in the emerging Local Plan.
- Council to consider the future of its assets and identify how to secure these.
- The local Infrastructure Works Plan to include the facilities needed for Edenbridge as identified locally.
- Assurances for contributions from future development can provide s106 or CIL funding towards new facilities and/or maintenance improvements.

Do Members have any questions?

31.3 **To note SDC held Assets in Edenbridge**
See attached list.

Do Members have any comments?

 Annex 21: 250501 SDC_assets_in_Ednbridge.pdf

31.4 **To consider how does the Town Council want to proceed in terms of potential expressions of interest for SDC Assets**
Verbal update to members following a small working group meeting to consider SDC assets in Edenbridge and what reorganisation may mean for Edenbridge and the Town Council.

Do Members have any comments? How do members want to proceed?

32 **Consultations**

32.1 **Better Together survey - SDC - deadline 13 May**

SDC are asking residents to take part in our 'Better Together' survey which looks at all aspects of the community and asks what improvements could be made to support you into volunteering and community activity.

[🔗 https://www.sevenoaks.gov.uk/bettertogether](https://www.sevenoaks.gov.uk/bettertogether)

32.2 **On-street electric vehicle charging - KCC**

KCC have an open consultation where residents can nominate a street for a public charge point, this will be used to help gauge the need, They cannot guarantee that every suggestion will receive an EVC point, but they are asking residents thoughts. (This will be published on Council website and Facebook.)

[🔗 https://letstalk.kent.gov.uk/on-street-ev](https://letstalk.kent.gov.uk/on-street-ev)

32.3 **NHS 10 Year Health Plan Consultation - Help Shape the Future of NHS Services in Your Community - KALC - deadline 6 June**

[🔗 https://www.surveymonkey.com/r/PY82TNZ](https://www.surveymonkey.com/r/PY82TNZ)

33 **To receive reports from councillors who have attended meetings of outside bodies**

34 **To consider any press releases**

35 **Matters for future agendas**

To note: Items proposed at March meeting will be on a future agenda 2025: Games Club age; Street Lighting Church Street (we do have a cost for this and will presented to Open Spaces Committee to consider within its budgets).

36 **Date of next meeting - 07 July 2025**

Membership of Committees/Working Groups 2024 (reconfirmed AMTC May 2024)

Committees have delegated powers to authorise expenditure in line with budgets and council policy (Chairs to be appointed at first meetings of committees; bold current Chairs)

| PLANNING & TRANSPORTATION (12) <i>(Min 5 each ward)</i> | OPEN SPACES (10) | FINANCE & GOVERNANCE (10) <i>(OS Chair should be a member)</i> | PERSONNEL <i>(members appointed by F&G Committee)</i> (7) <i>(Chairman of Council should be a member)</i> | EMERGENCY PLANNING (8) | COMMUNITY INFRASTRUCTURE LEVY (CIL) BOARD (15) | CHARITES & GRANTS (15) <i>Chairman of Finance who oversees finance reports also)</i> |
|---|---|---|---|---|--|---|
| Jon Aldridge (SW) Bill Cummings (SW) Michael Gemmell Smith (SW) Margot McArthur (SW) Jeff Streets (SW) Angela Baker (NE) Alan Layland (NE) Stuart McGregor (NE) Vince Parker (NE) Angela Read (NE) Mike Stockdale (SW) Bob Todd (NE) | Jon Aldridge Angela Baker Bill Cummings Sarah Compton Michael Gemmell Smith Carey Jacques Alan Layland Stuart McGregor Jeff Streets Stephen Sumner | Angela Baker Sarah Compton Michael Gemmell Smith Carey Jacques Alan Layland Stuart McGregor Angela Read Mike Stockdale Stephen Sumner <i>Vacancy</i> | Angela Baker Michael Gemmell Smith Alan Layland Margot McArthur Stuart McGregor Mike Stockdale Bob Todd | Jon Aldridge Angela Baker Sarah Compton Michael Gemmell Smith Carey Jacques Margot McArthur Stuart McGregor Jeff Streets | All Members | All Members |

Working Groups have no delegated powers.

| FORWARD PLANNING STEERING GROUP (15 – all members) | Internal Audit Group 4 | Lease/ SLA Negotiating <i>(including Chairman of OS)</i> 4 | Parking & MYCP (6) | Task & Finish Skate Park Group <i>(Open Spaces Play & Activities Open Spaces projects)</i> | Aviation Consultation T & F 4 | High Street/Market Project Group – funding through UKSPF | Local Plan | Local Plan (Town Strategy) |
|--|---|--|---|--|--|---|---|---|
| All Members Chairman | Michael Gemmell Smith Alan Layland Stephen Sumner Bob Todd | Angela Baker Michael Gemmell Smith Stuart McGregor Steve Sumner | Jon Aldridge Angela Baker Sarah Compton Alan Layland Stuart McGregor Angela Read | Jon Aldridge Angela Baker Michael Gemmell Smith Alan Layland Margot McArthur Stephen Sumner | Jon Aldridge Angela Baker Carey Jacques Margot McArthur | Jon Aldridge Angela Baker Michael Gemmell Smith | Jon Aldridge Angela Baker Michael Gemmell Smith Alan Layland Stuart McGregor Vince Parker Angela Read Jeff Streets Mike Stockdale Bob Todd | Jon Aldridge Angela Baker Michael Gemmell Smith Alan Layland Jeff Streets Bob Todd |

Representatives to external bodies (reconfirmed May 2024)

The external bodies on which the Council has representatives are listed below.

| EXTERNAL BODY AND CONTACT DETAILS | COUNCILLOR(S) NOMINATE REPRESENTATIVE |
|--|---|
| Edenbridge Town Village Hall (WI Hall) Management Committee | 1. Angela Read 2. Mike Stockdale |
| Eden Valley Chamber of Commerce | 1. Alan Layland |
| Eden Valley Museum Trust | 1. Stuart McGregor 2. Alan Layland (also trustee & exec member) |
| Edenbridge & Westerham Citizens' Advice | 1. Angela Baker 2. Bob Todd |
| Campaign to Protect Rural England | 1. Mike Stockdale |
| Eden Valley Footpaths Forum | 1. Jon Aldridge & Tourism Officer |
| Edenbridge Youth Forum/Consortium | 1. Angela Baker 2. Bob Todd |
| Edenbridge Cares Group | 1. Angela Baker 2. Margot McArthur |
| Friends of Edenbridge Parish Church | 1. Stuart McGregor |
| Food Bank | 1. Bob Todd 2. Angela Baker |
| Great Stone Bridge Trust (GSBT) <i>Appointed 4-yearly when GSBT requests cllr reps</i> | 1. Bob Todd 2. Margot McArthur |
| KALC & Sevenoaks Area Committee | 1. Jon Aldridge 2. |
| Partners and Community Together (PACT) | 1. Angela Baker 2. Michael Gemmell Smith |
| Sevenoaks District Arts Council | 1. Angela Baker 2. Angela Read |
| Uckfield Railway Line Parishes Committee; Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership); Uckfield & East Grinstead Lines Steering Group (Sussex Community Rail Partnership) (Buxted) | 1. Angela Baker Debbie Bond (Planning & Transportation Officer) |

Organisations/groups – currently on hold:

Neighbourhood Planning Steering Group – *currently on hold, with Planning Committee*

Partnership – *currently on hold for review*

Other External Group in the process of reshaping:

Edenbridge Combined Medical Centre, and Patient Participation Group

Edenbridge Patient Participation Group

From: Kent Association of Local Councils <quickbooks@notification.intuit.com>
Sent: 19 March 2025 12:37
To: Caroline Leet <townclerk@edenbridgetowncouncil.gov.uk>
Subject: Invoice 9471 from Kent Association of Local Councils

INVOICE NO. 9471 DETAILS



Serving Parish & Town
Councils in Kent

Kent Association of Local Councils

DUE 01/04/2025

£2,244.00

[Review and pay](#)

Powered by QuickBooks

Dear Edenbridge Town Council,

Please find attached your Council's invoice for subscription for the 2025/2026 financial year, commencing 1st April 2025. The invoice covers membership of both KALC and NALC. Please kindly bring this to the attention of your Council.

At the Annual Meeting on the 30th November 2024, the membership agreed that for 2025/2026 the subscription would be based on the published tax base figures for 2024/2025 and that:

- The fixed standing charge per member be increased to £70
- The variable element be set at 79.5 per 2024/25 tax base unit
- The maximum variable amount per member Council should increase to £1800
- All Councils should pay at least the NALC subscription plus 2.5p per tax base unit

We would encourage all member councils to renew their membership by paying by BACS by 30 June 2025. Please include the KALC invoice number in your transaction. Our bank details can be found at the foot of the invoice.

If you have any questions at all please do not hesitate to get in touch.

Kind Regards

Kent Association of Local Councils

| | |
|-------------------|-------------------------|
| Invoice to | Edenbridge Town Council |
| Terms | Due on receipt |

As agreed at the 2024 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2026, is based on the published tax base figures for 2024/2025 in the Parish/Town/Community Council at 79.5p per 24/25 tax base unit, to a maximum of £1800 plus a standing charge of £70 (all subject to VAT).

| | | |
|---------------|---|-----------|
| 1 X £1,870.00 | S | £1,870.00 |
|---------------|---|-----------|

| | |
|----------|-----------|
| Subtotal | £1,870.00 |
|----------|-----------|

| | |
|-----------|---------|
| VAT total | £374.00 |
|-----------|---------|

Total £2,244.00

Balance due £2,244.00

Tax summary

VAT @ 20%
Net 1,870.00

£374.00

Please make cheques payable to "KALC", or direct credit to:



Review and pay

Kent Association of Local Councils

Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover Kent, CT16
3PJ

+01304820173

kalc@kentalc.gov.uk

www.kentalc.gov.uk

VAT Registration No.: 509750927

If you receive an email that seems fraudulent, please check with the business owner before paying.



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Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

Edenbridge Town Council

www.edenbridgetowncouncil.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-----|-----|---------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | ✓ |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered") | | | ✓ |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓ | | |
| N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes). | ✓ | | |

| O. (For local councils only) | Yes | No | Not applicable |
|---|-----|----|----------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. | ✓ | | |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

29/04/2025

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

ENT KEITH ROBERTSON AUDITOR

Signature of person who carried out the internal audit

Date

30/04/2025

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

| | Agreed | | 'Yes' means that this authority: |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |
| | | | |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

ENTER NAME OF AUTHORITY

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2024 £ | 31 March 2025 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | | | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | | | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | | | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | | | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | | | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | | | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | | | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |

| | | | |
|---|--|--|---|
| 8. Total value of cash and short term investments | | | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | | | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | | | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|--|
| 11a. Disclosure note re Trust funds (including charitable) | | | | <i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i> |
| 11b. Disclosure note re Trust funds (including charitable) | | | | <i>The figures in the accounting statements above exclude any Trust transactions.</i> |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date 29/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Consolidated Balance Sheet

Unaudited

| 31/03/24 | | 31/03/25 |
|----------------------------|--|--------------|
| £ | | £ |
| Long Term assets | | |
| 0.00 | Investments | 0.00 |
| 0.00 | Long Term Debts | 0.00 |
| 0.00 | LONG TERM Investment Accounts | 0.00 |
| 0.00 | TOTAL LONG TERM ASSETS | 0.00 |
| Current assets | | |
| 300,000.00 | Investments | 545,707.40 |
| 0.00 | Loans Made | 0.00 |
| 0.00 | Investments | 0.00 |
| 0.00 | Stocks | 0.00 |
| 9,131.47 | VAT Recoverable | 11,257.21 |
| 11,767.74 | Debtors | 4,494.32 |
| 0.00 | Payment in Advance | 509.00 |
| 636,592.53 | Cash in Hand & at Bank | 486,295.74 |
| 957,491.74 | TOTAL CURRENT ASSETS | 1,048,263.67 |
| 957,491.74 | TOTAL ASSETS | 1,048,263.67 |
| Current liabilities | | |
| 0.00 | Loans Received | 0.00 |
| 0.00 | Temporary Borrowing | 0.00 |
| 0.00 | VAT Payable | 0.00 |
| 3,083.49 | Creditors | 13,123.02 |
| 462.13 | Receipts in Advance | 2,395.41 |
| 3,545.62 | TOTAL CURRENT LIABILITIES | 15,518.43 |
| 953,946.12 | TOTAL ASSETS LESS CURRENT LIABILITIES | 1,032,745.24 |
| 0.00 | Deferred Liabilities | 0.00 |
| 0.00 | Deferred Credits | 0.00 |
| 0.00 | | 0.00 |
| 953,946.12 | NET ASSETS | 1,032,745.24 |
| Represented by | | |
| 320,058.08 | General Fund | 329,101.93 |
| 29,171.59 | CIL Funds | 12,397.62 |
| 3,296.00 | Cemetery | 4,296.00 |
| 19,636.49 | Election | 19,636.49 |
| 15,000.00 | Neighbourhood Plan | 15,000.00 |
| 12,272.00 | Depreciation Equipment & Tools & Vehicles | 13,700.00 |
| 106,497.00 | 10/30 Year Building Plan | 102,523.00 |
| 280,200.00 | 10/30 Year Plan Open Spaces | 293,107.27 |
| 3,771.00 | Community Warden | 3,771.00 |
| 17,600.00 | Staff Reserves | 37,322.00 |
| 126,921.96 | Allocated CIL Funds | 158,807.12 |

Consolidated Balance Sheet

Unaudited

| 31/03/24 | | 31/03/25 |
|-------------------|---|---------------------|
| £ | | £ |
| 2,644.00 | Grants FA | 7,266.90 |
| 10,678.00 | Project Carried Over | 15,678.00 |
| 1,500.00 | Tourism | 1,500.00 |
| 3,000.00 | Land/Asset Review | 3,000.00 |
| 1,200.00 | Council Grant / Community Commitments | 15,137.91 |
| 500.00 | Deposit Held for Rickards Hall | 500.00 |
| 0.00 | LONG TERM Investment Bank Accounts | 0.00 |
| 0.00 | Liability Reserves e.g. deposits | 0.00 |
| <u>953,946.12</u> | | <u>1,032,745.24</u> |
| 633,888.04 | Reserves total excluding general fund and liabilities | 703,643.31 |
| 0.00 | Reserves total of liabilities e.g. deposits | 0.00 |
| 320,058.08 | General fund total | 329,101.93 |
| <u>953,946.12</u> | | <u>1,032,745.24</u> |
| | Notes: | |
| 0.00 | Long Term Borrowing | 0.00 |

Signed _____

Chairman

Date _____

AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

Unaudited

| 31/03/24 £ | | 31/03/25 £ |
|---------------|--|---------------------------------------|
| | INCOME | |
| 702,217.00 | Precept | 745,185.00 |
| 21,701.20 | Other Income | 29,380.64 |
| 12,818.64 | Cemetery Income | 16,015.76 |
| 25,157.83 | Open Spaces Income | 21,327.79 |
| 8,484.69 | Market Income | 10,638.60 |
| 6,045.00 | Grants Income | 27,799.81 |
| 4,565.00 | Church House Income | 6,560.00 |
| 14,863.11 | Rickards Hall Income | 12,166.23 |
| 15,210.10 | Bag Sales | 9,501.50 |
| 12,500.00 | Community Warden Support Grants | 12,500.00 |
| 21,553.14 | CIL Receipts | 94,916.78 |
| <hr/> | | <hr/> |
| 845,115.71 | TOTAL INCOME | 985,992.11 |
| | EXPENDITURE | |
| 423,815.46 | Salaries | 445,556.96 |
| 11,371.12 | Staff Other Costs | 11,092.88 |
| 92,228.00 | Other Expenditure | 93,242.73 |
| 9,290.00 | Grants | 8,000.00 |
| 14,500.00 | SLA's | 15,500.00 |
| 69,250.69 | Open Spaces Expenditure | 107,450.21 |
| 29,381.79 | Street Lighting | 30,364.90 |
| 1,936.81 | Market | 3,047.03 |
| 37,545.43 | Open Spaces 10/30 YR Maintenance Plan | 60,429.29 |
| 4,327.70 | Church House Expenditure | 8,719.68 |
| 9,717.21 | Rickards Hall Expenditure | 10,152.00 |
| 5,249.54 | Public Toilets | 6,590.35 |
| 7,953.00 | Garden Bags | 5,125.00 |
| 8,377.62 | 10/30YR Maintenance Plan | 20,116.37 |
| 148,243.28 | CIL Awards | 81,805.59 |
| <hr/> | Capital reduction of long term borrowing | 0.00 |
| 873,187.65 | TOTAL EXPENDITURE | 907,192.99 |
| <hr/> | | <hr/> |
| 287,346.98 | Balance as at 01/04/24 | 320,058.08 |
| 845,115.71 | Add Total Income | 985,992.11 |
| <hr/> | | <hr/> |
| 1,132,462.69 | | 1,306,050.19 |
| <hr/> | | <hr/> |
| 873,187.65 | Deduct Total Expenditure | 907,192.99 |
| <hr/> | | <hr/> |
| 0.00 | Stock Adjustment | 0.00 |
| <hr/> | | <hr/> |
| 60,783.04 | Transfer to/ from reserves | -69,755.27 |
| <hr/> | | <hr/> |
| 320,058.08 | Balance as at 31/03/25 | 329,101.93 |
| <hr/> <hr/> | | <hr/> <hr/> |
| Signed _____ | | _____ |
| Chair | | Clerk / Responsible Financial Officer |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|--------------------------|----------------------------|-------------|----------------------|-------------|------------|-------------|
| INCOME | | | | | | |
| Council | | | | | | |
| 100 | C Precept | £75,950.00 | £0.00 | £75,950.00 | £0.00 | £79,452.50 |
| 115 | C Grants | £0.00 | £0.00 | £18,947.81 | £18,947.81 | £0.00 |
| 116 | Receipts - misc | £0.00 | £0.00 | £111.10 | £111.10 | £0.00 |
| 135 | C Neighbourhood Planning | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 160 | C Strategic Projects EMR | £0.00 | £0.00 | £0.00 | £0.00 | £10,000.00 |
| 170 | C Events | £0.00 | £0.00 | £1,500.00 | £1,500.00 | £0.00 |
| 999 | Suspense | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total Council | | £75,950.00 | £0.00 | £96,508.91 | £20,558.91 | £89,452.50 |
| Open Spaces | | | | | | |
| 300 | OS Allocation from Precept | £386,564.00 | £0.00 | £386,564.00 | £0.00 | £401,256.38 |
| 305 | OS Cemetery Fees | £17,000.00 | £0.00 | £16,698.29 | £-301.71 | £17,000.00 |
| 310 | OS Rents | £11,500.00 | £0.00 | £14,647.61 | £3,147.61 | £12,587.12 |
| 311 | OS Market Rents | £9,000.00 | £0.00 | £9,599.30 | £599.30 | £9,000.00 |
| 313 | OS Market Waste Services | £0.00 | £0.00 | £1,090.00 | £1,090.00 | £1,700.00 |
| 315 | OS Maintenance Services | £7,000.00 | £0.00 | £7,148.32 | £148.32 | £7,488.00 |
| 320 | OS Solar Panels | £500.00 | £0.00 | £0.00 | £-500.00 | £0.00 |
| 325 | OS Sundry Receipts | £1,000.00 | £0.00 | £57.43 | £-942.57 | £500.00 |
| 326 | OS-Grass Pitch Grant | £3,520.00 | £0.00 | £8,852.00 | £5,332.00 | £7,680.00 |
| Total Open Spaces | | £436,084.00 | £0.00 | £444,656.95 | £8,572.95 | £457,211.50 |
| Central Services | | | | | | |
| 200 | CS Allocation from Precept | £271,671.00 | £0.00 | £271,671.00 | £0.00 | £299,630.20 |
| 220 | CS Sundry Receipts | £4,000.00 | £0.00 | £3,358.56 | £-641.44 | £4,000.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 | |
|-----|---|----------------------|--------------|--------------------|-------------------|--------------------|
| 226 | CCLA Interest | £9,000.00 | £0.00 | £10,012.60 | £1,012.60 | £15,000.00 |
| 227 | Bank Interest - Council Barclays | £70.00 | £0.00 | £49.96 | £-20.04 | £80.00 |
| 228 | Barclay Reserve Interest | £4,500.00 | £0.00 | £8,904.15 | £4,404.15 | £3,500.00 |
| 235 | Church House | £6,800.00 | £0.00 | £6,758.50 | £-41.50 | £6,716.00 |
| 240 | Rickards Hall Lettings | £10,000.00 | £0.00 | £13,318.20 | £3,318.20 | £15,000.00 |
| 285 | Refuse bags & other sales | £15,000.00 | £0.00 | £9,501.50 | £-5,498.50 | £11,200.00 |
| 290 | CS Insurance Claim Payments | £0.00 | £0.00 | £5,444.27 | £5,444.27 | £0.00 |
| | Total Central Services | £321,041.00 | £0.00 | £329,018.74 | £7,977.74 | £355,126.20 |
| | Emergency Planning Committee | | | | | |
| 500 | EP Allocation from Precept | £445.00 | £0.00 | £445.00 | £0.00 | £445.00 |
| 505 | EP Sundry Receipts | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Total Emergency Planning Committee | £445.00 | £0.00 | £445.00 | £0.00 | £445.00 |
| | Community Warden | | | | | |
| 400 | CW Precept (ETC Cont) | £10,555.00 | £0.00 | £10,555.00 | £0.00 | £13,269.92 |
| 405 | CW Moat Housing | £1,000.00 | £0.00 | £1,000.00 | £0.00 | £1,000.00 |
| 410 | CW West Kent Housing | £3,500.00 | £0.00 | £3,500.00 | £0.00 | £3,500.00 |
| 415 | CW Westerham | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 420 | CW John Coldman Trust | £2,000.00 | £0.00 | £0.00 | £-2,000.00 | £0.00 |
| 425 | CW Police | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 430 | CW Great Stonebridge Trust | £8,000.00 | £0.00 | £8,000.00 | £0.00 | £8,000.00 |
| 435 | CW KCC | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 450 | Sundry Receipts | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Total Community Warden | £25,055.00 | £0.00 | £23,055.00 | £-2,000.00 | £25,769.92 |
| | CIL | | | | | |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|---------------------|-----------------------|--------------------|----------------------|--------------------|-------------------|--------------------|
| 600 | CIL | £0.00 | £87,225.09 | £87,225.09 | £0.00 | £0.00 |
| 605 | CIL Interest | £0.00 | £6,389.51 | £7,691.69 | £1,302.18 | £0.00 |
| 606 | XXX CIL CCLA Interest | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| Total CIL | | £0.00 | £93,614.60 | £94,916.78 | £1,302.18 | £0.00 |
| Total Income | | <u>£858,575.00</u> | <u>£93,614.60</u> | <u>£988,601.38</u> | <u>£36,411.78</u> | <u>£928,005.12</u> |

The budget comparison includes creditors and debtors. The AGAR is based on 'actual I&E' This report is for budget monitoring

| Budget less CIL I&E | Budget 2024-25 | ACTUAL 24-25 |
|--------------------------|------------------|-------------------|
| Income | £858,575.00 | £893,684.60 |
| Expenditure | £853,575.00 | £825,896.40 |
| Total Net Balance | £5,000.00 | £67,788.20 |

Refer to the Total Reserves spreadsheet, based on actual I&E and balance sheet which shows total movement into EMR

| | |
|---------------------------------------|-------------------|
| Reserves movement at F&G March agreed | £60,545.00 |
| additional budget movement at EOY | £11,729.00 |
| Total movement | £72,274.00 |

General Reserves increase by £9044 to £329,102

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|--------------------|-----------------------------------|------------|----------------------|------------|------------|------------|
| EXPENDITURE | | | | | | |
| Council | | | | | | |
| 1010 | C Contingencies | £10,200.00 | £0.00 | £0.00 | £10,200.00 | £10,200.00 |
| 1011 | C Projects | £7,400.00 | £0.00 | £2,400.00 | £5,000.00 | £0.00 |
| 1012 | C Projects from reserves | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 1020 | Miscellaneous Items | £1,200.00 | £0.00 | £70.00 | £1,130.00 | £500.00 |
| 1025 | C Grant Projects | £0.00 | £0.00 | £1,616.90 | £-1,616.90 | £0.00 |
| 1030 | C Council Grants | £8,000.00 | £0.00 | £8,000.00 | £0.00 | £8,000.00 |
| 1040 | C Replacement Equipment and Tools | £4,000.00 | £0.00 | £0.00 | £4,000.00 | £4,000.00 |
| 1050 | C Edenbridge Twinning Association | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 1060 | C Eden Valley Museum Trust | £6,500.00 | £0.00 | £6,500.00 | £0.00 | £6,500.00 |
| 1070 | C House Project | £9,000.00 | £0.00 | £9,000.00 | £0.00 | £9,000.00 |
| 1080 | C Membership KALC | £2,000.00 | £0.00 | £1,765.00 | £235.00 | £2,000.00 |
| 1081 | C Other Subscriptions | £0.00 | £0.00 | £0.00 | £0.00 | £200.00 |
| 1090 | Tourism | £0.00 | £0.00 | £32.00 | £-32.00 | £0.00 |
| 1100 | Community Assets | £0.00 | £0.00 | £15.00 | £-15.00 | £2,500.00 |
| 1120 | C Summer Playscheme | £3,300.00 | £0.00 | £2,579.00 | £721.00 | £3,300.00 |
| 1130 | C Bonfire Clean Up | £1,350.00 | £0.00 | £1,000.00 | £350.00 | £1,400.00 |
| 1150 | Legal & Professional fees | £5,000.00 | £0.00 | £11,384.14 | £-6,384.14 | £7,500.00 |
| 1160 | Election Costs | £10,000.00 | £0.00 | £0.00 | £10,000.00 | £5,000.00 |
| 1170 | C Strategic Projects EMR | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|----------------------|---|-------------------|----------------------|-------------------|-------------------|-------------------|
| 1171 | C Events | £5,000.00 | £0.00 | £3,711.12 | £1,288.88 | £5,600.00 |
| Total Council | | £72,950.00 | £0.00 | £48,073.16 | £24,876.84 | £65,700.00 |
| Open Spaces | | | | | | |
| 3000 | OS Staff Costs | £235,048.00 | £0.00 | £209,003.25 | £26,044.75 | £265,867.45 |
| 3010 | OS Utilities | £14,000.00 | £0.00 | £11,534.21 | £2,465.79 | £3,692.00 |
| 3011 | OS Market 1 | £4,600.00 | £0.00 | £2,340.08 | £2,259.92 | £3,250.00 |
| 3012 | OS Market 2 | £8,114.00 | £0.00 | £8,208.67 | £-94.67 | £9,328.05 |
| 3013 | OS Market Waste Services | £0.00 | £0.00 | £1,215.95 | £-1,215.95 | £1,700.00 |
| 3014 | OS Rates Market Yard Car Park | £0.00 | £0.00 | £0.00 | £0.00 | £2,090.00 |
| 3015 | OS Rates Depot- Mowshurst Barn | £0.00 | £0.00 | £0.00 | £0.00 | £6,150.00 |
| 3016 | OS Other Staff Expenses | £3,000.00 | £0.00 | £4,211.98 | £-1,211.98 | £4,950.00 |
| 3020 | OS | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3026 | OS Sports Pitch Improvements (re grant 326) | £3,520.00 | £2,644.00 | £4,229.10 | £1,934.90 | £7,680.00 |
| 3029 | OS Bulky Waste Collection | £2,000.00 | £0.00 | £1,715.00 | £285.00 | £2,500.00 |
| 3030 | OS External Services Costs | £7,000.00 | £0.00 | £3,485.00 | £3,515.00 | £4,705.00 |
| 3040 | OS Replacement Equipment and Tools | £7,000.00 | £0.00 | £12,720.15 | £-5,720.15 | £7,000.00 |
| 3050 | OS Materials | £7,000.00 | £0.00 | £9,045.56 | £-2,045.56 | £8,100.00 |
| 3055 | OS Hanging Baskets & Plants | £6,300.00 | £0.00 | £6,336.25 | £-36.25 | £7,200.00 |
| 3060 | OS Buildings Insurance | £3,923.00 | £0.00 | £3,887.41 | £35.59 | £4,276.00 |
| 3065 | OS Cemetery Expenditure | £500.00 | £0.00 | £430.85 | £69.15 | £650.00 |
| 3070 | OS Vehicles/Costs/Fuel | £9,000.00 | £3,572.00 | £37,869.93 | £-25,297.93 | £12,200.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|--------------------------|--|-------------|----------------------|-------------|------------|-------------|
| 3075 | OS Asset/Recoup/Kubota | £0.00 | £0.00 | £0.00 | £0.00 | £5,820.00 |
| 3080 | OS Contingencies & Unexpected Maintenance | £3,000.00 | £0.00 | £2,335.72 | £664.28 | £3,000.00 |
| 3090 | OS Subs/Misc | £1,000.00 | £0.00 | £1,574.53 | £-574.53 | £925.00 |
| 3100 | OS Small Projects | £2,500.00 | £0.00 | £1,261.93 | £1,238.07 | £2,500.00 |
| 3110 | OS Vandalism | £3,000.00 | £0.00 | £1,666.43 | £1,333.57 | £3,000.00 |
| 3115 | OS Unplanned Maintenance | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 3130 | OS Public Street Lighting Electricity | £20,000.00 | £0.00 | £20,136.98 | £-136.98 | £24,600.00 |
| 3135 | OS Public Street Light Contract Maintenance | £8,000.00 | £0.00 | £7,103.92 | £896.08 | £8,000.00 |
| 3136 | OS Public Lighting Repairs | £2,500.00 | £0.00 | £3,124.00 | £-624.00 | £2,500.00 |
| 3140 | OS 10 Yr Maintenance Plan | £19,244.00 | £890.00 | £17,281.00 | £2,853.00 | £10,110.00 |
| 3141 | OS Annual and Inspection Costs | £14,835.00 | £0.00 | £9,788.99 | £5,046.01 | £15,418.00 |
| 3145 | OS 30 Yr Maintenance Plan | £51,000.00 | £0.00 | £43,148.29 | £7,851.71 | £30,000.00 |
| Total Open Spaces | | £436,084.00 | £7,106.00 | £423,655.18 | £19,534.82 | £457,211.50 |
| Central Services | | | | | | |
| 2000 | CS Staff Costs | £190,263.00 | £0.00 | £196,846.80 | £-6,583.80 | £205,803.44 |
| 2005 | CS Other staff/Cllr costs | £7,600.00 | £0.00 | £2,172.93 | £5,427.07 | £8,472.00 |
| 2010 | CS Doggetts - Utilities,Rates, Phones | £13,862.00 | £0.00 | £11,888.01 | £1,973.99 | £14,200.00 |
| 2015 | Professional HR/ H&S& Risk | £2,815.00 | £0.00 | £4,438.68 | £-1,623.68 | £4,000.00 |
| 2020 | CS Service/IT/Cleaning/Misc | £13,637.00 | £0.00 | £15,066.88 | £-1,429.88 | £16,656.00 |
| 2030 | CS Photocopier Rental/printing | £1,238.00 | £0.00 | £914.13 | £323.87 | £1,010.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|-------------------------------------|---|--------------------|----------------------|--------------------|-----------------|--------------------|
| 2040 | CS Materials/Stationery | £1,400.00 | £0.00 | £1,250.33 | £149.67 | £1,000.00 |
| 2050 | CS Doggetts, Office and Council Insurance | £9,380.00 | £0.00 | £8,482.31 | £897.69 | £10,185.00 |
| 2060 | CS 10 Year Buildings Maintenance Plan | £8,770.00 | £0.00 | £0.00 | £8,770.00 | £10,085.00 |
| 2061 | CS Annual Maintenance | £5,549.00 | £0.00 | £1,048.37 | £4,500.63 | £5,300.00 |
| 2062 | CS 30 Yr Building Maintenance Plan | £6,500.00 | £9,000.00 | £19,068.00 | £-3,568.00 | £21,000.00 |
| 2065 | CS Buildings Materials and Repair Costs | £2,500.00 | £1,524.00 | £12,649.13 | £-8,625.13 | £2,500.00 |
| 2070 | CS Subs/Bank Costs/Sundries | £5,283.00 | £0.00 | £3,962.00 | £1,321.00 | £4,548.00 |
| 2075 | CS Audit Fee External/IA | £3,300.00 | £0.00 | £2,630.70 | £669.30 | £3,300.00 |
| 2085 | CS Garden sacks | £10,000.00 | £0.00 | £5,125.00 | £4,875.00 | £9,000.00 |
| 2090 | CS Insurance Claims | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 2200 | CS Church House | £6,897.00 | £0.00 | £8,719.68 | £-1,822.68 | £6,830.00 |
| 2210 | CS Public Toilets 1(incl rates) | £8,209.00 | £0.00 | £6,590.35 | £1,618.65 | £7,935.00 |
| 2211 | CS Public Toilets 2 | £10,528.00 | £0.00 | £10,842.47 | £-314.47 | £12,244.76 |
| 2215 | CS Pavillion | £0.00 | £0.00 | £9,984.49 | £-9,984.49 | £0.00 |
| 2220 | CS Rickards Hall (incl rates & insurance) | £13,310.00 | £0.00 | £10,152.00 | £3,158.00 | £11,057.00 |
| Total Central Services | | £321,041.00 | £10,524.00 | £331,832.26 | £-267.26 | £355,126.20 |
| Emergency Planning Committee | | | | | | |
| 5000 | EP Equipment/Tools | £110.00 | £0.00 | £50.99 | £59.01 | £232.50 |
| 5010 | EP Licences | £235.00 | £0.00 | £187.50 | £47.50 | £112.50 |
| 5011 | EP Training | £100.00 | £0.00 | £0.00 | £100.00 | £100.00 |

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

| | 2024/25 | Reserve Movements | Actual Net | Balance | 2025/26 |
|---|--------------------|----------------------|--------------------|-------------------|--------------------|
| Total Emergency Planning Committee | £445.00 | £0.00 | £238.49 | £206.51 | £445.00 |
| Community Warden | | | | | |
| 4000 CW Salary | £20,655.00 | £0.00 | £20,655.77 | £-0.77 | £23,319.92 |
| 4030 CW DBS Check | £50.00 | £0.00 | £35.00 | £15.00 | £0.00 |
| 4040 CW Sundries | £200.00 | £0.00 | £70.44 | £129.56 | £200.00 |
| 4050 CW Clothing & Supplies | £200.00 | £0.00 | £234.29 | £-34.29 | £200.00 |
| 4060 CW Vehicle Running Costs | £800.00 | £0.00 | £1,101.81 | £-301.81 | £800.00 |
| 4070 CW Vehicle Reserve | £1,000.00 | £0.00 | £0.00 | £1,000.00 | £1,000.00 |
| 4080 CW Training | £150.00 | £0.00 | £0.00 | £150.00 | £250.00 |
| Total Community Warden | £23,055.00 | £0.00 | £22,097.31 | £957.69 | £25,769.92 |
| CIL | | | | | |
| 6000 CIL Payments For ETC Projects | £0.00 | £62,429.15 | £64,429.15 | £-2,000.00 | £0.00 |
| 6001 CIL Grants | £0.00 | £9,416.44 | £17,376.44 | £-7,960.00 | £0.00 |
| Total CIL | £0.00 | £71,845.59 | £81,805.59 | £-9,960.00 | £0.00 |
| Total Expenditure | <u>£853,575.00</u> | <u>£89,475.59</u> | <u>£907,701.99</u> | <u>£35,348.60</u> | <u>£904,252.62</u> |
| Total Income | £858,575.00 | £93,614.60 | £988,601.38 | £36,411.78 | £928,005.12 |
| Total Expenditure | £853,575.00 | £89,475.59 | £907,701.99 | £35,348.60 | £904,252.62 |
| Total Net Balance | £5,000.00 | | £80,899.39 | £1,063.18 | £23,752.50 |

Bank Reconciliation

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the column headed "Year ending 31 March" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis.

Name of smaller authority: Edenbridge Town Council

County area (local Councils and Parish meetings only):

Financial year ending 31/03/25

Prepared by (Name and role): Lorraine Ganney

Date: 24/04/25

| Balance per bank statements as at 31/03/25 | £ | £ |
|---|-------------|----------------------|
| Barclays CIL | £4,164.74 | |
| Barclays General Account | £4,145.65 | |
| Barclays General Reserves | £477,785.35 | |
| CCLA Council Reserves | £378,667.40 | |
| CCLA CIL | £167,040.00 | |
| Lloyds General Account | £0.00 | |
| Petty Cash | £200.00 | |
| | <hr/> | £1,032,003.14 |
| Petty cash (no balance) | | £0.00 |
| Less: any unrepresented cheques | | £0.00 |
| Add: any uncleared effects | | £0.00 |
| Net balances as at 31/03/25 (Box 8) | | £1,032,003.14 |

Signed _____

Date _____

Edenbridge Town Council - [Reserves View Sheet](#)

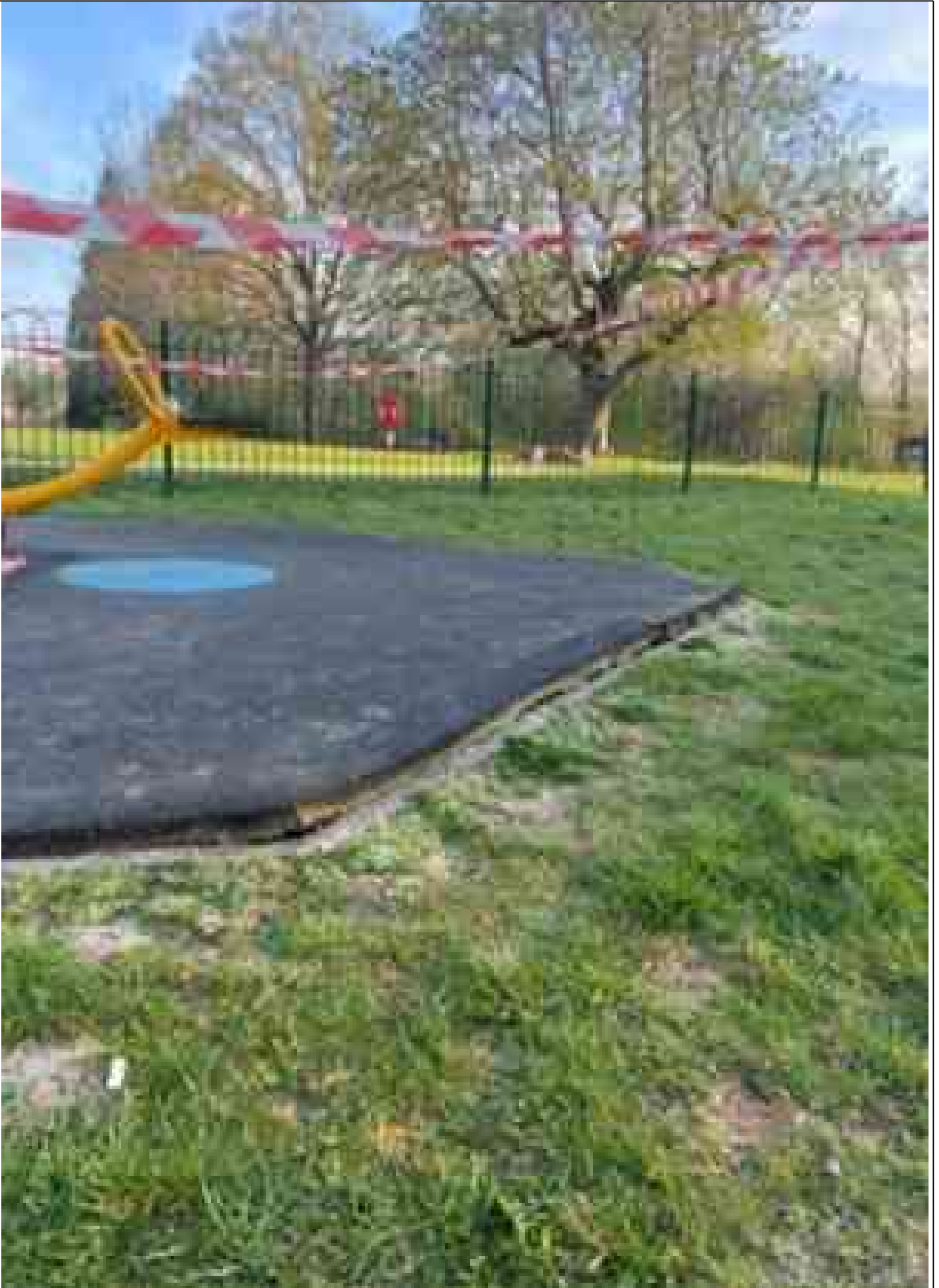
2024-25 budget - up to 31.03.25

BASED ON THE I&E ACCOUNTS

Budgeted EMR

| | 31/03/2024 | Accrual | Year-end | Planned | 31/03/2025 | 2025-26 |
|--|----------------|--------------|------------------|----------|------------------|------------------|
| ETC - Reserves Forecast | Opening | Release | I&E diff lessC29 | Mvmnts | Closing | Budget |
| <i>Budget 2025-26</i> | | | | | | -904,253 |
| <i>forecasted other income</i> | | | | | | 123,951 |
| <i>Precept income</i> | | | | | | 804,054 |
| <i>Budgt surplus/deficit</i> | | | | | | <u>23,753</u> |
| Earmarked Reserves | | | | | | movement +/- |
| <i>Movement from 2024-25 for project/EMR</i> | | | | | | |
| Neighbourhood Plan | 15,000 | | | | 15,000 | 15,000 |
| Election | 19,636 | | | | 19,636 | 19,636 |
| Depreciation Equipment & tools & vehicles | 12,272 | -3,572 | | 5,000 | 13,700 | 13,700 |
| 10/30 Year Building Plan | 106,497 | -10,524 | | 6,550 | 102,523 | 102,523 |
| 10/30 Open Spaces Plan | 280,200 | -890 | | 13,797 | 293,107 | 293,107 |
| Cemetery | 3,296 | | | 1,000 | 4,296 | 4,296 |
| Community Warden | 3,771 | | | | 3,771 | 3,771 |
| Staff reserves - costs & training | 17,600 | | | 19,722 | 37,322 | 37,322 |
| Grants (and deposits) | 3,144 | -2,644 | | 21,205 | 21,705 | 21,705 |
| Projects carried over & community commitment | 16,378 | | | 5,000 | 21,378 | 21,378 |
| Strategic Plan projects (new code for 2025) | | | | | | 10,000 |
| <i>Precept surplus: buildings maintenance & GR</i> | | | | | | 13,753 |
| | 477,794 | -17,630 | 0 | 72,274 | 532,438 | 556,191 |
| General Reserve | 320,058 | 7,519 | 73,799 | -72,274 | 329,102 | 329,102 |
| | 797,852 | -10,111 | 73,799 | 0 | 861,540 | 885,292 |
| CIL allocated | 126,922 | -106,359 | | 138,244 | 171,205 | 171,205 |
| CIL unallocated | 29,172 | 121,470 | | -138,244 | 12,398 | 12,398 |
| Reserve Totals - | 953,946 | 5,000 | 73,799 | 0 | 1,045,143 | 1,068,895 |

23,753



Copy of SDC registered assets Edenbridge

https://www.sevenoaks.gov.uk/downloads/download/202/land_and_property_assets

*Comments in brown (green where there is a query)

| | | | | | | | | | |
|-----|-----------------------------|--------------|------------------------------------|--|------------|------------|--------------|--------------|--------------|
| 120 | Feb-15 | 010013770202 | Riverside Park (Town Field) | | Edenbridge | TN8 5AY | 544601145963 | Freehold | SDC occupied |
| | SDC | | Land only | | | | | | |
| 66 | Feb-15 | 1E+11 | Supermarket | 18 Cedar Drive | Edenbridge | TN8 5LJ | 543917146732 | Freehold | Leasehold |
| | SDC | | Building only | | | | | | |
| 43 | Feb-15 | 1E+11 | Edenbridge Lesiure Centre | Station Road | Edenbridge | TN8 5LU | 544183146608 | Freehold | Leasehold |
| | SDC | | Building only | | | | | | |
| 122 | Feb-15 | 010013774151 | Stangrove Park | Mont St Aignan Way | Edenbridge | TN8 5LU | 544107146546 | Freehold | Leasehold |
| | SDC | | Land only | There were some sections transferred in 2019/ unless these are different - tbc | | | | | |
| 5 | Feb-15 | 1E+11 | Romani Way Gypsy & Traveller Site | 1 | Hever Road | Edenbridge | TN8 5NQ | 545151145553 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 6 | Feb-15 | 010013771576 | Romani Way Gypsy & Traveller Site | 2 | Hever Road | Edenbridge | TN8 5NQ | 545149145550 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 7 | Feb-15 | 1E+11 | Romani Way Gypsy & Traveller Site | 3 | Hever Road | Edenbridge | TN8 5NQ | 545131145534 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 8 | Feb-15 | 1E+11 | Romani Way Gypsy & Traveller Site | 4 | Hever Road | Edenbridge | TN8 5NQ | 545128145533 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 9 | Feb-15 | 1E+11 | Romani Way Gypsy & Traveller Site | 5 | Hever Road | Edenbridge | TN8 5NQ | 545107145523 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 10 | Feb-15 | 010013771577 | Romani Way Gypsy & Traveller Site | 6 | Hever Road | Edenbridge | TN8 5NQ | 545086145502 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 11 | Feb-15 | 010013771578 | Romani Way Gypsy & Traveller Site | 7 | Hever Road | Edenbridge | TN8 5NQ | 545083145500 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |
| 12 | Feb-15 | 010013771579 | Romani Way Gypsy & Traveller Site | 8 | Hever Road | Edenbridge | TN8 5NQ | 545069145496 | Freehold |
| | Mobile Home Pitch Agreement | SDC | Building only | | | | | | |

| | | | | | | | | |
|-----|--|------------------------------------|--|------------|---------------|---------------|---------------|----------|
| 13 | Feb-15 1E+11 | Romani Way Gypsy & Traveller Site | 9 | Hever Road | Edenbridge | TN8 5NQ | 545043 145494 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building only | | | | | | |
| 14 | Feb-15 1E+10 | Romani Way Gypsy & Traveller Site | 10 | Hever Road | Edenbridge | TN8 5NQ | 545041 145495 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building only | | | | | | |
| 15 | Feb-15 1E+10 | Romani Way Gypsy & Traveller Site | 11 | Hever Road | Edenbridge | TN8 5NQ | 545030 145522 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building only | | | | | | |
| 16 | Feb-15 5E+10 | Romani Way Gypsy & Traveller Site | 12 | Hever Road | Edenbridge | TN8 5NQ | 545032 145525 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building only | | | | | | |
| 17 | Feb-15 1E+10 | Romani Way Gypsy & Traveller Site | 13 | Hever Road | Edenbridge | TN8 5NQ | 545049 145530 | Freehold |
| | Licence SDC | Building Only | | | | | | |
| 18 | Feb-15 1E+10 | Romani Way Gypsy & Traveller Site | 14 | Hever Road | Edenbridge | TN8 5NQ | 545088 145539 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building Only | | | | | | |
| 19 | Feb-15 1.01E+10 | Romani Way Gypsy & Traveller Site | 15 | Hever Road | Edenbridge | TN8 5NQ | 545091 145541 | |
| | Freehold Mobile Home Pitch Agreement SDC | Building Only | | | | | | |
| 20 | Feb-15 1E+11 | Romani Way Gypsy & Traveller Site | 16 | Hever Road | Edenbridge | TN8 5NQ | 545110 145550 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building Only | | | | | | |
| 21 | Feb-15 1E+11 | Romani Way Gypsy & Traveller Site | 17 | Hever Road | Edenbridge | TN8 5NQ | 545113 145552 | Freehold |
| | Mobile Home Pitch Agreement SDC | Building Only | | | | | | |
| 115 | Feb-15 050002016306 | The Pen Kickabout Area | Field Drive | Edenbridge | TN8 6DG | 544721 147260 | Freehold | SDC |
| | occupied SDC | Land only | | | | | | |
| 67 | Feb-15 1E+11 | Supermarket Farmstead Drive | Edenbridge | TN8 6DX | 544488 147142 | Freehold | Leasehold | |
| | SDC | Building only | | | | | | |
| 68 | Feb-15 1E+10 | Communtiy Centre | Farmstead Drive | Edenbridge | TN8 6DX | 544510 147128 | Freehold | Licence |
| | SDC | Building only | | | | | | |
| 117 | Feb-15 010013774415 | Spitalls Cross Play Area | Framstead Drive | Edenbridge | TN8 6DX | 544531 147136 | Freehold | |
| | SDC occupied SDC | Land only | Already manage playground – ETC equipment | | | | | |

Leases

Stangrove Park K526179 Lease from 31/12/1980 999-years

Spitals Playground – no formal agreement as found out when underwent the relocation but have agreement for the relocation which SDC carried out and awaiting ETC to formal accept the new playground subject to snagging list.

Not on the above list is the Scout Hut, High Street – had thought land owned by SDC.