

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

A Finance and Governance Committee Meeting will be held at 7:30 pm on 17 November 2025 in Rickards Hall.

Members of the public are welcome to observe this meeting

Lorraine Ganney RFO
12 November 2025

Agenda

In view of the confidential nature of Agenda Items 8.1, 8.2, 8.3, 8.4, 9, 9.1, 9.2, 9.2.1, 9.2.2, 9.3, 9.3.1, 9.3.2, 9.3.3, 9.3.4, 9.4, 9.5, 10 to be discussed, the Chairman will move that the press and public be excluded from the Chamber. Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 s100 and 102.

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Meeting Papers & Report

1 **Apologies for absence**

2 **Declaration of Interests or Predetermination**


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

3 **Public Questions and Statement**

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.

4 **To receive, approve and sign the minutes of the Finance and Governance Meeting held on 14 July 2025 (pages 2023-101/1-3).**

 Finance and Governance | 14 July 2025 v.1 - Minutes (Pages 2023-101/1-3)

5 **Matters arising from the minutes for reports and not covered elsewhere (for Information Only)**

5.1 **Waste sewage removal at Blossoms Park**

Business Stream has still not completed the change over, with regards to the Waste Water.

5.2 **Solar Panels**

The RFO is still awaiting approval of the registering of the Pavilion with the Royal Mail postcodes, which will hopefully allow us to register and claim for the the Solar Panels there.

5.3 **Waste Bin Supplier**

The waste bin contract was awarded to Omni by Council in September, they started collections at the end of September , taking over from Sevenoaks District Council.

5.4 **Period end presented to Full Council in October**

To note the Consolidated Balance Sheet and Income and Expenditure reports for the second quarter to the 30 September 2025, where presented to full Council on 27 October due to the finance meeting on the 20 October being cancelled due to staff sickness.

Council had no questions, and noted period end balance.

5.5 **Scrutiny Working Group**

The Working Group has met and a verbal update will be provided at the meeting - further work is needed, with a particular focus on long-term planning and future implementation, but they appear satisfied with their initial overview of the income and expenditure.

Staff and councillors absence prevented the group from further meetings, but the group were provided with detailed reports by the RFO for their review.

Do members have any questions?

6

AGAR: To receive the external auditors completion of the audit for the year ended 31 March 2025

The following was reported to full Council (October): To note: Following submission the completed Annual Governance and Accountability Return (AGAR) to the external auditor, Mazars, (and as published in The Notice of appointment of date for the exercise of public rights was published announcement date 6 June to 18 July), I am delighted to confirm the external auditor has confirmed a clean audit with no issues. The Notice of conclusion of the audit Annual Return for the year ended 31st March 2025 was published 29 September.

However, there was some discussion during the audit regarding wet signatures left unredacted. After much investigation on their behalf, they confirmed "After discussing the issue with other external auditors and the National Audit Office (NAO) too, we have updated our view regarding the requirement for the AGAR to be added to the website with signatures not redacted. Following these discussions, we have determined that we will only raise reporting issues where the authority have placed an AGAR on their website with signatures redacted and have not provided an unredacted version to external audit. Where the authority has provided a copy of the AGAR with the signatures unredacted to external audit, we will accept this and will not be raising any reporting issues on the AGAR for this matter.

We can confirm that there will not be an expectation for the Council to change their approach to this going forward (unless subsequent legislation mandates a change) so authorities can continue to place a redacted version online and provide the external auditor with an unredacted version".

The completion letter also made comments for some minor scope for improvement in 2025/2026 regarding the 30-days publication period, fixed assets detailed list to be provided with the audit papers to Mazars, and using use the standard proforma provided in their guidance or in the Practitioner's Guide when preparing the bank reconciliation for end-of-year AGAR reporting. This will be presented to the internal auditor.

Do members have any comments?

https://www.edenbridgetowncouncil.gov.uk/document_category/agar-2024-25/

Annex 1: Edenbridge Town Council - Completion Letter (ID 2383951).pdf

6.1

To note: AGAR changes 2026-27 to include Assertion 10 requirements (GDPR and Data Protection)

Council September meeting has already received information on this and confirmed the expenditure to aid a review of its data protection compliance and policies with 12 month access to a the Local Council Data Protection Compliance Toolkit.

New AGAR Assertion 10 requirements mean parish and town councils will need to demonstrate compliance with the Data Protection Act and the UK GDPR with the Annual Governance and Accountability Return.


Do members have any questions?

Financial statements and analysis of receipts and payments (Financial report pack) up to the 31 October 2025

To approve the financial income and expenditure statements to date.

7.1 To ratify the expenditure up to 31 October 2025

Do members ratify the expenditure report ?


 Annex 2: Accepted expenditure transactions 31 10 25.pdf

7.2 To approve the list of expenditure for payment

Nothing to report.


7.3 To review expenditure over £500

Do members accept the expenditure over £500 report?

 Annex 3: Accepted expenditure transactions o500 31 10 25.pdf

7.4 To receive the income report


Do members accept the income report?

 Annex 4: Accepted income transactions 31 10 25 A.pdf

7.5 To review the Financial I&E Budget Comparisons report

Do members have any questions about the Budget Comparison report?

Do members receive the Budget Comparison report?

 Annex 5: Financial Comparison 14 31 10 25 without next year.pdf

7.6 To confirm the I&E Accounts summary

Do members have any questions about the I&E accounts?

Do members confirm the I&E accounts?

 Annex 6: i and e account period 31 10 25.pdf

7.7 To receive and confirm the Consolidated Balance Sheet

Do members have any questions about the Consolidated Balance Sheet?


Do members receive and confirm the Consolidated Balance Sheet?

 Annex 7: Consolidated Balance Sheet Period 31 10 25.pdf

7.8 To receive the Financial Summary Cashbook

Do members have any questions about the Financial Summary Cashbook?

Do members receive and confirm the Financial Summary Cashbook?

 Annex 8: Financial Summary 31 10 25.pdf

7.9 To confirm the Bank Reconciliation statements and Procurement Card for July, August and September

The bank statements have been checked by Cllr Gemmell Smith and the procurement cards have been checked by Cllr Layland. They are available to view at anytime.

Do members have any questions about the bank reconciliations and procurement card reconciliations?

Do members confirm and accept the bank reconciliations and procurement card reconciliations?

📎 Annex 9: Account EOPeriod rec 31 10 25.pdf

📎 Annex 10: Barclaycard 31 10 25.pdf

7.10 **To approve and accept the transfer out of and between bank accounts**
Do members approve and accept the transfers out of and between bank accounts?

7.11 **To note and advise on invoices over 3 months**
Nothing to report.

8 **Other Financial Business**

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Confidential item omitted from public papers.

8.2 **[CONFIDENTIAL] To confirm Service Level Agreements (SLA) for 2026**
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8.3 **[CONFIDENTIAL] To Confirm Lease rents for 2026**
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8.4 **[CONFIDENTIAL] Project to review future structure of the Fees and Charges**
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9 **[CONFIDENTIAL] Draft budgets 2026-27**
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- 9.2.1 **[CONFIDENTIAL] Personnel Committee**
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- 9.2.2 **[CONFIDENTIAL] Open Spaces budget cost centres (300s/3000s)**
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- 9.5 **[CONFIDENTIAL] To consider the full draft budget for 2026-27 and make recommendations to full Council**
Confidential item omitted from public papers.

10 **[CONFIDENTIAL] To consider the Precept for 2026-27 and make recommendations to full Council**

Confidential item omitted from public papers.

11 **Date of next meeting - 16 February 2026**