

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 Committee Meeting will be held at 7:30 pm on 16 March 2026 in Rickards Hall.
Members of the public are welcome to observe this meeting

Lorraine Ganney RFO
11 March 2026

Agenda

1	Apologies for Absence	2
2	Declaration of Interests or Predetermination	2
3	To receive, approve and sign the minutes of the Finance and Governance Meeting held on 16 February 2026 (pages 2023-125/1-5).	2
4	Public Questions and Statements	2
5	Matters Arising from The Minutes for Report and Not Covered Elsewhere (for Information Only)	2
6	Financial Statement and Analysis of Receipts and Payments (financial Report Pack)	2
6.1	To ratify the expenditure report	2
6.2	To approve the list of expenditure for payment	2
6.3	To review Expenditure over £500	2
6.4	To receive the income	2
6.5	To review the Financial I&E Budget Comparisons report	2
6.6	To confirm the I&E Accounts summary	3
6.7	To review the Consolidated Balance Sheet	3
6.8	To receive the Financial Summary Cashbook	3
6.9	To confirm the Bank Reconciliation statements and Procurement Card for February	3
6.10	To approve and accept the transfers into, out of and between bank accounts	3
6.11	To note and advise on invoices outstanding over 3 months	3
7	Other Financial Business	3
7.1	To note: Governance Annual Risk Assessment Review	3
7.2	To note: the Internal Auditor interim review was received by Council. Following year-end, the IA will carry out full review of accounts and Annual Governance and Accountability Return (AGAR), presented to May Council	4
7.3	To receive the predicted Year End (31 March 2026)	4
7.4	To Confirm recommendation for budgeted projects and expenditure which did not take place this current year to carryover into 2026/27 Earmarked Reserves	7
7.5	To confirm the Reserves position for year end and 1 April 2026	7
7.6	To approve the revaluation of the Council owned Buildings and expenditure of £1,875	7
8	Date of next meeting - 27 July 2026	8


Meeting Papers & Report

1 **Apologies for Absence**

2 **Declaration of Interests or Predetermination**

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

3 **To receive, approve and sign the minutes of the Finance and Governance Meeting held on 16 February 2026 (pages 2023-125/1-5).**

 Finance and Governance | 16 February 2026 v.1 - Minutes (Pages 2023-125/1-5)

4 **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.


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

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

To approve the Financial Income and Expenditure Statements as of 28 February 2026

6.1 **To ratify the expenditure report**

Do Members ratify the expenditure report?


 Annex 1: 6.1 Accepted expenditure transactions.pdf

6.2 **To approve the list of expenditure for payment**

Nothing to report


6.3 **To review Expenditure over £500**

Do members accept the expenditure over £500 report?

 Annex 2: 6.3 Accepted expenditure transactions o500 28 02 26.pdf

6.4 **To receive the income**


Do Members accept the income report?

 Annex 3: 6.4 Accepted income transactions.pdf

6.5 **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 4: 6.5 Financial Comparison 28 02 26.pdf

6.6 **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 5: 6.6 i and e account period 28 02 26.pdf

6.7 **To review the Consolidated Balance Sheet**

Do Members have any questions about the Consolidated Balance Sheet?

Do Members receive and confirm the Consolidated Balance Sheet?

 Annex 6: 6.7 Balance Sheet Period 28 0 2 26 b.pdf

6.8 **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 7: 6.8 Financial Cashbook 28 02.pdf

6.9 **To confirm the Bank Reconciliation statements and Procurement Card for February**

The bank statement and procurement card reconciliation for February have been checked by Cllr McArthur.

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

 Annex 8: 6.9 Account EOPeriod rec 28 02 26.pdf

 Annex 9: 6.9 Barclaycard Expenditure.pdf

6.10 **To approve and accept the transfers into, out of and between bank accounts**

Do members approve and accept the transfers out of and between bank accounts?

 Annex 10: 6.10 Account Transfers.pdf

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

Historical Society £39.20: Due to extenuating personal circumstance there has been a delay in payment. They have confirmed payment will be made by the end of the month.

7 **Other Financial Business**

7.1 **To note: Governance Annual Risk Assessment Review**

Each year, two members from the Finance and Governance Committee are asked to review the Council's Governance Risk Assessment. Full Council received and noted, there were no issues:

- Council Governance
- Financial
- Open Spaces
- Buildings
- Personnel

Copies are published on the Council's website, link below.

 https://www.edenbridgetowncouncil.gov.uk/document_category/governance-risk-assessments/

To note: the Internal Auditor interim review was received by Council. Following year-end, the IA will carry out full review of accounts and Annual Governance and Accountability Return (AGAR), presented to May Council

As reported to full Council at its March meeting: Following Council's resolution in January to appoint Mike Platten as the Council's new Internal Auditor, the Town Clerk and RFO/Deputy Clerk met with him last month. He carried out a comprehensive review of the finances and procedures. Overall it was a good audit with no issues. Recommendations included:

- Council should establish a panel of at least 4 signatories on each bank account (currently only 2) - The annual meeting of the Town Council does confirm signatories (approved 4 for main accounts with 3 for the CCLA). New signatories paperwork requires completion.
- Buildings valuations should be checked annually (currently 3-yearly valuations inline with insurance 3-yearly term agreement).
- For 25-26, an additional assertion has been added to the Annual Governance Statement, this covers digital and data compliance. The Council is largely compliant with the requirements of the Practitioners' Guide in this area. For clarity, it is recommended that the Council considers compliance with paragraphs 1.47 to 1.54 on page 14 of the Practitioners' Guide at a meeting before the end of the financial year. See agenda item 11.4.
- Petty cash count should be countersigned by the Clerk at least annually, although I understand the Council is considering closing the petty cash account. This has since been bank and there is no longer any petty cash.
- 6-years of AGARs to be published on the website. This is now complete.

Council had no questions.

Council also noted changes to this year's Annual Governance and Accountability Return (AGAR) now including Assertion 10 which requires the Council to confirm that it has "complied with the requirements of data protection legislation."

- During the current year, the Council has undertaken a comprehensive review of its information governance framework. As a result, the Council has:
- Adopted updated Privacy Notices, ensuring transparency and clarity of lawful bases for processing;
- Reviewed and refreshed its Retention and Disposal Policy, including a detailed Retention Schedule;
- Adopted a Data Protection Policy providing overarching governance and accountability;
- Implemented a Subject Access Request (SAR) Procedure to ensure individual rights are upheld within statutory timescales;
- Updated its Freedom of Information and Publication Scheme arrangements;
- Reviewed arrangements for meeting recordings and their disposal in accordance with Standing Orders;
- Confirmed appropriate technical and organisational security measures are in place, including secure systems and controlled access;
- Begun reviewing and updating written agreements with service providers where data processing occurs on the Council's behalf.

Members confirmed that they are satisfied that appropriate policies, procedures, and operational controls are in place and that the Council can give a positive response to Assertion 10 for the purposes of the Annual Governance and Accountability Return.

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2026/02/2026-february-interim-audit-report.pdf>

To receive the predicted Year End (31 March 2026) Report to Committee – Financial Year End 2025-26 Forecast

2025-26 Budget

Income: £928,005.12
Expenditure: £904,252.62
Surplus: £23,752.50

Planned movement to EMR:

- £10,000 Strategic Projects
- £13,752 Buildings

2025-26 Forecast Year-End Position

Income: £925,922.69
Expenditure: £860,645.68
Surplus: £65,277.01

Less planned movements: £41,524.51

The forecast budget comparison report includes all expected income and expenditure to **31 March**, together with planned budget movements where budgets are not fully spent. These include:

- **1040 Replacement Equipment & Tools** – £4,000
- **2005 Staff Costs & Training** – £1,650 first aid training (resolution September 2025)
- **3145 Open Spaces 30-Year Plan** – £5,000 playground contingencies

Total: £10,650 included in the expenditure budget comparisons to be moved to EMR.

Proposed Movements to EMR

Of the **£41,524.51 surplus**, members are asked to confirm the following movements to EMR in support of planned maintenance and forward planning within the **1-, 10- and 30-year plans**.

Codes 2060 & 2061 – Buildings

Total movement to EMR: **£9,900**

- Rickards Hall flooring – £2,500
- Rickards Hall exterior window repairs – £3,200
- Doggetts treatment of external wood cladding – £3,000
- Church House windows & doors – £1,200

Code 2062 – Buildings (30-year plan)

Total movement to EMR: **£6,000**

- Church House interior and lime render renovations – £6,000

Codes 3140 & 3141 – Open Spaces

Total movement to EMR: **£6,498**

- Recreation Ground furniture – £820
- Kent Brook repairs – £2,600
- Doggetts courtyard repointing – £1,026
- Churchyard path/road repairs – £2,052

In addition:

- **3040 Replacement Grounds Tools** – budget £7,000, underspend £1,500 to be moved to EMR.

The **total additional movements to EMR** for ongoing projects and future building works would therefore be **£23,898**.

This would leave **£17,626.51 to be released to General Reserves**.

Council Reserves Forecast (excluding CIL)

Following these movements, **the forecast position for Council reserves** would be:

General Reserves

Opening: £329,102

Closing: £355,136

Earmarked Reserves

Opening: £532,438

Closing: £524,470

Total Council Reserves

Opening: £861,540

Closing: £879,606

Other Budget Information

Salaries Budgets

Personnel Committee received an updated revised forecast position reflecting adjustments since the November forecast, including:

- Medical insurance renewal (£7,123.32 above budget; reported to Committee March 2025) now incorporated into the updated forecast
- Community Warden employer pension contributions recalculated using Assumed Pensionable Pay (APP), resulting in an additional £1,334.43
- Communications Officer additional website hours – £600 (approved June 2025)
- Employer National Insurance contributions revised from the budget estimate of £40,000 to £43,773

To achieve the previously supported increase in the Staffing Earmarked Reserve (EMR) from £37,322 to £45,000, a transfer of £7,678 was required.

Based on the revised forecast, £1,292.31 would need to be drawn from the Council's overall year-end surplus, which has been supported by both Committee and Full Council.

In addition, payment of unused annual leave for this year has been approved and the calculations have been included within the year-end budget comparison report.

Other Budget Codes

- **1010 Council Contingencies** – budget £10,000; estimated spend £1,825 (underspend £8,175)
- **1150 Legal & Professional Fees** – budget £7,500; estimated year-end £7,000 following solicitor costs for leases and Local Plan consultancy
- **1116 Election Budget** – budget £5,000; not used and previously agreed to be released to General Reserves

- **3145 Open Spaces 30-Year Plan** – budget £30,000; estimated £22,483 with £5,000 contingencies to EMR, releasing £7,517 to General Reserves

Income yet to receive

- **326 Pitchpower FA Grant** - budget £7,680 this is yet to be received, the return was submitted February. The budget comparison has assumed it will be received by 31 March
- **305 Cemeteries** – budget £17,000, down estimate £1,500
- **240 Rickards Hall** – budget £15,000, down estimate £3,200

📎 Annex 11: 260311 Draft Budget 2026-27.pdf

7.4 **To confirm recommendation for budgeted projects and expenditure which did not take place this current year to carryover into 2026/27 Earmarked Reserves**

Referring to the report under item 7, **members are asked to confirm the following movement to Earmarked Reserves:**

1. **£10,650 planned movements which have been allowed for in the expenditure" budget comparisons report" to be moved to EMR.**
2. **£23,898 from the surplus to EMR for ongoing projects and building works.**

7.5 **To confirm the Reserves position for year end and 1 April 2026**

Referring to the report in item 7, and the attached reserves summary report, **Members are asked to confirm:**

1. Forecast year-end position for Council funds excluding CIL:

General Reserves

Opening: £329,102

Closing: £355,136

Earmarked Reserves

Opening: £532,438

Closing: £524,470

Total Council Reserves

Opening: £861,540

Closing: £879,606

2. CIL funds forecast year-end position:

Allocated CIL

Opening: £158,807

Closing: £403,344

Unallocated CIL

Opening: £12,398

Closing: £538

📎 Annex 12: Reserves movements - annual summary ongoing.pdf

7.6 **To approve the revaluation of the Council owned Buildings and expenditure of £1,875**

As highlighted by the IA, buildings valuations should be considered annually. "The Clerk confirmed that building insurance values were checked prior to the start of the last 3-year contract. These should be checked in the next 12 months to ensure that insurance valuations are still accurate".

Quotation to undertake the Reinstatement Cost Assessments (RCAs) this year:

Property	Postcode
Church House and Rickards Hall (Listed)	TN8 5AR
Doggetts Barn	TN8 5AR
Public Toilets	TN8 5BB
Depot (with solar panels)	TN8 5BD
Sports Pavilion (with solar panels)	TN8 5HZ

- 1 On-site RCA report for all 5 properties with split values (including 1 listed building): £1,875 + VAT
- Alternative Desktop Option:
 - Desktop RCA (for 4 non-listed properties): £180 + VAT each (£720 + VAT total)
 - On-site RCA (for the listed property): £1,245 + VAT

Cardinus has carried out previous valuations and therefore could be considered for desktop valuations. They are also recommended by the Council's insurer.

Do members confirm the revaluations of its properties and the expenditure of either £1,875 for all 5 properties (including one listed property) with split values.

8

Date of next meeting - 27 July 2026