

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

Notice is hereby given of a Council Meeting of Edenbridge Town Council to be held in Rickards Hall on 11 May 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
6 May 2026

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

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## Agenda

|          |                                                                                                                                  |          |
|----------|----------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>1</b> | <b>Election of Chairman for the ensuing year</b>                                                                                 | <b>5</b> |
| 1.1      | To receive the Chairman's declaration of office                                                                                  | 5        |
| <b>2</b> | <b>Election of the Vice-Chairman</b>                                                                                             | <b>5</b> |
| 2.1      | To receive the Vice-Chairman's declaration of office                                                                             | 5        |
| <b>3</b> | <b>To Receive Apologies for Absence</b>                                                                                          | <b>5</b> |
| <b>4</b> | <b>Declaration of Interests or Predetermination</b>                                                                              | <b>5</b> |
| <b>5</b> | <b>To receive, adopt and sign the minutes of the Council meeting held on 9 March 2026 (pages 2023-130/1-).</b>                   | <b>5</b> |
| <b>6</b> | <b>To adopt the following reports/minutes of committee meetings</b>                                                              | <b>5</b> |
| 6.1      | To receive and adopt the minutes of the Finance and Governance Meeting held on                                                   | 5        |
| 6.2      | To receive and adopt the minutes of the Planning and Transport meetings held on 02 March 128/1-3, 23 March and 20 April 135/1-4. | 5        |
| 6.3      | To receive and adopt the minutes of the Open Spaces Meeting held on 13 April 2026 (pages 2023-134/1-14).                         | 5        |
| 6.4      | To receive and adopt the minutes of the Buildings & Leases Committee Meeting held on 27 April 2026 (pages 2023-136/1-8).         | 5        |
| <b>7</b> | <b>To receive recommendations from Committees</b>                                                                                | <b>6</b> |
| 7.1      | Finance and Governance Committee                                                                                                 | 6        |
| 7.1.1    | To approve revaluations of Council owned buildings, and expenditure of £1,875                                                    | 6        |
| 7.1.2    | To confirm the recommendations to move budget funds into earmarked reserves 2026-27                                              | 6        |
| <b>8</b> | <b>To confirm and adopt the following constitution documents:</b>                                                                | <b>6</b> |
| 8.1      | Standing Orders                                                                                                                  | 6        |
| 8.2      | Financial Regulations                                                                                                            | 7        |
| 8.3      | Terms of Reference                                                                                                               | 7        |
| 8.4      | Code of Conduct Policy                                                                                                           | 7        |

|           |                                                                                                                                                                                                       |          |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>9</b>  | <b>To review the delegated arrangements to committees, sub-committees, staff (as detailed in the Terms of Reference) and appointment of any new committees</b>                                        | <b>7</b> |
| 9.1       | Finance and Governance Committee (10)                                                                                                                                                                 | 7        |
| 9.2       | Planning and Transportation Committee (12)                                                                                                                                                            | 7        |
| 9.3       | Open Spaces Committee (10)                                                                                                                                                                            | 7        |
| 9.4       | Buildings and Leases Committee (10)                                                                                                                                                                   | 8        |
| 9.5       | Community Infrastructure Levy (CIL) Board (15)                                                                                                                                                        | 8        |
| 9.6       | Emergency Planning Committee (8)                                                                                                                                                                      | 8        |
| 9.7       | Personnel Committee (7)                                                                                                                                                                               | 8        |
| 9.8       | Charities and Grants (15)                                                                                                                                                                             | 8        |
| 9.9       | Forward Planning Steering Group (15)                                                                                                                                                                  | 8        |
| 9.10      | Delegated powers to the Town Clerk and Officers                                                                                                                                                       | 8        |
| 9.11      | Delegation for procurement procedures                                                                                                                                                                 | 8        |
| 9.12      | Working Groups                                                                                                                                                                                        | 8        |
| 9.13      | To consider any additional committees/sub-committees                                                                                                                                                  | 8        |
| <b>10</b> | <b>To appoint/confirm members for each committee</b>                                                                                                                                                  | <b>8</b> |
| 10.1      | Finance and Governance Committee (10)                                                                                                                                                                 | 9        |
| 10.2      | Planning and Transportation Committee (12)                                                                                                                                                            | 9        |
| 10.3      | Open Spaces Committee (10)                                                                                                                                                                            | 9        |
| 10.4      | Buildings and Leases Committee (10)                                                                                                                                                                   | 9        |
| 10.5      | Emergency Planning Committee (8)                                                                                                                                                                      | 9        |
| 10.6      | Personnel Committee (7)                                                                                                                                                                               | 9        |
| 10.7      | If there are any new committees to appoint members (item 8.13)                                                                                                                                        | 9        |
| <b>11</b> | <b>To appoint/confirm the members of the working groups</b>                                                                                                                                           | <b>9</b> |
| <b>12</b> | <b>To review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses</b>                                                                    | <b>9</b> |
| 12.1      | Arrangements carried out by Edenbridge Town Council on behalf of:                                                                                                                                     | 10       |
| 12.1.1    | Citizens Advice Bureau: Payroll (£438 to cover software costs)                                                                                                                                        | 10       |
| 12.1.2    | Great Stone Bridge Trust: Grass cutting and Water Meadow management services (various works includes cutting, vegetation clearance etc)                                                               | 10       |
| 12.1.3    | Sevenoaks District Council: Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate (£2,044)                                                              | 10       |
| 12.1.4    | War Graves Commission: Maintenance of War Graves (£300)                                                                                                                                               | 10       |
| 12.2      | Professional services engaged                                                                                                                                                                         | 10       |
| 12.2.1    | Business Stream - water (£1,000*)                                                                                                                                                                     | 10       |
| 12.2.2    | Canon UK (photocopier £424, plus copying costs est. £320)                                                                                                                                             | 10       |
| 12.2.3    | Canva (£129.90)                                                                                                                                                                                       | 10       |
| 12.2.4    | Council Meeting Papers (£1,000 est. plus Cloud storage fees)                                                                                                                                          | 10       |
| 12.2.5    | EDGE IT software packages: Finance (£1,330), Assets register (£320), Epitaph (£54.60), Rickards Hall hire (£296), additional costs (£19.40). To also amend the new Agreement from 5-years to 3-years. | 11       |
| 12.2.6    | Fusion4/Besure/Continental (facilities security management, key holding and fire alarms - £3,594; with approx. £1,176 recharged to EVM; plus call out costs)                                          | 11       |
| 12.2.7    | Mazars (external auditor) (£1,680*)                                                                                                                                                                   | 11       |
| 12.2.8    | Mike Platten (internal auditor) (£975* plus travel)                                                                                                                                                   | 11       |
| 12.2.9    | NPower – Street Lighting Energy (£18,046*)                                                                                                                                                            | 11       |
| 12.2.10   | PS Technology - AdyenNV (IT support and Licences) (£13,037* variable)                                                                                                                                 | 11       |

|           |                                                                                                                                                                                                                                                                                          |           |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 12.2.11   | SAGE payroll (£876) & P11 (£384*) software services (Payroll costs are shared, and recharged to CAB)                                                                                                                                                                                     | 12        |
| 12.2.12   | Streetlights (Maintenance contract) £7,684*                                                                                                                                                                                                                                              | 12        |
| 12.2.13   | Summer Fun Days – Play Place (£2,538*)                                                                                                                                                                                                                                                   | 12        |
| 12.2.14   | Total Gas (utilities energy all buildings - current contract up to 2027 - £9,289.55*)                                                                                                                                                                                                    | 12        |
| 12.2.15   | Vatix – Lone Working Alarms (£684*)                                                                                                                                                                                                                                                      | 12        |
| 12.2.16   | Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)                                                                                                                                                                             | 12        |
| 12.3      | AI applications                                                                                                                                                                                                                                                                          | 12        |
| 12.3.1    | ChatGPT Business licence 3-users (\$720 per year)                                                                                                                                                                                                                                        | 12        |
| 12.3.2    | Otter - 3 user licence (\$299.97)                                                                                                                                                                                                                                                        | 13        |
| 12.3.3    | Gpeto AI software - Planning Tool: To confirm continuation following Trial Period                                                                                                                                                                                                        | 13        |
| 12.4      | HR and H&S consultancy services provision and agreement - to confirm the proposed transition from WorkNest to Peninsula                                                                                                                                                                  | 14        |
| 12.4.1    | Health Assured (employee assistance/wellbeing mental health programmes £800)                                                                                                                                                                                                             | 15        |
| <b>13</b> | <b>To review and confirm the Council's and/or staff subscriptions to other bodies</b>                                                                                                                                                                                                    | <b>15</b> |
| 13.1      | Campaign to Protect Rural England £36*                                                                                                                                                                                                                                                   | 15        |
| 13.2      | Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108                                                                                                                                                                                                              | 15        |
| 13.3      | Edenbridge Magazine (6 editions - £956.22*)                                                                                                                                                                                                                                              | 15        |
| 13.4      | Grounds Management Association £176.40*                                                                                                                                                                                                                                                  | 15        |
| 13.5      | Information Commissioner Office £73*                                                                                                                                                                                                                                                     | 15        |
| 13.6      | Institute of Cemetery and Crematorium Management £110*                                                                                                                                                                                                                                   | 15        |
| 13.7      | Kent Association of Local Council (KALC) £2,000 (2026/27 subscription)                                                                                                                                                                                                                   | 15        |
| 13.8      | Kent Farmers Market Association (£60)                                                                                                                                                                                                                                                    | 15        |
| 13.9      | Listed Property Owners' Club £58*                                                                                                                                                                                                                                                        | 15        |
| 13.10     | National Association for British Markets Authorities (NABMA) £434                                                                                                                                                                                                                        | 16        |
| 13.11     | Open Spaces Society £45*                                                                                                                                                                                                                                                                 | 16        |
| 13.12     | Rural Market Town Group Membership £130*                                                                                                                                                                                                                                                 | 16        |
| 13.13     | Sevenoaks District Council – Premises Licence (TN8) £1,070*                                                                                                                                                                                                                              | 16        |
| 13.14     | Society of Local Council Clerks (SLCC) Town Clerk's membership £442 (2026/27)                                                                                                                                                                                                            | 16        |
|           | 13.14.1 Society of Local Council Clerks (SLCC) - to consider the Open Spaces Officer membership £316                                                                                                                                                                                     | 16        |
| <b>14</b> | <b>To confirm the direct debits and standing orders arrangements</b>                                                                                                                                                                                                                     | <b>17</b> |
| <b>15</b> | <b>To confirm the Council's bank signatories</b>                                                                                                                                                                                                                                         | <b>17</b> |
| <b>16</b> | <b>Fixed Assets Register - To review the inventory of land and other fixed assets including buildings</b>                                                                                                                                                                                | <b>17</b> |
| <b>17</b> | <b>Council Insurance - current provider Gallaghers with Hiscox policy</b>                                                                                                                                                                                                                | <b>17</b> |
| 17.1      | Council insurance - to confirm arrangements for insurance cover in respect of all insurable risks with Hiscox (via Gallaghers) and the annual expenditure of £16,217.27 plus annual inflationary increase and asset adjustments                                                          | 17        |
| 17.2      | Vehicle Insurance Renewal - to ratify the change of provider to Countrywide Insurance (via Gallaghers) and expenditure of £2,403.55                                                                                                                                                      | 18        |
| <b>18</b> | <b>To appoint representatives to work with external bodies and arrangements for report back</b>                                                                                                                                                                                          | <b>18</b> |
| <b>19</b> | <b>To review the Council's complaints procedures (reviewed and amended December 2021)</b>                                                                                                                                                                                                | <b>18</b> |
| <b>20</b> | <b>Freedom of Information and Data Protection Legislation - To review the Council's policies, procedures and practices (noting new policies adopted March 2026): the FOI &amp; publication Scheme Policy; Retention and Disposal Policy; Data Protection Policy; Privacy Notices and</b> |           |

|                 |                                                                                                                                      |           |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                 | <b>the Privacy Policy; and Digital IT and Cyber Security Policy</b>                                                                  |           |
| <b>21</b>       | <b>Communications and Engagement policies: Review of the Council's policy for dealing with the press/media</b>                       | <b>19</b> |
| <b>22</b>       | <b>General Power of Competence: to note the Town Council continues to meet the conditions as resolved at its meeting 15 May 2023</b> | <b>19</b> |
| <b>23</b>       | <b>Annual Governance and Accountability Return (AGAR) 31 March 2026</b>                                                              | <b>19</b> |
| 23.1            | To receive the internal auditor's report                                                                                             | 20        |
| 23.2            | To receive the end-of-year financial statements                                                                                      | 20        |
| 23.3            | To approve the annual governance statement for 2025-26 (section 1)                                                                   | 21        |
| 23.4            | To resolve the accounting statement for 2025-26 (section 2)                                                                          | 21        |
| <b>24</b>       | <b>Public Questions and Statements</b>                                                                                               | <b>21</b> |
| <b>25</b>       | <b>To receive County and District Councillors Reports</b>                                                                            | <b>21</b> |
| 25.1            | County Councillor                                                                                                                    | 21        |
| 25.2            | District Councillors                                                                                                                 | 21        |
| <b>26</b>       | <b>To receive reports and recommendations from the Town Clerk and Officers; Working Groups; and Delegated Reports</b>                | <b>21</b> |
| 26.1            | Clerk's Report                                                                                                                       | 21        |
| <b>27</b>       | <b>Draft Local Plan - update</b>                                                                                                     | <b>23</b> |
| <b>28</b>       | <b>Matters arising from the minutes for report and not elsewhere on the agenda</b>                                                   | <b>24</b> |
| 28.1            | Annual Town Meeting - 30 March 2026 - feedback                                                                                       | 24        |
| 28.2            | Update re Solar Farm (Land North West Of Little Browns Railway Bridge Hilders Lane) - Community Benefit Fund                         | 25        |
| <b>29</b>       | <b>OTHER BUSINESS including items referred from Committees for decision</b>                                                          | <b>26</b> |
| 29.1            | Hearing Loop for Rickards Hall and to approve the expenditure of £1,559                                                              | 26        |
| 29.2            | To consider two financial requests from Eden Valley Museum                                                                           | 26        |
| 29.2.1          | Reimbursement of its legal fees towards the new Lease of Church House, £1,100                                                        | 26        |
| 29.2.2          | Eden Valley Museum – Service Level Agreement Request                                                                                 | 27        |
| 29.3            | Casual Vacancy – Edenbridge South and West Ward                                                                                      | 28        |
| 29.4            | Formal Complaint – KTreatz                                                                                                           | 28        |
| <b>30</b>       | <b>Devolution and local government reorganisation</b>                                                                                | <b>28</b> |
| <b>31</b>       | <b>Consultations</b>                                                                                                                 | <b>29</b> |
| 31.1            | Kent Family Hub - Have your say - closes 14 May                                                                                      | 29        |
| <b>32</b>       | <b>Press release</b>                                                                                                                 | <b>29</b> |
| <b>33</b>       | <b>Date of Next meeting - 06 July</b>                                                                                                | <b>29</b> |
| <b>Annex 1</b>  | <b>2025-26 Year End Financial Performance and Reserve Movements.pdf</b>                                                              | <b>30</b> |
| <b>Annex 4</b>  | <b>26 05 Membership of Committees.pdf</b>                                                                                            | <b>35</b> |
| <b>Annex 5</b>  | <b>DD 2026-27.pdf</b>                                                                                                                | <b>37</b> |
| <b>Annex 7</b>  | <b>2605 tbc Representatives to external bodies.pdf</b>                                                                               | <b>40</b> |
| <b>Annex 8</b>  | <b>AGAR 2026 Council May meeting_redacted.pdf</b>                                                                                    | <b>41</b> |
| <b>Annex 9</b>  | <b>000002Balance_Sheet.pdf</b>                                                                                                       | <b>47</b> |
| <b>Annex 10</b> | <b>000007IEReport.pdf</b>                                                                                                            | <b>49</b> |
| <b>Annex 11</b> | <b>310326 Comparison Reports for YY 25-26 - council.pdf</b>                                                                          | <b>50</b> |
| <b>Annex 12</b> | <b>000003Financial_Summary.pdf</b>                                                                                                   | <b>56</b> |
| <b>Annex 13</b> | <b>EOY 31.03.26 summary reserves for Council.pdf</b>                                                                                 | <b>58</b> |
|                 |                                                                                                                                      | <b>18</b> |

# Meeting Papers & Report

## 1 **Election of Chairman for the ensuing year**

### 1.1 **To receive the Chairman's declaration of office**

## 2 **Election of the Vice-Chairman**

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


## 3 **To Receive Apologies for Absence**

## 4 **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.


Members are reminded to the Code of Conduct, and Appendix B - Registering interests and non-participation.

## 5 **To receive, adopt and sign the minutes of the Council meeting held on 9 March 2026 (pages 2023-130/1-).**


 Full Council | 09 March 2026 v.1 - Minutes (Pages 2023-130/1-34)


## 6 **To adopt the following reports/minutes of committee meetings**


### 6.1 **To receive and adopt the minutes of the Finance and Governance Meeting held on**

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

### 6.2 **To receive and adopt the minutes of the Planning and Transport meetings held on 02 March 128/1-3, 23 March and 20 April 135/1-4.**

 Planning and Transport | 02 March 2026 v.1 - Minutes (Pages 2023-128/1-3)


 Planning and Transport | 23 March 2026 v.1 - Minutes (Pages 2023-132/1-8)

 Planning and Transport | 20 April 2026 v.1 - Minutes (Pages 2023-135/1-8)

### 6.3 **To receive and adopt the minutes of the Open Spaces Meeting held on 13 April 2026 (pages 2023-134/1-14).**

 Open Spaces | 13 April 2026 v.1 - Minutes (Pages 2023-134/1-14)

### 6.4 **To receive and adopt the minutes of the Buildings & Leases Committee Meeting held on 27 April 2026 (pages 2023-136/1-8).**

 Buildings & Leases Committee | 27 April 2026 v.1 - Minutes (Pages 2023-136/1-8)

## **To receive recommendations from Committees**

### 7.1 **Finance and Governance Committee**

#### 7.1.1 **To approve revaluations of Council owned buildings, and expenditure of £1,875**

The Internal Auditor's report, as reported to Council March meeting, noted buildings valuations should be considered annually, and revalued as a minimum with the insurance agreement renewals i.e. 3-yearly to ensure that insurance valuations. Finance and Governance committee supported this recommendation.

**Members are ask to approve revaluations of Council owned buildings, and expenditure of £1,875?**

#### 7.1.2 **To confirm the recommendations to move budget funds into earmarked reserves 2026-27**


Noting the report in the finance meeting papers under 7.3, members were satisfied with the recommendations for reserve movements and, Resolved: to move unspent projects budgeted for to EMR, as well as other planned movements. Including,

- £23,753 budgeted surplus (buildings and new strategic projects EMR)
- £10,650 budgeted planned increase for EMR for equipment, staffing and playgrounds
- £23,898 budget projects either in progress or to be completed (open spaces and buildings)

However, the actual year-end movements includes an additional £27,647. These are monies that were included in the budget for movement, or other resolutions, and include: £8,505 for Pavilion 30-year plan, £5,000 for the Pavilion professional services for the new water boilers and mains water projects, Buildings movement to increase reserve £2,963, Land & Assets £2.500, staffing EMR increase £7,668. See the attached report performance and reserve movements report.


Total movements include budgeted, planned and carryover was £85,947.

**Members are asked to confirm the recommended movements of £58,301 plus the other planned movement £27,647, total £85,947.30.**

 Annex 1: 2025-26 Year End Financial Performance and Reserve Movements.pdf

## 8 **To confirm and adopt the following constitution documents:**

Council policies and procedures are published on the website, under policies. Below link is to the main constitution polices.

 [https://www.edenbridgetowncouncil.gov.uk/document\\_category/constitution-documents/](https://www.edenbridgetowncouncil.gov.uk/document_category/constitution-documents/)

### 8.1 **Standing Orders**

Below is a link to the full Standing Orders as reviewed, updated and adopted 09 March 2020, last amended October 2024 (18).


Attached is an amended section 5 - Council meetings v. to xxii.

**Members are asked to:**

- **Confirm the amendments section 5, v.to xxii;**

- **and to reconfirm the Standing Orders.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/standing-orders.pdf>

 Confidential Annex 2 (omitted from public documents):

8.2

### **Financial Regulations**


Below is a link to the full Financial Regulations as reviewed, updated and adopted 28 October 2024, amended section 5 procurement May 2025.

Attached is an amended section 13 - Income.

#### **Members are asked to:**

- **Confirm the amendments section 13 - income;**
- **and to reconfirm the Financial Regulations**

[https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/financial\\_regulations.pdf](https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/financial_regulations.pdf)

 Confidential Annex 3 (omitted from public documents):

8.3

### **Terms of Reference**

**Members are asked to confirm the Terms of Reference as adopted 27 January 2020, last updated 27 October 2025.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/terms-of-reference.pdf>

8.4

### **Code of Conduct Policy**

**Members are asked to confirm the Councillors Code of Conduct Policy. This was renewed 07 July 2025.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/code-of-conduct-policy.pdf>

9

### **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) set out the committee membership and delegated responsibilities. This is a working document and may be amended from time to time to reflect operational changes and procedures. It is usually reviewed by the Governance Committee, with any recommended changes referred to Full Council.

**Members are asked to review and confirm the current committees, sub-committees, and working groups (items 9.1–9.12) as follows:**

- **To confirm the existing Committees and CIL Board (items 9.1–9.6)**
- **To confirm the existing Sub-Committees and Steering Group (items 9.7–9.9)**
- **To confirm the delegated arrangements and procurement procedures (items 9.10–9.11)**
- **To confirm the Work Groups (item 9.12)**
- **To consider and propose any additional Committee or Sub-Committee (item 9.13)**

9.1

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

9.2

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

9.3

### **Open Spaces Committee (10)**

9.4 **Buildings and Leases Committee (10)**

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

9.6 **Emergency Planning Committee (8)**

9.7 **Personnel Committee (7)**

9.8 **Charities and Grants (15)**

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

9.10 **Delegated powers to the Town Clerk and Officers**

Delegated powers to the Town Clerk and Officers are set out in the TORs (pages 24 to 26).

9.11 **Delegation for procurement procedures**

As per Financial Regulations and set out in section 5.

9.12 **Working Groups**

The current Working Groups are:

- Internal Audit / Governance Risk Assessment
- Parking and MYCP
- Skate Park / Open Spaces Play and Activities
- Aviation Consultations
- Local Plan

The Internal Audit/Governance Risk Assessment Working Group does not routinely meet, as relevant matters are referred to the Governance Committee, which nominates members to review the Council's annual governance risk assessment. **Members are therefore asked to consider whether this Working Group should be discontinued.**

**Members are also asked to confirm the remaining Working Groups and their membership.**

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

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


Members were appointed to Committees at the start of the current Council term (2023). Membership may change during the term, for example where a councillor resigns or new councillors are appointed.

Members are asked to review and confirm the membership of each Committee. This may include members choosing to step down and/or the appointment of new Members, up to the agreed capacity of each Committee.

All councillors may attend any Committee or Sub-Committee meeting; however, only appointed members are expected to attend as a matter of course and are entitled to vote. Non-members

may speak and make representations but do not have voting rights.

The Chairperson of each Committee will be appointed at its next meeting.

 Annex 4: 26 05 Membership of Committees.pdf

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

**Members are asked confirm continuation of current membership:** Cllrs Baker, Compton, Gemmell Smith, Jacques, Layland, McGregor, Read, Stockdale, Sumner, and Todd.

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

**Members are asked confirm continuation of current membership:** There should a minimum of five councillors from each ward: Cllrs Aldridge (SW), Baker (NE), Gemmell Smith (SW), Layland (NE), McArthur (SW), McGregor (NE), Parker (NE), Read (NE), Stockdale (SW), Streets (SW), Todd (NE). **There is one vacancy to fill SW or NE.**

10.3 **Open Spaces Committee (10)**

**Members are asked confirm continuation of current membership:** Cllrs Aldridge, Baker, Compton, Gemmell Smith, Jacques, Layland, McGregor, Stockdale, Streets, and Sumner.

10.4 **Buildings and Leases Committee (10)**

**Members are asked confirm continuation of current membership:** Cllrs Baker, Gemmell Smith, McGregor, Read, Streets, Stockdale, Sumner, Todd. **There are two vacancies to fill.**

10.5 **Emergency Planning Committee (8)**

**Members are asked confirm continuation of current membership:** Cllrs Aldridge, Baker, Compton, Gemmell Smith, Jacques, McArthur, McGregor, Streets.

10.6 **Personnel Committee (7)**

**Members are asked confirm continuation of current membership:** Cllrs Baker, Gemmell Smith, Layland, McArthur, McGregor, Stockdale, Todd.

10.7 **If there are any new committees to appoint members (item 8.13)**

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

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

**Do Members confirm continuation of current membership for the following Working Groups (see attachment item 9):**

- **Parking and MYCP**
- **Skate Park / Open Spaces Play and Activities**
- **Aviation Consultations**
- **Local Plan**

If any additional groups are proposed, to appoint membership.

12 **To review the arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses**

Fees quoted with an asterisk are based on 2025-26.

- 12.1 **Arrangements carried out by Edenbridge Town Council on behalf of:**  
**Members are asked to confirm the chargeable arrangements and services carried out by the Town Council on behalf of organisations in 12.1.1 to 12.1.4?**
- 12.1.1 **Citizens Advice Bureau: Payroll (£438 to cover software costs)**  
Council processes the payroll on behalf of CAB, charging only the SAGE software costs.
- 12.1.2 **Great Stone Bridge Trust: Grass cutting and Water Meadow management services (various works includes cutting, vegetation clearance etc)**
- 12.1.3 **Sevenoaks District Council: Ground maintenance services, Town Field, playground inspection, weed spraying on residential estate (£2,044)**
- 12.1.4 **War Graves Commission: Maintenance of War Graves (£300)**
- 12.2 **Professional services engaged**  
The asterisk (\*) denotes previous 2026-27 charges where 2026-27 charges are tbc. Referring to the list below, **Members to confirm the continuation with the current professional service providers engaged by the Council 12.2.1 to 12.2.16?**
- Members are also asked to reconsider the Agreement term with EDGE IT, item 12.2.5.**
- Others are included under: 12.3 includes AI apps. 12.4 HR and H&S service provider. Item 17 covers Insurance provider.
- 12.2.1 **Business Stream - water (£1,000\*)**  
We had planned to transfer services over to SES; this is outstanding and will be looked at during the current year.
- 12.2.2 **Canon UK (photocopier £424, plus copying costs est. £320)**
- 12.2.3 **Canva (£129.90)**  
Canva Pro/Business licence supports the creation of professional-quality Council communications, presentations, signage, and promotional materials within a secure organisational workspace. It helps improve efficiency and consistency by enabling shared branding, collaborative working, and access to a wide range of design templates and resources, supporting effective communication and community engagement.
- 12.2.4 **Council Meeting Papers (£1,000 est. plus Cloud storage fees)**  
October 2025, Council resolved to formalise the Agreement for the Council Papers software, having been working with Councillor Aldridge to develop a bespoke software application to manage Council and Committee agendas, papers, and minutes. Members confirmed a 5-year agreement with an initial annual licence fee estimated at £1,000 plus reimbursing for cloud storage. No fee has yet been claimed, the above is based October meeting papers.

12.2.5 **EDGE IT software packages: Finance (£1,330), Assets register (£320), Epitaph (£54.60), Rickards Hall hire (£296), additional costs (£19.40). To also amend the new Agreement from 5-years to 3-years.**

The Council meeting held in March 2026 resolved to enter into a new 5-year agreement with EDGE. However, having since received the agreement documentation, a number of concerns have been identified regarding longer-term data compliance arrangements and the requirement for an updated Data Controller Agreement. In addition, several operational issues arose during the financial year-end process.

The RFO/Deputy Clerk and Town Clerk would therefore welcome the opportunity to discuss these matters further with EDGE and allow a period of time to assess whether the identified issues can be satisfactorily addressed.

The available contract options are as follows:

- 5-year agreement: £2,519.46 per annum
- 3-year agreement: £2,795.28 per annum
- 1-year agreement: £4,194.18 per annum

Cancellation Terms

No penalty applies on a monthly rolling contract.

Otherwise, cancellation penalties apply as a percentage of the total contract value:

- 3-year agreement: 25%
- 5-year agreement: 20%

Members are asked to note that, although the Council previously resolved to re-enter into an agreement with EDGE, concerns remain regarding the adequacy of the contractual arrangements and the software platform itself, which currently operates using Access 2019 and is considered dated in comparison with alternative database systems.

To provide greater flexibility whilst options are explored, whether through improvements to the EDGE system or consideration of an alternative provider. **Members are asked to consider the following proposal:**

**Proposal:**

**To amend the agreement term from 5 years to 3 years, noting that the annual fee would increase from the previously approved £2,519.46 per annum to £2,795.28 per annum, representing an increase of £275.82 per annum.**

12.2.6 **Fusion4/Besure/Continental (facilities security management, key holding and fire alarms - £3,594; with approx. £1,176 recharged to EVM; plus call out costs)**

12.2.7 **Mazars (external auditor) (£1,680\*)**

NB: The external auditor is appointed to councils.

12.2.8 **Mike Platten (internal auditor) (£975\* plus travel)**

12.2.9 **NPower – Street Lighting Energy (£18,046\*)**

12.2.10 **PS Technology - AdyenNV (IT support and Licences) (£13,037\* variable)**

Members will be asked to review the current Service Level Agreement (SLA) with PS

Technology at the July Council meeting, including consideration of moving to an enhanced managed service package.

The Council is currently operating under a legacy SLA, which continues to provide a good level of service and support. However, the enhanced managed service agreement would provide significantly improved cyber security measures and system protections, building on the Council's existing commitment to strengthening its cyber security arrangements.

Should Members wish to move to the enhanced package, costs are estimated to increase by approximately £2,800 per annum. The enhanced service would support the Council's ongoing commitment to data protection compliance, resilience, and cyber security within an increasingly fast-moving technological environment.

12.2.11 **SAGE payroll (£876) & P11 (£384\*) software services (Payroll costs are shared, and recharged to CAB)**

NB: We are considering outsourcing payroll, but currently remains inhouse using Sage.

12.2.12 **Streetlights (Maintenance contract) £7,684\***

12.2.13 **Summer Fun Days – Play Place (£2,538\*)**

12.2.14 **Total Gas (utilities energy all buildings - current contract up to 2027 - £9,289.55\*)**

12.2.15 **Vatix – Lone Working Alarms (£684\*)**

The Vatix personal alarms need to be renewed, but apparently we ended up on a rolling renewal, so would need to give notice. We would like to change provider at some point, and this will come back to Council.

12.2.16 **Wilkin Chapman Solicitors (legal advice of FOIs, contracts and agreements and other matters) (varies on use)**

12.3 **AI applications**

12.3.1 **ChatGPT Business licence 3-users (\$720 per year)**

Using a ChatGPT Business licence helps ensure legal compliance and secure data management, as information is retained within the organisation's own secure workspace and is not shared across the wider public platform. It can also support improved efficiency, productivity, and creativity across Council operations.

In addition, the Council is beginning to make use of Microsoft Copilot, which is included within the existing Microsoft licensing arrangements. Copilot offers benefits such as integration with Microsoft Office applications, assisting with drafting documents, summarising meetings and emails, and improving day-to-day productivity.

However, retaining ChatGPT continues to provide additional benefits, including broader functionality, enhanced creativity, more flexible drafting support, and access to specialist tools and features. It should also be noted that Microsoft Copilot itself utilises OpenAI technology, including ChatGPT, as part of its underlying AI capability.

### 12.3.2 **Otter - 3 user licence (\$299.97)**

Otter.ai Business licence helps ensure secure storage and management of meeting recordings and transcripts within the organisation's designated workspace, supporting good governance and data handling practices. The platform can also improve efficiency by providing automated transcription, meeting summaries, searchable notes, and action tracking, helping officers and members save time and maintain accurate records.

### 12.3.3 **Gpeto AI software - Planning Tool: To confirm continuation following Trial Period**

In July 2025, the Council agreed to pilot the use of Gpeto, an AI-assisted planning analysis tool, at a discounted subscription cost of £25 per month. Access was initially provided to the Planning Officer, with shared access available to the Town Clerk, Chairman, and Vice-Chairman of the Planning Committee. Members agreed that the pilot should be reviewed after three to six months.

Following discussions with Gpeto, the Council was able to secure an extended trial period of nine months at the discounted rate.

During the pilot period, the software has proved beneficial in assisting with both small and larger planning applications. Linked directly to the Planning Portal, the platform is able to analyse planning application documents and provide:

- Exact location mapping of applications within the parish.
- Overlay mapping of key planning constraints and designations, including conservation areas, flood risk, listed buildings, and Green Belt (over 60 data layers).
- AI validation checks against planning submission requirements.
- AI assessment of applications against national and local planning policy, including the Local Development Plan, National Planning Policy Framework (NPPF), and Neighbourhood Plan policies.
- Clear identification and labelling of drawings and supporting reports.
- Generation of concise planning-based PDF summaries and outputs.

The system has helped improve efficiency when reviewing multiple planning applications each week and has provided greater clarity and consistency when assessing applications and formulating planning responses. It also supports councillors in better understanding applications, material planning considerations, and the reasons for supporting or objecting to proposals.

Gpeto has advised that it is no longer able to continue the heavily discounted pilot subscription of £25 per month. Should Members wish to continue with the platform, the subscription would increase to the standard package cost of £100 per month (£1,200 per annum), which includes up to 12 view-only users to support wider member access and adoption. Additional users would cost £5 per month each.

Key benefits of the system include:

- Automated planning assessment against local and national planning policy.
- Identification of planning risks, impacts, and material considerations.
- Structured planning reasoning to support objections or support comments.
- Time savings and improved consistency in preparing planning responses.
- Improved accessibility for councillors without specialist planning knowledge.
- Centralised access to planning application information and analysis.

Importantly, officers consider the software to be a valuable training and development tool for both officers and existing and future councillors, particularly mindful of new councillors following the 2027 elections. The platform helps strengthen planning knowledge, understanding, and confidence when considering planning matters.

Having discussed the platform with other local council officers, feedback suggests that the annual cost represents good value for money, particularly given its training and governance benefits alongside operational efficiencies.

### **Proposal**

**Members are asked to consider continuing the Council's subscription to Gpeto Planning AI software at a cost of £100 per month (£1,200 per annum), with access for up to 12 view-only users, and to include Gpeto within the Council's approved annual software and service subscriptions.**

12.4

#### **HR and H&S consultancy services provision and agreement - to confirm the proposed transition from WorkNest to Peninsula**

The Council currently subscribes to HR and Health & Safety consultancy services through WorkNest, at an annual cost of £3,691, together with a separate subscription to the Health Assured employee assistance programme at an annual cost of approximately £800. Total annual cost £4,491.

WorkNest has provided valuable support to the Council over several years, particularly in relation to personnel matters, and the HR advisory service has been responsive and helpful. The Council has also utilised the Safetynest and Youmanage software systems for Health & Safety and HR administration.

However, a review of the current arrangements has identified several operational concerns with the software platforms. Whilst Safetynest has generally functioned adequately, it has at times proved difficult to use, is clunky, and following the annual Health & Safety visit in January 2025, a number of monitoring records were mistakenly deleted by the H&S auditor. This has impacted the Council's ability to maintain its previous high standards of record keeping and reporting.

Similarly, the Youmanage HR system has not proved effective for ongoing HR monitoring and record management. Following the deletion of records over a year ago, the system has not been fully reinstated.

It had initially been understood that the current agreement was based on a three-year term; however, it has since been confirmed that the agreement is for five years. The current billing period renews in November and enquiries are being made regarding any potential costs or penalties associated with early termination.

The Town Clerk recently met with Peninsula to explore alternative HR and Health & Safety consultancy arrangements. Peninsula is recognised as one of the leading providers within the sector and offers a more comprehensive and integrated software solution through the BrightHR and BrightSafe platforms. Members may also note that Peninsula owns Health Assured, meaning the employee assistance programme would be incorporated within the overall subscription package.

The proposed package includes:

- Integrated HR and Health & Safety management systems
- Mobile app access for officers and employees
- Holiday, absence, and attendance management
- Secure document management and audit trails
- E-learning and compliance training
- Employee Assistance Programme (EAP)
- Risk assessment and incident reporting tools
- Annual compliance auditing and reporting
- Annual Health & Safety visit

- Two implementation/support days to assist with transition and software setup
- 24/7 HR and Health & Safety advice lines

Depending on the agreement term selected, the proposed Peninsula package for a 60-month period would cost £432 per month (£5,184 per annum). Whilst this represents an increase compared to the Council's current combined annual expenditure of approximately £4,761, the annual difference would be approximately £693 per annum. Officers consider that the enhanced level of service, additional support provision, integrated systems, and significantly more user-friendly software platform provide improved value, resilience, and operational benefit to the Council.

Peninsula has also advised that it may be able to offer a competitor transition arrangement, allowing access to its services prior to the expiry of the existing agreement, helping to ensure continuity and implementation without any gap in support.

As part of the Annual Council review of service providers and external support arrangements, **Members are asked to confirm the Council's HR and Health & Safety consultancy provision and to approve, in principle, the transition from WorkNest to Peninsula, subject to satisfactory confirmation of contractual arrangements and any early termination implications.**

- 12.4.1 **Health Assured (employee assistance/wellbeing mental health programmes £800)**  
Subject to the Council's decision regarding the potential transition from WorkNest to Peninsula, the Health Assured subscription may be incorporated within the Peninsula package. At present, however, it remains a separate cost to the Council.

13 **To review and confirm the Council's and/or staff subscriptions to other bodies**  
**Members are asked to confirm the annual subscriptions as listed 13.1-13.14 and 13.14.1.**

- 13.1 **Campaign to Protect Rural England £36\***
- 13.2 **Edenbridge Allotment Gardens – Affiliation fees from Swan Lane Members £108**
- 13.3 **Edenbridge Magazine (6 editions - £956.22\*)**
- 13.4 **Grounds Management Association £176.40\***
- 13.5 **Information Commissioner Office £73\***
- 13.6 **Institute of Cemetery and Crematorium Management £110\***
- 13.7 **Kent Association of Local Council (KALC) £2,000 (2026/27 subscription)**
- 13.8 **Kent Farmers Market Association (£60)**
- 13.9 **Listed Property Owners' Club £58\***

13.10 **National Association for British Markets Authorities (NABMA) £434**

Resolved (130/09/10.4) Council March meeting, to renew for 2026-27 at the discounted rate for advance payment.

13.11 **Open Spaces Society £45\***

13.12 **Rural Market Town Group Membership £130\***

Members have been asked previously if there is considered to be any value maintaining this membership and concluded to continue membership noting that the organisation was now working with the National Association of Local Councils (NALC) and did carry out a lot of research focusing on rural areas. RMTG continue to campaign to parliamentarians to be picking up and arguing the case for rural services and concerns.

They also:

- Provide a Weekly Rural Bulletin setting out key rural news stories.
- Monthly Funding Digest highlighting potential sources of funding and grants.
- Sharing news and best practice with the RMTG group and the wider RSN and learning from others.
- Dedicated Market Town newsletter six times a year.
- Free access to our seminar programme of 8 events a year, online focusing on key topics for rural areas including affordable housing, rural connectivity, rural health and care and rural transport.
- A bespoke annual meeting for Councillors and Clerks of the group to share best practice and contribute to RSN campaigning work.
- Dedicated meetings (on zoom) for your Councillors and Clerks.

RMTG do send lots of emails with useful information about their campaigns and work, although not always forward to members. Link to their website is below. They are funded through memberships and grants. **Members are asked if they would like Council to support this group?**

<https://www.rsnonline.org.uk/>

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

13.14 **Society of Local Council Clerks (SLCC) Town Clerk's membership £442 (2026/27)**

13.14.1 **Society of Local Council Clerks (SLCC) - to consider the Open Spaces Officer membership £316**

The Open Spaces Officer is currently undertaking the CiLCA qualification. As Members may be aware, the Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees, ensuring its members are equipped with the knowledge and training required to carry out their roles effectively and to support their council and community.

Individual membership supports good governance and compliance. In addition, there are wider benefits:

- Resilience and continuity: With both officers holding membership, knowledge and expertise are shared, helping to ensure continuity during periods of absence or transition.
- Enhanced reputation: Demonstrates the Council's commitment to professional

standards and to supporting competence, integrity, and continuous professional development.

**Members are asked to approve a second SLCC membership to enable Dan Strugnell to continue his professional development and to support Council compliance, at a cost of £316.**


- 14 **To confirm the direct debits and standing orders arrangements**  
**Members are asked to review the attached list (noting amounts shown do vary), and to confirm the continued direct debits?** There are no standing orders.

 [Annex 5: DD 2026-27.pdf](#)

- 15 **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.


A recent IA report said that Council should establish a panel of at least four signatories on each account.

**Members are asked to confirm and appoint members as signatories.**

 Confidential Annex 6 (omitted from public documents):

- 16 **Fixed Assets Register - To review the inventory of land and other fixed assets including buildings**  
The assets registers as of 31 March 2026 is published on the website, link below. The internal auditor has also checked and confirmed the register for year-end.

**Members are asked to confirm the Council's Assets, and the closing balance for year-end 2026/26 of £4,319,344.**

 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2026/05/2026-asset-register.pdf>

- 17 **Council Insurance - current provider Gallaghers with Hiscox policy**  
A new Council insurance three-year agreement was confirmed June 2026 (resolution 100/05/11.1.1). Gallaghers are the current broker, with Hiscox insurance.

- 17.1 **Council insurance - to confirm arrangements for insurance cover in respect of all insurable risks with Hiscox (via Gallaghers) and the annual expenditure of £16,217.27 plus annual inflationary increase and asset adjustments**

Last year Council renewed its long term agreement (LTA) for three-years with Hiscox Insurance Company Limited, at an LTA premium of £16,217.27. An LTA means that the policy increases for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage. \*The above fee will increase each year accordingly.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Current insurance policy is published on the website, link below.

The internal auditor recommended that the buildings valuations should be revalued with each new insurance, this will be/was considered under agenda item 7.1.1.

**Members are asked to confirm the insurance provider Hiscox (via Gallaghers), and the annual premium, noting changes may occur due to the above.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/2025-26-council-insurance-schedule.pdf>

17.2 **Vehicle Insurance Renewal - to ratify the change of provider to Countrywide Insurance (via Gallaghers) and expenditure of £2,403.55**

The Council's vehicle insurance was due for renewal on 12 May (the day after the Council meeting). For several years, the Council has insured its vehicles through NFU.

This year, a comparison quote was obtained from Gallaghers, which was £660 lower than the NFU renewal quote. The policy also provides cover for any driver and includes a lower excess. The proposed insurer is Countrywide Insurance (MSI Group Europe).

Members were contacted by email to seek approval for the change of insurer, as notice was required to be given to NFU ahead of the renewal date. Of those councillors who responded, all supported the change. In consultation with the Chair of the Council, the Town Clerk therefore instructed Gallaghers to proceed.

**Members are asked to ratify the appointment of Countrywide Insurance (MSI Group Europe), via Gallaghers, and the associated expenditure of £2,403.55.**

18 **To appoint representatives to work with external bodies and arrangements for report back**  
**Members are asked to confirm the Councillor reps to local organisations, or make relevant amendments or additions?**

[Annex 7: 2605 tbc Representatives to external bodies.pdf](#)

19 **To review the Council's complaints procedures (reviewed and amended December 2021)**  
**Members are asked to confirm the Complaints Procedure.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/complaints-procedure.pdf>

20 **Freedom of Information and Data Protection Legislation - To review the Council's policies, procedures and practices (noting new policies adopted March 2026): the FOI & publication Scheme Policy; Retention and Disposal Policy; Data Protection Policy; Privacy Notices and the Privacy Policy; and Digital IT and Cyber Security Policy**

Council has recently undertaken a review of its obligations, processes and policies confirming its compliance requirements of data protection legislation. This included:

- 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 confirm the its policies and procedures for FOI & publication Scheme Policy; Retention and Disposal Policy; Data Protection Policy; Privacy Notices and the Privacy Policy; and Digital IT and Cyber Security Policy.**

[https://www.edenbridgetowncouncil.gov.uk/document\\_category/data-protection/](https://www.edenbridgetowncouncil.gov.uk/document_category/data-protection/)

21 **Communications and Engagement policies: Review of the Council's policy for dealing with the press/media**

Council reviewed its communications strategy and policies in March 2025; it has the following which outlines how the press and media channels are managed:

- Digital Communications and Social Media Policy
- Communications and Community Engagement Strategy
- Digital Communications and Social Media Strategy

**Members are asked to confirm it is satisfied with its policies managing press and media.**

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/communications-and-community-engagement-strategy.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/digital-communications-social-media-strategy.pdf>

<https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2025/08/digital-communications-social-media-strategy.pdf>

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

As resolved at its meeting on 15 May 2023, it is considered good practice for the Council to confirm annually that it continues to meet the eligibility conditions for the General Power of Competence (GPC), as set out in the Localism Act 2011, Chapter 1, Sections 1-8.

The General Power of Competence allows eligible councils greater flexibility and discretion to act in the interests of their community, provided actions remain within the law. The GPC enables councils to undertake a wider range of activities beyond those specifically authorised under other legislation, including powers otherwise exercised through Section 137 of the Local Government Act 1972.

To exercise the General Power of Competence, a council must meet the following eligibility criteria at the first annual meeting of a new Council following ordinary elections:

- At least two-thirds of the total number of councillors must have been elected at the last ordinary election. *ETC meets this requirement, with 11 councillors elected to 15 vacancies at the uncontested May elections.*
- The Clerk must hold an appropriate sector-specific qualification. *ETC meets this requirement, as the Town Clerk holds the Certificate in Local Council Administration (CILCA).*

**Members are asked to note that the Council continues to meet the eligibility conditions for the General Power of Competence, as previously resolved on 15 May 2023.**

23 **Annual Governance and Accountability Return (AGAR) 31 March 2026**

Attached is the Annual Governance and Accountability Return (AGAR) for 2025/26.

The AGAR forms part of the Council's statutory financial reporting and governance obligations and must be approved in accordance with the Accounts and Audit Regulations.

Members are required to formally receive and approve each section of the AGAR. The Governance Statement and Accounting Statements must also be read aloud at the meeting, with Members confirming each statement in turn.

Relevant sections:

- **Page 3** – Internal Audit Report (Item 22.1)
- **Page 4** – Governance Statement (Item 22.3)
- **Page 5** – Accounting Statements (Item 22.4)

📎 Annex 8: AGAR 2026 Council May meeting\_redacted.pdf

### 23.1 **To receive the internal auditor's report**

The Internal Auditor carried out an extensive review of the year-end accounts, together with testing of a number of the Council's procedures, on 29 April.

No issues were identified during the audit process. The Internal Auditor commented positively on the Council's understanding, management, and recording of reserves, and confirmed that the current reserve levels were satisfactory.

One notable observation related to the asset register, where the accounting system is not correctly reflecting values for certain assets. A more detailed review of the asset register during 2026/27 was therefore recommended.

The Internal Auditor also noted that the Council had recently reviewed its procedures against current best practice guidance set out within the SAPPP Practitioners' Guide, as resolved at the March Council meeting, and was satisfied to sign off Assertion 10.

A copy of the Internal Audit Report has been published on the Council's website (link below). The completed AGAR Internal Audit Report page is also attached as part of the AGAR documentation (Page 3).

#### **Do Members have any questions?**

🔗 <https://www.edenbridgetowncouncil.gov.uk/wp-content/uploads/2026/05/2026-may-end-of-year-audit-report.pdf>

### 23.2 **To receive the end-of-year financial statements**

A copy of the year-end EDGE financial reports is attached, together with the Bank Reconciliation, Budget Comparison reports, and summaries of both earmarked and general reserves.

This year, an additional report has also been provided detailing the Council's 2025/26 financial performance and reserve movements - see agenda item 7.1.2.

Members are asked to note the following:

- **Consolidated Balance Sheet** (1) confirms the total net assets position (matching Box 7 on the AGAR): £1,386,574.37
- **Income & Expenditure Account** (2) confirms total actual income of £1,298,795 (Boxes 2 and 3 on the AGAR) and total expenditure of £944,966 (Boxes 4 and 6 on the AGAR).
- **Budget Comparison Reports** (3) confirm the budgeted and actual income and expenditure positions, including creditors, debtors, and Community Infrastructure Levy (CIL) income and expenditure. AGAR figures are derived from the Income & Expenditure Account and Balance Sheet.
- **Bank Reconciliation** (4) confirms cash and investment balances (matching Box 8 on the AGAR): £1,453,488
- **Reserve Movement Spreadsheet** (5) details reserve movements throughout the year, including funds released back to General Reserves and budgeted transfers to Earmarked Reserves to ensure continuation of ongoing projects. General Reserves increased by £35,718 to £364,820.02, remaining below 50% of the annual precept.

## Do Members have any questions?

Members are also asked to confirm the year-end financial position, with total net assets of £1,386,574.37, comprising:

- **General Reserve: £364,820.02**
- **Earmarked Reserves: £576,529.31**
- **CIL Funds (allocated and unallocated): £445,225.04**

📎 Annex 9: 2025-2026 Consolidated Balance Sheet.pdf

📎 Annex 10: 2025-2026 Income and Expenditure Report.pdf

📎 Annex 11: 310326 Comparison Reports for YY 25-26 - council.pdf

📎 Annex 12: 2025-2026 Cash Book-reconciliations-Finance Summary.pdf

📎 Annex 13: EOY 31.03.26 summary reserves for Council.pdf

### 23.3 **To approve the annual governance statement for 2025-26 (section 1)**

Section 1, page 4 of the AGAR – Annual Governance Statement 2025/26.

The Chairperson is required to read each statement of the Annual Governance Statement aloud, with **Members asked to consider and confirm each assertion in turn.**

### 23.4 **To resolve the accounting statement for 2025-26 (section 2)**

Section 2, page 5 of the AGAR – Annual Accounting Statements 2025/26

The Chairperson is required to read aloud each item within the Accounting Statements (Boxes 1–10), with **Members asked to consider and confirm each figure in turn.**

## 24 **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.

## 25 **To receive County and District Councillors Reports**

### 25.1 **County Councillor**

### 25.2 **District Councillors**

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

### 26.1 **Clerk's Report**

**Bandstand project:** Following the tender process, Open Spaces committee 9April) confirm the two contractors. A meeting has been made to discuss timescales.

**Building Bridges for Dementia Friendly Edenbridge:** In 2023, the Council commenced a partnership initiative with the Kent Dementia Action Alliance (KDAA) to help make Edenbridge a more supportive and dementia-friendly community for residents living with dementia.

Working together with local businesses and community organisations, the project aimed to raise awareness, share information, and promote best practice in supporting those affected by dementia. The initiative has also been supported by the Eden Valley Chamber of Commerce and Edenbridge Manor Care Home.

The Council is now preparing to relaunch the initiative following confirmation from KDAA of updated branding and a dedicated “Building Bridges for Dementia Friendly Edenbridge” logo.

Additional promotional information is currently being prepared to support the relaunch, including guidance for businesses and organisations on signing up to the Dementia Friendly Pledge and accessing training opportunities.

The Council is currently awaiting confirmation of further training dates from Elaine Murphy. Once confirmed, officers will re-engage with the Chamber of Commerce and Edenbridge Manor Care Home to progress the next phase of the initiative.

**Cyber Security, Data Management, and Remote Meeting Technology:** The Town Clerk and Responsible Financial Officer/Deputy Clerk recently met with PS Technology to discuss the Council’s current data management systems, cyber security arrangements, and office equipment requirements.

Discussions also included the potential equipment and infrastructure required to support remote and hybrid meetings from the Council's meeting area in Doggetts Barn, and for meetings in Rickards Hall, together with the capability for live streaming of meetings where appropriate.

Members are asked to note that the Government has confirmed its intention to introduce legislation enabling local councils to hold remote and hybrid meetings as part of wider proposals to modernise local government and improve accessibility and public participation. Whilst implementation timescales are not yet confirmed, it is anticipated that the proposals may be referenced within the forthcoming King’s Speech in May.

Should the legislation proceed, councils would have discretion regarding whether, and to what extent, they adopt remote or hybrid meeting arrangements.

Further reports will be brought to Members regarding potential operational changes, data management and cyber security improvements, and proposals for equipment to support remote, hybrid, and streamed meetings.

**First Aid Training:** Following resolution at Council September meeting, training for all office and groundstaff is booked as 6-hours e-learning and 2 full days 11 and 14 May.

**Highways Improvement Plan:** This was presented to Planning and Transportation Committee following a meeting with Kent Highways officer. An update version is now on our website under What we do / Road Safety.

**Leases - Forge Theatre Group:** Amendments to the draft Lease have been viewed by the solicitor and an updated clean draft has been issued. A date to meet to go through the new revised draft Lease was hoped for end of April, but the Clerk was unable to attend. Currently awaiting new date.

**Market yard car park access road - new signage:** New signage to notify times of access closure to enable the market to utilise this area for traders has been approved. Once

displayed, the temporary bollards will start to be used for Wednesday and Thursdays.

**Marsh Green replacement playground:** The tender for the new playground closed 29 May. Tenders will be shortlisted with Open Space Committee confirming the successful design and contractor.

**NABMA Market Assessment:** January Open Spaces Committee confirmed expenditure for a market professional to visit to the market and provide a detailed understanding of issues and opportunities. This took place in March with the report being presented to Committee.

**NALC annual conference:** Cllr Aldridge, Town Clerk, RFO/Deputy Clerk, and Open Spaces Officer are booked to attend this year's event on 24 June.

**Quality Council Status:** The Town Clerk and Communications Officer are currently collating evidence required for the Quality Council submission.

27

### **Draft Local Plan - update**

The Local Plan remains a standing agenda item in order to keep Members and the public informed of progress on the emerging Plan, and to provide reassurance that the Council continues to monitor planning matters, local issues, and preparations ahead of the anticipated Regulation 19 consultation (July/August 2026).

Since the last update, officers and councillors have been:

- Liaising with the Council's planning consultant and discussing implications of the emerging Plan.
- Reviewing published consultation responses, including developer representations.
- Reviewing Regulation 18 responses to help ensure future responses remain balanced and well-informed.

At the Annual Town Meeting:

- The Town Council provided an update on the emerging Local Plan.
- The Leader of Sevenoaks District Council (SDC) provided an update on SDC's position regarding the emerging Plan and proposed development sites.

The Council has raised concerns with SDC regarding the limited number of Development Briefs available as part of the Regulation 18 consultation and requested whether additional information could be provided. SDC has advised that the majority of the high-level Development Briefs are being prepared in-house and that, given the scale of the Local Plan and the number of sites involved (over 100), they do not currently have capacity to review these individually with parish councils ahead of Regulation 19.

The draft Regulation 19 Local Plan will be considered by the Development & Infrastructure Advisory Committee (DIAC) on 30 June 2026, with papers expected to be published approximately one week in advance.

The Council has also raised a number of additional matters with SDC, including:

- Concerns regarding Jacobs' highway modelling work, particularly where junctions already identified as operating at or above capacity, including Crouch House Road/Lingfield Road and Stangrove Road/Mont St Aignan Way; and have not currently been identified for mitigation measures.
- Clarification regarding secondary school provision, including delivery timescales and the scale of development required to support provision.
- Public transport and cycling infrastructure improvements, particularly opportunities to improve bus frequency and dedicated cycle links between development sites and the

- town centre.
- Concerns regarding potential land locking and whether future access arrangements will be safeguarded within the Plan.
- Whether the Town Council would have an opportunity to review and provide informal comments on the evolving Infrastructure Delivery Plan (IDP) prior to Regulation 19 consultation.

SDC has acknowledged the above matters and provided the following responses:

- Highways modelling work remains ongoing and will be published alongside Regulation 19 documentation, including any proposed mitigation measures.
- The Edenbridge Local Cycling and Walking Infrastructure Plan (LCWIP) has now been completed and identifies a network of walking and cycling routes across Edenbridge. This will be published as part of the Regulation 19 consultation and referenced within the IDP and Development Briefs.
- Secondary school provision is identified as a priority within the Infrastructure Delivery Plan.
- SDC has met with Kent County Council's Public Transport Team, who have advised that the cumulative level of development justifies Section 106 contributions towards enhanced or new bus services. Further detail is awaited and will inform the IDP.
- In relation to land locking, SDC advised that all proposed sites must demonstrate that they are available, suitable, and deliverable, including suitable access arrangements, although no specific reassurances were provided, SDC confirmed that the IDP continues to evolve following Regulation 18 consultation responses, including those submitted by the Town Council, and that there will be further opportunity to comment during the Regulation 19 consultation stage.

A further meeting with the Council's planning consultant is scheduled during May.

Members are also asked to note recent changes to national planning procedures. From 11 May 2026, any planning application for 150 residential units or more, where the Local Planning Authority is minded to refuse permission, must be referred to the Secretary of State (SoS). This applies whether refusal is proposed under delegated authority or following a decision of the Development Management Committee contrary to officer recommendation.

Under the revised arrangements, the Local Planning Authority may formulate proposed reasons for refusal but cannot issue the refusal decision until the matter has been considered by the Secretary of State. Within 21 days of notification, the Secretary of State will determine whether the application may continue to be determined locally or whether it should be "called in" for determination at national level. Where applications are called in, a Public Inquiry would normally be undertaken by a Planning Inspector, who would make recommendations to the Secretary of State before a final decision is issued.

### **Reminder of SDC Local Plan Timetable**

- Regulation 19 draft to Development & Infrastructure Advisory Committee – 30 June 2026
- Consideration by Full Council thereafter
- Regulation 19 consultation – July/August 2026
- Submission to the Planning Inspectorate – December 2026
- Examination hearings – anticipated during 2027

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

### **28.1 Annual Town Meeting - 30 March 2026 - feedback**

This year's Annual Town Meeting (ATM), held at the WI Hall, was attended by approximately

65 residents. Presentations were provided on Council activities and the annual financial report. Updates were also received from the Kent County Councillor, the Leader of Sevenoaks District Council - notably regarding Local Government Reorganisation and the emerging Local Plan - and our Beat Officer PC Fergus Maunsell on local policing matters.

Presentations from local organisations were provided by:

- Edenbridge Volunteer Drivers
- West Kent Housing Older Persons Services
- Edenbridge Bonfire Society, which gave an interesting overview of its history, effigies, and opportunities for local involvement

Questions raised by residents included:

- Concerns regarding the zebra crossing near the Leisure Centre, particularly the lighting of the Belisha beacons
- Streetlight removal on Four Elms Road
- The need for a pedestrian crossing on Four Elms Road
- Variation in school holiday dates between counties

Overall, the meeting was considered positive and well attended.

Members are asked to note that the 2027 Annual Town Meeting will need to be held earlier in March, in order to avoid the pre-election purdah period. Officers are already considering potential changes to the meeting format for future years. This may include: Opening with the Council's presentations and reports, followed by updates from partner authorities and the police. Then provide greater opportunity afterwards for residents to engage informally with councillors and representatives from local groups through displays and networking opportunities

A further report on the proposed format for future Annual Town Meetings will be brought to the January Council meeting for discussion.

28.2

### **Update re Solar Farm (Land North West Of Little Browns Railway Bridge Hilders Lane) - Community Benefit Fund**

At the March meeting, Members were advised Kybo Solar Farm Limited, the developer of the Solar Farm (Planning Ref: 23/00505/FUL approved January 2024), had offered Edenbridge Town Council a one-off Community Benefit Fund contribution of £40,000 to support the installation of electric vehicle (EV) chargers within the Town Council's administrative area. The contribution would be made within 30 days of the solar farm commencing commercial electricity generation and would be governed by a formal agreement between the developer and the Council. Members resolved:

- to accept the the offer of a £40,000 Community Benefit Fund contribution from Kybo Solar Farm Limited to enable additional EV charging infrastructure for Edenbridge, subject to SDC (or KALC) confirming this was not part of s106 agreement, Council is free to accept a non-planning voluntary contribution.
- Subject to SDC confirmation, to place the funds into an Earmarked Reserve for EV Infrastructure upon receipt.

### **Update**

SDC has confirmed that Council may accept the community benefit funding, and it is entirely a private agreement between Council and the applicant, which is outside the planning process.

SDC also confirmed for clarity:

- There is no reference to this voluntary contribution to the Town Council, within the Section 106 Legal Agreement and any planning conditions. This contribution is not part of the CIL charging framework.
- Section 106 contributions can be made to other bodies other than the Local Planning Authority. However, they must be listed within a Section 106 legal Agreement.
- Where a voluntary payment is not secured via Section or CIL, it is then entirely a private agreement between recipient and the applicant. The Planning Authority has no planning powers to enforce such a private agreement.

The Town Clerk has advised Kybo that it can accept the offer, and is currently awaiting for the Agreement to sign.

The potential EV charging locations to be investigated and brought back to Council or Open Spaces Committee for further consideration.

## 29 **OTHER BUSINESS including items referred from Committees for decision**

### 29.1 **Hearing Loop for Rickards Hall and to approve the expenditure of £1,559**

Following a recent complaint regarding the lack of a functioning hearing loop at Rickards Hall, Hi Kent was asked to assess and service the existing equipment. Following inspection, they advised that the current system is no longer repairable.

Hi Kent has therefore provided a quotation for a replacement hearing loop system, comprising:

- L6 Introduction Loop amplifier with 19" rack shelf
- 100m loop cable
- Handheld wireless radio microphone system
- Handheld wired microphone for the loop system, including 10m cable
- Leads to connect the wireless microphone to the loop system and TV loop
- Installation and setup

Total cost: £1,559 plus VAT.

The provision of an operational hearing loop system supports accessibility and inclusivity within Rickards Hall, particularly for residents and visitors with hearing impairments.

**Members are asked to approve the expenditure of £1,559 plus VAT for the installation of a replacement hearing loop system at Rickards Hall.**

### 29.2 **To consider two financial requests from Eden Valley Museum**

#### 29.2.1 **Reimbursement of its legal fees towards the new Lease of Church House, £1,100**

Members will be aware that the Council recently completed renewal of the lease arrangements with Eden Valley Museum Trust CIO, providing a further 25-year lease agreement.

During this process, the Council incurred its own legal and associated costs in relation to drafting and completing the lease arrangements, including:

- Initial lease drafting £2,615
- Lease-related legal costs for several amendments to Lease and final

draft £1,800

- Deed of Variation costs of £397
- New plans drawn - architect fees £585
- Agreement to reimburse the Museum's Land Registry fees, estimated at approximately £100

The Council also continues to support the Museum through an annual Service Level Agreement grant of £6,500.


The Museum has now written to the Council requesting financial assistance towards its own legal costs associated with the Deed of Variation. The request relates to legal costs of approximately £1,110 plus VAT associated with preparation of the Deed of Variation and related registration work. In its correspondence, the Museum notes that the Deed of Variation became necessary following omission of wording relating to Charity Act provisions within the original lease documentation. (*Attached confidential.*)


However, Members are asked to note that throughout the lease renewal process, the Town Council's solicitor advised that the Museum should seek its own independent legal advice. The Museum elected to rely upon advice from within its own organisation at the initial stages, rather than formally instructing a solicitor.

The Council recognises and values the important contribution Eden Valley Museum makes to the community, including its volunteer-led educational and heritage activities. Members are, however, asked to consider the request in the context of the financial assistance and ongoing support already provided by the Council. Members are also asked to note that a request for the Council to meet the Museum's legal costs was not raised or agreed as part of the original lease negotiations undertaken during 2024/25.

### **Proposal**

**Members are asked to consider the request from Eden Valley Museum Trust CIO for financial assistance towards legal costs associated with the Deed of Variation and determine whether they wish to provide any additional financial support.**

 Confidential Annex 14 (omitted from public documents):

 Confidential Annex 15 (omitted from public documents):

## 29.2.2

### **Eden Valley Museum – Service Level Agreement Request**

Attached is the annual report from Eden Valley Museum Trust CIO outlining the Museum's activities, visitor numbers, exhibitions, educational outreach, volunteer involvement, and community engagement during 2025/26. The report also notes the Museum's continued full accreditation status through Arts Council England and highlights increasing visitor numbers and expanded community activity programmes.

The Museum currently receives an annual Service Level Agreement (SLA) grant of £6,500 from the Town Council. The annual rent under the lease agreement is currently £4,777.38 (RPI linked).

Within the report, the Museum has requested that the Council consider increasing the SLA grant to reflect the increase in rent following renewal of the lease arrangements during 2025.

Members are asked to note that the Council's annual budget-setting process commences in October, with draft budgets considered through the Finance & Governance Committee before recommendation to Full Council.

### **Proposal**

**Members are asked to:**

- **Note the Eden Valley Museum annual report and request for an increase to the Service Level Agreement grant; and**
- **Consider whether the request should be referred to the Finance & Governance Committee for consideration as part of the 2027/28 budget-setting process, or whether Council wishes to provide any direction to the Committee regarding the draft budget provision for the Museum SLA.**

🔒 Confidential Annex 16 (omitted from public documents):

🔒 Confidential Annex 17 (omitted from public documents):

29.3 **Casual Vacancy – Edenbridge South and West Ward**

A casual vacancy has recently arisen following the resignation of Councillor Bill Cummings. Sevenoaks District Council was notified in April 2026.

The statutory Notice of Casual Vacancy was published on the Council's noticeboard on 15 April 2026. In accordance with the relevant legislation, if by 6 May 2026 (14 working days, excluding Saturdays, Sundays and Bank Holidays, from the date of the notice) ten electors for the Edenbridge South and West Ward submit a written request to the Proper Officer for an election to be held, a by-election will be called to fill the vacancy.

If no request for an election is received, the Council may fill the vacancy by co-option as soon as practicable thereafter.

At the time of publishing the agenda, it is not yet known whether a by-election will be called or whether the Council will be able to proceed by co-option. A verbal update will therefore be provided at the meeting.

Should a by-election be called, it must take place no later than 9 July 2026. If no election is called, Members are asked to consider how they wish to proceed with the co-option process.

29.4 **Formal Complaint – KTreatz**

A formal complaint was received from a former market trader and investigated in accordance with the Council's Complaints Procedure. An initial response has been issued to the complainant following review of the matters raised. (Attached confidential papers email correspondence.)

As part of the investigation, associated internal personnel processes were undertaken and have now concluded.

The complainant has subsequently advised that they remain dissatisfied with the outcome of the initial review and have requested that the matter be referred to the Complaints Committee in accordance with the next stage of the Council's Complaints Procedure.

A meeting of the Complaints Committee is currently in the process of being arranged. In this instance, the Committee will comprise the Chair, Vice-Chair, Chair of Finance & Governance, and Chair of the Personnel Committee.

**This item is for noting.**

🔒 Confidential Annex 18 (omitted from public documents):

🔒 Confidential Annex 19 (omitted from public documents):

30 **Devolution and local government reorganisation**

No update.

31 **Consultations**

31.1 **Kent Family Hub - Have your say - closes 14 May**

<https://letstalk.kent.gov.uk/lets-talk-about-sevenoaks-family-hubs>

32 **Press release**

33 **Date of Next meeting - 06 July**

## 2025/26 Year-End Financial Performance and Reserve Movements

Council's yearly budget monitors the Income and Expenditure (I&E) against the approved budget. This is done using the Budget Comparison Report, which is used to monitor budget performance throughout the year.

The Income and Expenditure Report monitors the actual I&E, including creditors and debtors, and balances it against Council's actual total assets and liabilities held in bank and investment accounts.

CIL funds are monies collected from developers by the District Council. The Town Council receives 25% of these contributions for community infrastructure projects. The Council is the custodian of the funds. There is an approved process for the allocation and use of CIL monies, and any unspent funds must be returned to the Collecting Authority. For this reason Council keeps them separate from its budgets but includes them in its total reserves reporting and total assets.

### 1. Overview of Financial Budget Comparisons – Excluding CIL

The Council 2025/26 budget ended the financial year with an overall net surplus of **£75,323.77**, compared to a budgeted surplus of **£23,752.50**. This represents, against budget, a surplus of **£51,571.27**, arising primarily from some underspends in expenditure, and some projects to complete.

#### 2025/26 Year End

|             | BUDGET            | Forecasted        | Actual            | Under Spend and Received |
|-------------|-------------------|-------------------|-------------------|--------------------------|
| Income      | £928,005.12       | £925,262.51       | £920,805.62       | <b>£7,199.50</b>         |
| Expenditure | £904,252.62       | £861,220.69       | £845,481.85       | <b>£58,770.77</b>        |
|             |                   |                   |                   | <i>Difference</i>        |
|             | <b>£23,752.50</b> | <b>£64,041.82</b> | <b>£75,323.77</b> | <b>£51,571.27</b>        |

### 2. Budgeted Expenditure Performance – Excluding CIL

Total expenditure for the year was **£845,481.85**, representing an underspend of **£58,770.77** against the approved budget.

The I&E report, which includes creditors and debtors, recorded expenditure of **£844,485.99**.

Significant underspends were reported in the following areas:

- Contingency: £10,000
- 30-year Open Spaces Maintenance: £15,000

- Open Spaces Annual cost provision: £9,235
- 30-year Building Maintenance: £14,500
- 10-year Building Maintenance: £7,000
- Election costs: £5,000
- Reduced expenditure on garden sacks: £5,492
- Street Lights electricity cost: £9,500
- Savings in staffing costs, despite the increased NI contributions and medical costs

These underspends reflect a combination of planned works being deferred, lower demand than anticipated, and improved cost control. These underspends are either transferred to appropriate Earmarked Reserves (EMR) to fund deferred works or released to General Reserves (GR) as part of the year-end movements.

There were, however, several areas of additional or unforeseen expenditure during the year, including:

- IT systems upgrade: £2,215
- Streetlight repairs, including vandalism: £3,400
- Small projects: £3,721
- Open spaces contingencies: £1,660
- Church House damp repairs: £5,885
- Pavilion surveys and reports: £9,825

These additional costs were fully contained within the overall underspend position.

### **3. Budgeted Income Performance – Excluding CIL**

Total income for the year was **£920,805.62**, which is **£7,199.50** below the approved budget. The I&E report, which includes creditors and debtors, was **£922,294.80**.

The shortfall in income is attributable to several specific factors:

- Loss of the Leather Market Maintenance work: £3,200
- Loss of the Involve Kent grant: £3,000
- Loss from the sale of black and clear bags from Sevenoaks District Council, which ceased during the year: £6,000
- Reduced Rickards Hall lettings: £2,000
- Lower than anticipated cemetery fees: £1,000
- FA Grant Pitches Grant not received in this year: £7680

These reductions were partially mitigated by improved income elsewhere, including:

- Additional interest income of approximately £7,800, achieved through proactive management of cash balances and the use of higher-interest accounts
- A receipt of £3,130 relating to the solar panels
- Increased sundry receipts of £3,805
- Increase from Rents £800

Overall, effective financial management and additional one-off receipts helped limit the net income shortfall to **£7,199.50**.

#### 4. Reserve Movements Summary

As a result of the year-end position, and in line with the Council's Capital and Reserves Policy, earmarked reserves are reviewed annually, and budgeted reserve movements and resolutions help ensure that EMRs and the GR remain appropriate, proportionate and justified. The EMR and GR year-end movements are summarised below.

- **£41,857** was transferred from Earmarked Reserves to General Reserves in respect of projects completed during the year which had previously been funded from reserves.
- **£85,947.30** was transferred into Earmarked Reserves, reflecting underspent and deferred projects and planned future commitments.

In addition, planned budgeted movements were made for depreciation and asset replacement, including:

- Strategic Projects and Buildings: £23,753
- Vehicles and equipment replacement: £4,000
- Community Wardens vehicle replacement: £1,000

#### Reserve Movements Year End 2025/26 – Excel Record

| From code                                                   | Project                                                 | Amount to EMR      |
|-------------------------------------------------------------|---------------------------------------------------------|--------------------|
| <b>Planned in budget</b>                                    |                                                         |                    |
| 160 Strategic Projects to                                   | Budgeted Surplus                                        | £ 10,000.00        |
| 100 Precept Budget surplus for buildings                    | Budgeted Surplus                                        | £ 13,753.00        |
| 1040 Depreciation/replacement Vehicles/Equip                | Budgeted                                                | £ 4,000.00         |
| 4070 CW Vehicle reserve build up                            | Budgeted                                                | £ 1,000.00         |
| <b>BUDGETED MOVEMENTS TO EMR</b>                            |                                                         | <b>£ 28,753.00</b> |
| <b>Other Movements for Year End, projects not completed</b> |                                                         |                    |
| 2000/3000/4000                                              | Staffing increase EMR                                   | £ 7,678.00         |
| 2060 10 year Buildings                                      | Rickards Hall flooring                                  | £ 2,500.00         |
| 2061 10 year Buildings                                      | Rickards Hall exterior window repairs                   | £ 3,200.00         |
| 2062 10 year Buildings                                      | Doggetts treatment of external wood cladding            | £ 3,000.00         |
| 2063 10 year Buildings                                      | Church House windows & doors                            | £ 1,200.00         |
| 2062 30 year Buildings                                      | Church House interior and lime render renovations       | £ 6,000.00         |
| 2063 30 year Buildings                                      | Pavillion re 30 yr plan unspent                         | £ 8,505.00         |
| 3040 Replacement Tools Grounds                              | underspend to EMR                                       | £ 1,500.00         |
| 3140 10 year maintenance                                    | Recreation Ground furniture                             | £ 820.00           |
| 3141 10 year maintenance                                    | Kent Brook repairs                                      | £ 2,600.00         |
| 3142 10 year maintenance                                    | Doggetts courtyard repointing                           | £ 1,026.00         |
| 3143 10 year maintenance                                    | Churchyard path/road repairs                            | £ 2,052.00         |
| 3145 30-year plan                                           | Playground contingencies                                | £ 5,000.00         |
| 115 Grants                                                  | Unspent Bulb Grant                                      | £ 500.00           |
| 1100 ETC Community Assets                                   | New Land Asset Review                                   | £ 2,500.00         |
| 240 Rickards Hall & 330 Allotment Deposits held             | Deposits for Hall & Allotments                          | £ 800.00           |
| From General Reserve                                        | To make Building to 100k before un completed works      | £ 2,963.30         |
| 3011 Market 1                                               | Nabma invoice not received yet                          | £ 350.00           |
| 1010 Contingencies                                          | Intrinsic re Pavillion Projects to Project Carried over | £ 5,000.00         |
|                                                             |                                                         | <b>£ 57,194.30</b> |
| <b>Planned and unplanned movements Total</b>                |                                                         | <b>£ 85,947.30</b> |

An Excel-based reserves monitoring schedule is used to maintain a rolling three-year view of reserves, including previous years' closing/opening, current-year movements, year-end balances, and forecasts for the following year. This provides an additional governance check against the Council's accounting system (Edge IT) and ensures that reserve balances reconcile to the Consolidated Balance Sheet.

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

16.04.26

As of EOY Balance sheet figures for 31.03.2026

| BASED ON THE I&E ACCOUNTS                                           | Budgeted EMR                      |                            |                                  |                  | 31/03/2026<br>Closing | 2025-26<br>Budget               | 2026-27<br>Budget                   |
|---------------------------------------------------------------------|-----------------------------------|----------------------------|----------------------------------|------------------|-----------------------|---------------------------------|-------------------------------------|
|                                                                     | 31/03/2025<br>Closing/<br>Opening | Accrual<br>Release         | Year-end<br>I&E diff<br>less C29 | Planned<br>Mvmts |                       |                                 |                                     |
| <b>ETC - Reserves Forecast</b>                                      |                                   |                            |                                  |                  |                       |                                 |                                     |
| <b><u>Earmarked Reserves</u></b>                                    |                                   |                            |                                  |                  |                       |                                 |                                     |
| <i>Movement from 2024-25 for project/EMR</i>                        |                                   | <b>ACTUAL EOY movement</b> |                                  |                  |                       | movement +/-<br>31.03.26<br>EOY | movement +/-<br>31.03.27<br>closing |
| Neighbourhood Plan & professional services                          | 15,000                            | 0                          |                                  |                  | 15,000                | 15,000                          | 20,000                              |
| Election                                                            | 19,636                            |                            |                                  |                  | 19,636                | 19,636                          | 19,636                              |
| Depreciation Equipment & tools & vehicles                           | 13,700                            |                            |                                  | 5,500            | 19,200                | 19,200                          | 23,200                              |
| Buildings Maintenance & Project Plan                                | 102,523                           | -19,239                    |                                  | 41,121           | 124,405               | 124,405                         | 124,405                             |
| Open Spaces Maintenance & Project Plan                              | 293,107                           | -6,225                     |                                  | 9,446            | 296,328               | 296,328                         | 296,328                             |
| Cemetery                                                            | 4,296                             |                            |                                  | 2,052            | 6,348                 | 6,348                           | 6,348                               |
| Community Warden                                                    | 3,771                             |                            |                                  | 1,000            | 4,771                 | 4,771                           | 4,771                               |
| Staff reserves - costs & training                                   | 37,322                            |                            |                                  | 7,678            | 45,000                | 45,000                          | 45,000                              |
| Grants                                                              | 15,138                            | -12,128                    |                                  | 500              | 3,510                 | 3,510                           | 500                                 |
| Projects c/o & community commitment, tourism                        | 17,178                            | -1,825                     |                                  | 5,350            | 20,703                | 20,703                          | 23,203                              |
| FA Grant - pitch power & ETC contribution                           | 7,267                             | -2,239                     |                                  |                  | 5,028                 | 5,028                           | 5,028                               |
| Strategic Plan projects (new code for 2025)                         | 0                                 |                            |                                  | 10,000           | 10,000                | 10,000                          | 20,000                              |
| Land Asset Review & Assets                                          | 3,000                             |                            |                                  | 2,500            | 5,500                 | 5,500                           | 8,000                               |
| Rickards & Allotment deposits                                       | 500                               | -200                       |                                  | 800              | 1,100                 | 1,100                           | 950                                 |
| Proposed EMRs from surplus - Needs resolution                       |                                   |                            |                                  |                  | 0                     |                                 |                                     |
| <i>New EMRs - budgeted 26-27. Reorganisation</i>                    |                                   |                            |                                  |                  |                       |                                 | 5,000                               |
| <i>New EMRs - budgeted 26-27. Kybo EVC Community Voluntary Fund</i> |                                   |                            |                                  |                  |                       |                                 | 40000                               |
| <b>EMR total</b>                                                    | <b>532,439</b>                    | <b>-41,857</b>             |                                  | <b>85,947</b>    | <b>576,529.3</b>      | <b>576,529</b>                  | <b>602,369</b>                      |
| <b>General Reserve</b>                                              | <b>329,102</b>                    |                            | <b>35,718</b>                    |                  | <b>364,820</b>        | <b>364,820</b>                  | <b>365,188</b>                      |
| CIL allocated                                                       | 861,541                           | -41,857                    | 35,718                           | 85,947           | 941,349               | 941,349                         | 967,556                             |
| 158,807                                                             | 284,595                           |                            |                                  |                  | 443,402               | 443,402                         | 443,402                             |
| CIL unallocated                                                     | 12,398                            | -10,575                    |                                  |                  | 1,823                 | 1,823                           | 1,823                               |
| <b>Reserve Totals -</b>                                             | <b>1,032,745</b>                  | <b>232,164</b>             | <b>35,718</b>                    | <b>85,947</b>    | <b>1,386,575</b>      | <b>1,386,575</b>                | <b>1,412,782</b>                    |

## 5. CIL Funds

Full details are published on the Town Council's website of funds allocated.

Throughout the year, we have received **£376,500.05** and have distributed **£100,479.75**.

|                 | BUDGET | Actual      |
|-----------------|--------|-------------|
| CIL Income      | £0.00  | £376,500.05 |
| CIL Expenditure | £0.00  | £100,479.75 |

## 6. General Reserve Adequacy

The level of GR is within the recommended range for a Council of this size and provides a sound level of financial resilience. The Council's longer-term aim is to continue increasing GR toward a level equivalent to approximately 50% of the annual precept, subject to future budget pressures and service requirements.

After all EMR reserve movements, the Council was able to transfer **£35,718** into GR, increasing the balance to **£364,820** at 31 March 2026.

Membership of Committees/Working Groups 2025-26 (To be reconfirmed AMTC May 2026)

**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)

| <b>PLANNING &amp; TRANSPORTATION</b><br>(12)<br><i>(Min 5 each ward)</i>                                                                                                                                                                                                          | <b>OPEN SPACES</b><br>(10)                                                                                                                                                            | <b>FINANCE &amp; GOVERNANCE</b><br>(10)<br><i>(OS Chair should be a member)</i>                                                                                                  | <b>Buildings &amp; Lease Committee</b><br><i>(including Chairman of OS)</i><br>10                                                                                                                 | <b>PERSONNEL</b><br><i>(members appointed by F&amp;G Committee)</i><br>(7)<br><i>(Chairman of Council should be a member)</i> | <b>EMERGENCY PLANNING</b><br>(8)                                                                                                                                                           | <b>COMMUNITY INFRASTRUCTURE LEVY (CIL) BOARD</b><br>(15) | <b>CHARITES &amp; GRANTS</b><br>(15)<br><i>Chairman of Finance who oversees finance reports also)</i> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Jon Aldridge (SW)</b><br>Michael Gemmell Smith (SW)<br>Margot McArthur (SW)<br>Jeff Streets (SW)<br>Angela Baker (NE)<br>Alan Layland (NE)<br>Stuart McGregor (NE)<br>Vince Parker (NE)<br>Angela Read (NE)<br>Mike Stockdale (SW)<br>Bob Todd (NE)<br><br><i>Vacancy (SW)</i> | Jon Aldridge<br><b>Angela Baker</b><br>Sarah Compton<br>Michael Gemmell Smith<br>Carey Jacques<br>Alan Layland<br>Stuart McGregor<br>Mike Stockdale<br>Jeff Streets<br>Stephen Sumner | Angela Baker<br>Sarah Compton<br>Michael Gemmell Smith<br>Carey Jacques<br>Alan Layland<br>Stuart McGregor<br>Angela Read<br>Mike Stockdale<br><b>Stephen Sumner</b><br>Bob Todd | Angela Baker<br>Michael Gemmell Smith<br>Stuart McGregor<br>Angela Read<br>Jeff Streets<br>Mike Stockdale<br>Steve Sumner<br><b>Bob Todd</b><br>2 vacancies<br><br>Chairman appointed for 4-years | Angela Baker<br>Michael Gemmell Smith<br>Alan Layland<br>Stuart McGregor<br>Mike Stockdale<br>Bob Todd                        | Jon Aldridge<br>Angela Baker<br>Sarah Compton<br>Michael Gemmell Smith<br>Carey Jacques<br><b>Margot McArthur</b><br>Stuart McGregor<br>Jeff Streets<br><br>Chairman appointed for 4-years | All Members<br><br><b>Cllr McArthur</b> - Chair          | All Members<br><br>(F&G Committee Chair)                                                              |

**Working Groups have no delegated powers.**

| <b>FORWARD PLANNING STEERING GROUP</b><br>(15 – all members)                          | <b>Internal Audit Group / Governance RA</b><br>4<br><i>Now combined with Building &amp; Leases Committee</i> | <b>Parking Group</b><br>(6)                                                                     | <b>Task &amp; Finish Skate Park Group</b><br><i>(Open Spaces Play &amp; Activities Open Spaces projects)</i> | <b>Aviation Consultation T &amp; F</b><br>4                      | <b>Local Plan</b>                                                                                                                                         |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Members<br><br><b>Cllr Aldridge</b> - Chair<br><br>Chairman appointed for 4-years | Michael Gemmell Smith<br>Alan Layland<br>Stephen Sumner<br>Bob Todd<br><br><b>PROPOSED REMOVE GROUP</b>      | Jon Aldridge<br>Angela Baker<br>Sarah Compton<br>Alan Layland<br>Stuart McGregor<br>Angela Read | Jon Aldridge<br>Angela Baker<br>Michael Gemmell Smith<br>Alan Layland<br>Margot McArthur<br>Stephen Sumner   | Jon Aldridge<br>Angela Baker<br>Carey Jacques<br>Margot McArthur | Jon Aldridge<br>Angela Baker<br>Michael Gemmell Smith<br>Alan Layland<br>Stuart McGregor<br>Vince Parker<br>Angela Read<br>Jeff Streets<br>Mike Stockdale |

|  |  |  |  |  |          |
|--|--|--|--|--|----------|
|  |  |  |  |  | Bob Todd |
|--|--|--|--|--|----------|

|          |                                                                            |                                 |
|----------|----------------------------------------------------------------------------|---------------------------------|
| <b>G</b> | <b>Grounds Management Association</b><br>Direct Debit<br>30 Oct 2025       | <b>£176.40</b><br>✔ Scheduled   |
| <b>I</b> | <b>INFORMATION COMMISSIONER IP</b><br>Direct Debit<br>26 Nov 2025          | <b>£73.00</b><br>✔ Scheduled    |
| <b>B</b> | <b>BPS Ltd re The Listed Pro O C</b><br>Direct Debit<br>22 Jan 2026        | <b>£58.00</b><br>✔ Scheduled    |
| <b>A</b> | <b>Adyen N. V.</b><br>Direct Debit<br>9 Feb 2026                           | <b>£1,296.30</b><br>✔ Scheduled |
| <b>P</b> | <b>PETROCELL HOLDINGS LIMITED</b><br>Direct Debit<br>16 Mar 2026           | <b>£264.73</b><br>✔ Scheduled   |
| <b>A</b> | <b>AVIVA HEALTH UK LTD</b><br>Direct Debit<br>8 Apr 2026                   | <b>£2,586.36</b><br>✔ Scheduled |
| <b>G</b> | <b>GC re P S Technology Consultants</b><br>Direct Debit<br>8 Apr 2026      | <b>£1,282.19</b><br>✔ Scheduled |
| <b>B</b> | <b>BARCLAYCARD COMMERCIAL</b><br>Direct Debit                              | <b>£1,435.93</b><br>✔ Scheduled |
| <b>G</b> | <b>GC Re Sage Software Ltd</b><br>Direct Debit<br>16 Apr 2026              | <b>£87.60</b><br>✔ Scheduled    |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£8.00</b><br>✔ Scheduled     |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£10.00</b><br>✔ Scheduled    |

|          |                                                                            |                                 |
|----------|----------------------------------------------------------------------------|---------------------------------|
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£36.00</b><br>✔ Scheduled    |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£58.43</b><br>✔ Scheduled    |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£23.00</b><br>✔ Scheduled    |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£19.87</b><br>✔ Scheduled    |
| <b>S</b> | <b>SUTTON &amp; EAST SURREY WATER SERVS</b><br>Direct Debit<br>22 Apr 2026 | <b>£6.00</b><br>✔ Scheduled     |
| <b>N</b> | <b>Npower Commercial Gas t/aNpowerBS</b><br>Direct Debit<br>23 Apr 2026    | <b>£1,560.02</b><br>✔ Scheduled |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>23 Apr 2026           | <b>£134.20</b><br>✔ Scheduled   |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>23 Apr 2026           | <b>£78.45</b><br>✔ Scheduled    |
| <b>T</b> | <b>Telefonica UK</b><br>Direct Debit<br>28 Apr 2026                        | <b>£50.46</b><br>✔ Scheduled    |
| <b>T</b> | <b>TOTALENERGIES G &amp; P Reciepts</b><br>Direct Debit<br>30 Apr 2026     | <b>£415.57</b><br>✔ Scheduled   |

|          |                                                                        |                               |
|----------|------------------------------------------------------------------------|-------------------------------|
| <b>T</b> | <b>TOTALENERGIES G &amp; P Receipts</b><br>Direct Debit<br>30 Apr 2026 | <b>£636.06</b><br>✔ Scheduled |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>1 May 2026        | <b>£472.00</b><br>✔ Scheduled |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>1 May 2026        | <b>£345.00</b><br>✔ Scheduled |
| <b>T</b> | <b>TOTALENERGIES G &amp; P Receipts</b><br>Direct Debit<br>1 May 2026  | <b>£149.48</b><br>✔ Scheduled |
| <b>G</b> | <b>GC re Vatix Limited</b><br>Direct Debit<br>5 May 2026               | <b>£54.36</b><br>✔ Scheduled  |
| <b>O</b> | <b>OFFICE OF COMMUNICATIONS</b><br>Direct Debit<br>Never been paid     | <b>£0.00</b><br>✔ Scheduled   |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>1 May 2026        | <b>£256.00</b><br>✔ Scheduled |
| <b>S</b> | <b>SEVENOAKS DISTRICT COUNCIL</b><br>Direct Debit<br>1 May 2026        | <b>£597.00</b><br>✔ Scheduled |
| <b>T</b> | <b>TOTALENERGIES G &amp; P Receipts</b><br>Direct Debit<br>1 May 2026  | <b>£113.88</b><br>✔ Scheduled |
| <b>T</b> | <b>TOTALENERGIES G &amp; P Receipts</b><br>Direct Debit<br>1 May 2026  | <b>£303.46</b><br>✔ Scheduled |
| <b>T</b> | <b>TOTALENERGIES G &amp; P Receipts</b><br>Direct Debit<br>1 May 2026  | <b>£106.75</b><br>✔ Scheduled |

**Representatives to external bodies (reconfirmed May 2025) To be confirmed May 2026**

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

| <b>EXTERNAL BODY AND CONTACT DETAILS</b>                                                                                                                                                                                   | <b>COUNCILLOR(S) NOMINATE REPRESENTATIVE</b>                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Edenbridge Town Village Hall (WI Hall) Management Committee</b>                                                                                                                                                         | 1. Mike Stockdale<br>2. Bob Todd                                       |
| <b>Eden Valley Chamber of Commerce</b>                                                                                                                                                                                     | 1. Alan Layland                                                        |
| <b>Eden Valley Museum Trust</b>                                                                                                                                                                                            | 1. Stuart McGregor<br>2. Alan Layland (also trustee & exec member)     |
| <b>Edenbridge &amp; Westerham Citizens' Advice</b>                                                                                                                                                                         | 1. Angela Baker<br>2. Bob Todd                                         |
| <b>Campaign to Protect Rural England</b>                                                                                                                                                                                   | 1. Mike Stockdale                                                      |
| <b>Eden Valley Footpaths Forum</b>                                                                                                                                                                                         | 1. Jon Aldridge<br>& Tourism Officer                                   |
| <b>Edenbridge Youth Forum/Consortium</b>                                                                                                                                                                                   | 1. Angela Baker<br>2. Bob Todd                                         |
| <b>Edenbridge Cares Group</b>                                                                                                                                                                                              | 1. Angela Baker<br>2. Margot McArthur                                  |
| <b>Friends of Edenbridge Parish Church</b>                                                                                                                                                                                 | 1. Stuart McGregor                                                     |
| <b>Food Bank</b>                                                                                                                                                                                                           | 1. Bob Todd<br>2. Angela Baker                                         |
| <b>Edenbridge Primary School</b>                                                                                                                                                                                           | 1. Sarah Compton<br>2. Alan Layland                                    |
| <b>Great Stone Bridge Trust (GSBT)</b><br><i>Appointed 4-yearly when GSBT requests cllr reps</i>                                                                                                                           | 1. Bob Todd<br>2. Margot McArthur                                      |
| <b>KALC &amp; Sevenoaks Area Committee</b>                                                                                                                                                                                 | 1. Jon Aldridge<br>2.                                                  |
| <b>Partners and Community Together (PACT)</b><br><a href="mailto:maxine.quinton@sevenoaks.gov.uk">maxine.quinton@sevenoaks.gov.uk</a>                                                                                      | 1. Angela Baker<br>2. Michael Gemmell Smith                            |
| <b>Sevenoaks District Arts Council</b><br><a href="mailto:doreen@pascall.me">doreen@pascall.me</a>                                                                                                                         | 1. Angela Baker<br>2. Angela Read                                      |
| <b>Uckfield Railway Line Parishes Committee; Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership); Uckfield &amp; East Grinstead Lines Steering Group (Sussex Community Rail Partnership) (Buxted)</b> | 1. Angela Baker<br><br>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, awaiting Local Plan. To establish at a later date.*

Other External Group in the process of reshaping – no request received for council rep:

*Edenbridge Combined Medical Centre, and Patient Participation Group*

*Edenbridge Patient Participation Group*

*Addendum 1*

## Annual Governance and Accountability Return 2025/26 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 £15 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 2025/26

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 2026**.
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 2026** 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 2026
  - 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 2025/26Unless 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 Return **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 2026 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 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 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) 2025/26

- 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 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- 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 which **must** be a single period of 30 working days for inspection ( this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **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.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 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 2026**

| 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 <b>the dates set for the period for the exercise of public rights</b> , 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 <b>31 March 2026</b> 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? <b>NB:</b> 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](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

## Annual Internal Audit Report 2025/26

### EDENBRIDGE TOWN COUNCIL

<https://www.edenbridgetowncouncil.gov.uk/> ENTER WEBSITE/WEBPAGE ADDRESS

**During** the financial year ended 31 March 2026, 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 2025/26 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**  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----|----------------|
| <b>A.</b> Appropriate accounting records have been properly kept throughout the financial year.                                                                                                                                                                                                                                                                             | ✓        |     |                |
| <b>B.</b> This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.                                                                                                                                                                                                | ✓        |     |                |
| <b>C.</b> This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                                                                                                                                                                                              | ✓        |     |                |
| <b>D.</b> The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                                                                                                                                                                                 | ✓        |     |                |
| <b>E.</b> Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                                                                                                                                                                                      | ✓        |     |                |
| <b>F.</b> Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.                                                                                                                                                                                                                                         | ✓        |     |                |
| <b>G.</b> Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                                                                                                                                                                                      | ✓        |     |                |
| <b>H.</b> Asset and investments registers were complete and accurate and properly maintained.                                                                                                                                                                                                                                                                               | ✓        |     |                |
| <b>I.</b> Periodic bank account reconciliations were properly carried out during the year.                                                                                                                                                                                                                                                                                  | ✓        |     |                |
| <b>J.</b> 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.                                                         | ✓        |     |                |
| <b>K.</b> If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>                                                                                                       |          |     | ✓              |
| <b>L.</b> 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.                                                                                                                                                                                                   | ✓        |     |                |
| <b>M.</b> 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 <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> . | ✓        |     |                |
| <b>N.</b> The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .                                                                                                                                                                                                                                           | ✓        |     |                |
| <b>O.</b> The authority has complied with laws, regulations & proper practices relating to digital and data compliance.                                                                                                                                                                                                                                                     | ✓        |     |                |
| <b>P. (For local councils only)</b><br>Trust funds (including charitable) – The council met its responsibilities as a trustee.                                                                                                                                                                                                                                              | Yes<br>✓ | No  | Not applicable |

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

Name of person who carried out the internal audit

23/02/2026

01/05/2026

DEBIMINY YYY

MIKE PLATTEN CPFA

INTERNAL AUDITOR

Signature of person who carried out the internal audit

Date

03/05/2026

**\*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 2025/26

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 2026, 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 have assured 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>                                                           |
|                                                                                                                                                                                                                                                                          |        |     |                                                                                                                                                                                                |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.                                                                                                                         |        |     | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</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 2025/26 for

ENTER NAME OF AUTHORITY

|                                         | Year ending        |                    | Notes and guidance                                                                                                                                                                                             |
|-----------------------------------------|--------------------|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | 31 March 2025<br>£ | 31 March 2026<br>£ |                                                                                                                                                                                                                |
|                                         |                    |                    | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> 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 <b>must</b> 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. <b>must</b> 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 – <b>To agree with bank reconciliation.</b></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 |                                                                              |
|--------------------------------------------------------------------------------------|-----|----|------------------------------------------------------------------------------|
| 11 Do the figures in the accounting statements above exclude any trust transactions? |     |    | <i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i> |

I certify that for the year ended 31 March 2026 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.**

SIGNATURE REQUIRED

Date DD/MM/YYYY

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 2025/26

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 2026 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 2025/26

(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 2025/26

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 2026

\*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

| 31/03/25<br>£              |                                              | 31/03/26<br>£       |
|----------------------------|----------------------------------------------|---------------------|
| <b>Long Term assets</b>    |                                              |                     |
| 0.00                       | Investments                                  | 0.00                |
| 0.00                       | Long Term Debts                              | 0.00                |
| 0.00                       | LONG TERM Investment Accounts                | 0.00                |
| <u>0.00</u>                | <b>TOTAL LONG TERM ASSETS</b>                | <u>0.00</u>         |
| <b>Current assets</b>      |                                              |                     |
| 545,707.40                 | Investments                                  | 877,048.94          |
| 0.00                       | Investments                                  | 0.00                |
| 0.00                       | Stocks                                       | 0.00                |
| 11,257.21                  | VAT Recoverable                              | 8,127.99            |
| 4,494.32                   | Debtors                                      | 1,792.03            |
| 509.00                     | Payment in Advance                           | 1,474.86            |
| <u>486,295.74</u>          | Cash in Hand & at Bank                       | <u>576,439.24</u>   |
| 1,048,263.67               | <b>TOTAL CURRENT ASSETS</b>                  | 1,464,883.06        |
| <u>1,048,263.67</u>        | <b>TOTAL ASSETS</b>                          | <u>1,464,883.06</u> |
| <b>Current liabilities</b> |                                              |                     |
| 0.00                       | Loans Received                               | 0.00                |
| 0.00                       | Temporary Borrowing                          | 0.00                |
| 0.00                       | VAT Payable                                  | 0.00                |
| 13,123.02                  | Creditors                                    | 77,325.38           |
| 2,395.41                   | Receipts in Advance                          | 983.31              |
| <u>15,518.43</u>           | <b>TOTAL CURRENT LIABILITIES</b>             | <u>78,308.69</u>    |
| <u>1,032,745.24</u>        | <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> | <u>1,386,574.37</u> |
| 0.00                       | Deferred Liabilities                         | 0.00                |
| 0.00                       | Deferred Credits                             | 0.00                |
| <u>0.00</u>                |                                              | <u>0.00</u>         |
| <u>1,032,745.24</u>        | <b>NET ASSETS</b>                            | <u>1,386,574.37</u> |
| <b>Represented by</b>      |                                              |                     |
| 329,101.93                 | General Fund                                 | 364,820.02          |
| 12,397.62                  | CIL Funds                                    | 1,822.68            |
| 4,296.00                   | Cemetery                                     | 6,348.00            |
| 19,636.49                  | Election                                     | 19,636.49           |
| 15,000.00                  | Neighbourhood Plan                           | 15,000.00           |
| 13,700.00                  | Depreciation Equipment & Tools & Vehicles    | 19,200.00           |
| 102,523.00                 | 10/30 Year Building Plan                     | 124,405.00          |
| 293,107.27                 | 10/30 Year Plan Open Spaces                  | 296,328.29          |
| 3,771.00                   | Community Warden                             | 4,771.00            |
| 37,322.00                  | Staff Reserves                               | 45,000.00           |
| 158,807.12                 | Allocated CIL Funds                          | 443,402.36          |
| 7,266.90                   | Grants FA                                    | 5,027.62            |

## Consolidated Balance Sheet

Unaudited

| 31/03/25     |                                                       | 31/03/26     |
|--------------|-------------------------------------------------------|--------------|
| £            |                                                       | £            |
| 15,678.00    | Project Carried Over                                  | 19,203.00    |
| 1,500.00     | Tourism                                               | 1,500.00     |
| 3,000.00     | Land/Asset Review                                     | 5,500.00     |
| 15,137.91    | Council Grant / Community Commitments                 | 3,509.91     |
| 500.00       | Deposit Held for Rickards Hall                        | 1,100.00     |
| 0.00         | Strategic Plan Projects                               | 10,000.00    |
| 0.00         | Reorganisation and Community Assets                   | 0.00         |
| 0.00         | LONG TERM Investment Bank Accounts                    | 0.00         |
| 0.00         | Liability Reserves e.g. deposits                      | 0.00         |
| 1,032,745.24 |                                                       | 1,386,574.37 |
| 703,643.31   | Reserves total excluding general fund and liabilities | 1,021,754.35 |
| 0.00         | Reserves total of liabilities e.g. deposits           | 0.00         |
| 329,101.93   | General fund total                                    | 364,820.02   |
| 1,032,745.24 |                                                       | 1,386,574.37 |
|              | Notes:                                                |              |
| 0.00         | Long Term Borrowing                                   | 0.00         |

Signed \_\_\_\_\_

Chairman

Date

AUDIT OPINION

\_\_\_\_\_

Responsible Financial Officer

\_\_\_\_\_

# Income and Expenditure Account

Unaudited

| 31/03/25<br>£ |                                       | 31/03/26<br>£ |
|---------------|---------------------------------------|---------------|
|               | <b>INCOME</b>                         |               |
| 745,185.00    | Precept                               | 794,054.00    |
| 29,380.64     | Other Income                          | 27,632.85     |
| 16,015.76     | Cemetery Income                       | 16,266.66     |
| 21,327.79     | Open Spaces Income                    | 25,336.58     |
| 10,638.60     | Market Income                         | 10,073.29     |
| 27,799.81     | Grants Income                         | 11,000.00     |
| 6,560.00      | Church House Income                   | 6,542.54      |
| 12,166.23     | Rickards Hall Income                  | 13,791.00     |
| 9,501.50      | Bag Sales                             | 5,097.90      |
| 12,500.00     | Community Warden Support Grants       | 12,500.00     |
| 94,916.78     | CIL Receipts                          | 376,500.05    |
| <hr/>         |                                       | <hr/>         |
| 985,992.11    | <b>TOTAL INCOME</b>                   | 1,298,794.87  |
|               | <b>EXPENDITURE</b>                    |               |
| 445,556.96    | Salaries                              | 513,067.15    |
| 11,092.88     | Staff Other Costs                     | 11,906.04     |
| 93,242.73     | Other Expenditure                     | 97,953.45     |
| 8,000.00      | Grants                                | 7,986.40      |
| 15,500.00     | SLA's                                 | 15,500.00     |
| 107,450.21    | Open Spaces Expenditure               | 87,254.22     |
| 30,364.90     | Street Lighting                       | 28,363.64     |
| 3,047.03      | Market                                | 4,361.47      |
| 60,429.29     | Open Spaces 10/30 YR Maintenance Plan | 28,515.00     |
| 8,719.68      | Church House Expenditure              | 9,211.44      |
| 10,152.00     | Rickards Hall Expenditure             | 10,052.62     |
| 6,590.35      | Public Toilets                        | 4,963.53      |
| 5,125.00      | Garden Bags                           | 3,508.00      |
| 20,116.37     | 10/30YR Maintenance Plan              | 21,843.03     |
| 81,805.59     | CIL Awards                            | 100,479.75    |
| <hr/>         |                                       | <hr/>         |
| 907,192.99    | <b>TOTAL EXPENDITURE</b>              | 944,965.74    |
| 320,058.08    | Balance as at 01/04/25                | 329,101.93    |
| 985,992.11    | Add Total Income                      | 1,298,794.87  |
| <hr/>         |                                       | <hr/>         |
| 1,306,050.19  |                                       | 1,627,896.80  |
| 907,192.99    | Deduct Total Expenditure              | 944,965.74    |
| <hr/>         |                                       | <hr/>         |
| 0.00          | Stock Adjustment                      | 0.00          |
| -69,755.27    | Transfer to/ from reserves            | -318,111.04   |
| 329,101.93    | Balance as at 31/03/26                | 364,820.02    |
| <hr/> <hr/>   |                                       | <hr/> <hr/>   |

Signed \_\_\_\_\_

Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

06/05/2026 10:51

**1**  
**Budget Comparisons Report - does not include debtors or creditors, or EMR movements between General Reserves**

|                         |                                     | Previous Year      | 2025/26 Budget     | Reserve      | Actual             | Balance           | 2525/26            | 2026/27 Budget    |
|-------------------------|-------------------------------------|--------------------|--------------------|--------------|--------------------|-------------------|--------------------|-------------------|
|                         |                                     | Actual             |                    | Movements    | Total              |                   | Forecast           |                   |
| <b>INCOME</b>           |                                     |                    |                    |              |                    |                   |                    |                   |
| <b>Council</b>          |                                     |                    |                    |              |                    |                   |                    |                   |
| 100                     | C Precept                           | £75,950.00         | £79,452.50         | £0.00        | £79,452.50         | £0.00             | £79,452.50         | £0.00             |
| 115                     | C Grants                            | £18,947.81         | £0.00              | £0.00        | £1,000.00          | £1,000.00         | £1,000.00          | £0.00             |
| 116                     | C Receipts - misc                   | £111.10            | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00             |
| 135                     | C Neighbourhood Planning            | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00             |
| 160                     | C Strategic Projects EMR/ Precept 2 | £0.00              | £10,000.00         | £0.00        | £10,000.00         | £0.00             | £10,000.00         | £0.00             |
| 170                     | C Events                            | £1,500.00          | £0.00              | £0.00        | £500.00            | £500.00           | £500.00            | £0.00             |
|                         | <b>TOTAL COUNCIL</b>                | <b>£96,508.91</b>  | <b>£89,452.50</b>  | <b>£0.00</b> | <b>£90,952.50</b>  | <b>£1,500.00</b>  | <b>£90,952.50</b>  | <b>£0.00</b>      |
| <b>Open Spaces</b>      |                                     |                    |                    |              |                    |                   |                    |                   |
| 300                     | OS Allocation from Precept          | £386,564.00        | £401,256.38        | £0.00        | £401,256.38        | £0.00             | £401,256.38        | £0.00             |
| 305                     | OS Cemetery Fees                    | £16,698.29         | £17,000.00         | £0.00        | £15,994.80         | -£1,005.20        | £15,994.80         | £18,000.00        |
| 310                     | OS Rents                            | £14,647.61         | £12,587.12         | £0.00        | £13,388.85         | £801.73           | £13,071.33         | £13,155.00        |
| 311                     | OS Market Rents                     | £9,599.30          | £9,000.00          | £0.00        | £8,892.99          | -£107.01          | £8,500.00          | £9,000.00         |
| 313                     | OS Market Waste Services            | £1,090.00          | £1,700.00          | £0.00        | £1,077.50          | -£622.50          | £1,077.50          | £1,625.00         |
| 315                     | OS Maintenance Services             | £7,148.32          | £7,488.00          | £0.00        | £4,284.60          | -£3,203.40        | £5,314.00          | £3,000.00         |
| 320                     | OS Solar Panels                     | £0.00              | £0.00              | £0.00        | £3,130.85          | £3,130.85         | £3,130.85          | £2,500.00         |
| 325                     | OS Sundry Receipts( inc Fair)       | £57.43             | £500.00            | £0.00        | £4,305.82          | £3,805.82         | £4,305.82          | £500.00           |
| 326                     | OS-Grass Pitch Grant                | £8,852.00          | £7,680.00          | £0.00        | £0.00              | -£7,680.00        | £7,680.00          | £5,904.00         |
| 330                     | OS Allotment Deposits               | £0.00              | £0.00              | £0.00        | £500.00            | £500.00           | £450.00            | £0.00             |
|                         | <b>TOTAL OPEN SPACES</b>            | <b>£444,656.95</b> | <b>£457,211.50</b> | <b>£0.00</b> | <b>£452,831.79</b> | <b>-£4,379.71</b> | <b>£460,780.68</b> | <b>£53,684.00</b> |
| <b>Central Services</b> |                                     |                    |                    |              |                    |                   |                    |                   |
| 200                     | CS Allocation from Precept          | £271,671.00        | £299,630.20        | £0.00        | £299,630.20        | £0.00             | £299,630.20        | £0.00             |
| 220                     | CS Sundry Receipts                  | £3,358.56          | £4,000.00          | £0.00        | £314.05            | -£3,685.95        | £314.05            | £0.00             |
| 226                     | CS CCLA Interest                    | £10,012.60         | £15,000.00         | £0.00        | £19,138.57         | £4,138.57         | £18,000.00         | £18,000.00        |
| 227                     | CS Bank Interest - Council Barclays | £49.96             | £80.00             | £0.00        | £37.39             | -£42.61           | £37.39             | £0.00             |
| 228                     | CS Barclay Reserve Interest         | £8,904.15          | £3,500.00          | £0.00        | £7,142.84          | £3,642.84         | £5,877.97          | £4,000.00         |
| 235                     | CS Church House                     | £6,758.50          | £6,716.00          | £0.00        | £6,542.54          | -£173.46          | £6,542.54          | £5,885.00         |

|                                     |                              |                    |                    |              |                    |                   |                    |                    |
|-------------------------------------|------------------------------|--------------------|--------------------|--------------|--------------------|-------------------|--------------------|--------------------|
| 240                                 | CS Rickards Hall Lettings    | £13,318.20         | £15,000.00         | £0.00        | £12,902.92         | -£2,097.08        | £12,112.26         | £16,000.00         |
| 285                                 | CS Refuse bags & other sales | £9,501.50          | £11,200.00         | £0.00        | £5,097.90          | -£6,102.10        | £4,800.00          | £5,500.00          |
| 290                                 | CS Insurance Claim Payments  | £5,444.27          | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| <b>TOTAL CENTRAL SERVICES</b>       |                              | <b>£329,018.74</b> | <b>£355,126.20</b> | <b>£0.00</b> | <b>£350,806.41</b> | <b>-£4,319.79</b> | <b>£347,314.41</b> | <b>£49,385.00</b>  |
| <b>Emergency Planning Committee</b> |                              |                    |                    |              |                    |                   |                    |                    |
| 500                                 | EP Allocation from Precept   | £445.00            | £445.00            | £0.00        | £445.00            | £0.00             | £445.00            | £0.00              |
| 505                                 | EP Sundry Receipts           | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| <b>TOTAL EMERGENCY PLANNING</b>     |                              | <b>£445.00</b>     | <b>£445.00</b>     | <b>£0.00</b> | <b>£445.00</b>     | <b>£0.00</b>      | <b>£445.00</b>     | <b>£0.00</b>       |
| <b>Community Warden</b>             |                              |                    |                    |              |                    |                   |                    |                    |
| 400                                 | CW Precept (ETC Cont)        | £10,555.00         | £13,269.92         | £0.00        | £13,269.92         | £0.00             | £13,269.92         | £0.00              |
| 405                                 | CW Moat Housing              | £1,000.00          | £1,000.00          | £0.00        | £1,000.00          | £0.00             | £1,000.00          | £1,000.00          |
| 410                                 | CW West Kent Housing         | £3,500.00          | £3,500.00          | £0.00        | £3,500.00          | £0.00             | £3,500.00          | £3,500.00          |
| 415                                 | CW Westerham                 | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| 420                                 | CW John Coldman Trust        | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| 425                                 | CW Police                    | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| 430                                 | CW Great Stonebridge Trust   | £8,000.00          | £8,000.00          | £0.00        | £8,000.00          | £0.00             | £8,000.00          | £8,000.00          |
| 435                                 | CW KCC                       | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| 450                                 | CW Sundry Receipts           | £0.00              | £0.00              | £0.00        | £0.00              | £0.00             | £0.00              | £0.00              |
| <b>TOTAL COMMUNITY WARDEN</b>       |                              | <b>£23,055.00</b>  | <b>£25,769.92</b>  | <b>£0.00</b> | <b>£25,769.92</b>  | <b>£0.00</b>      | <b>£25,769.92</b>  | <b>£12,500.00</b>  |
| <b>TOTAL INCOME</b>                 |                              | <b>£893,684.60</b> | <b>£928,005.12</b> | <b>£0.00</b> | <b>£920,805.62</b> | <b>-£7,199.50</b> | <b>£925,262.51</b> | <b>£115,569.00</b> |

| <b>EXPENDITURE</b>   |                                             | <b>Previous Year<br/>Actual</b> | <b>2025/26 Budget</b> | <b>EMR<br/>Movements</b> | <b>Actual Total</b> | <b>Balance</b>    | <b>2525/26<br/>Forecast</b> | <b>2026/27 Budget</b> |
|----------------------|---------------------------------------------|---------------------------------|-----------------------|--------------------------|---------------------|-------------------|-----------------------------|-----------------------|
| <b>Council</b>       |                                             |                                 |                       |                          |                     |                   |                             |                       |
| 1010                 | C Contingencies                             | £0.00                           | £10,200.00            | £1,825.00                | £1,825.50           | £10,199.50        | £1,825.50                   | £10,000.00            |
| 1011                 | C Projects                                  | £2,400.00                       | £0.00                 | £0.00                    | £0.00               | £0.00             | £0.00                       | £0.00                 |
| 1012                 | C Projects from reserves                    | £0.00                           | £0.00                 | £0.00                    | £0.00               | £0.00             | £0.00                       | £0.00                 |
| 1020                 | C Miscellaneous Items                       | £70.00                          | £500.00               | £0.00                    | £174.27             | £325.73           | £1,092.27                   | £500.00               |
| 1025                 | C Grant Projects                            | £1,616.90                       | £0.00                 | £11,991.20               | £12,236.50          | £-245.30          | £12,236.50                  | £0.00                 |
| 1030                 | C Council Grants                            | £8,000.00                       | £8,000.00             | £0.00                    | £7,986.40           | £13.60            | £7,986.40                   | £8,000.00             |
| 1040                 | C Replacement Equipment and Tools           | £0.00                           | £4,000.00             | £0.00                    | £0.00               | £4,000.00         | £4,000.00                   | £4,000.00             |
| 1041                 | C Office IT Upgrade                         | £0.00                           | £0.00                 | £0.00                    | £2,215.05           | £-2,215.05        | £2,215.05                   | £8,100.00             |
| 1060                 | C Eden Valley Museum Trust                  | £6,500.00                       | £6,500.00             | £0.00                    | £6,500.00           | £0.00             | £6,500.00                   | £6,500.00             |
| 1070                 | C House Project                             | £9,000.00                       | £9,000.00             | £0.00                    | £9,000.00           | £0.00             | £9,000.00                   | £13,500.00            |
| 1080                 | C Membership KALC                           | £1,765.00                       | £2,000.00             | £0.00                    | £1,870.00           | £130.00           | £1,870.00                   | £2,000.00             |
| 1081                 | C Other Subscriptions                       | £0.00                           | £200.00               | £0.00                    | £420.00             | £-220.00          | £420.00                     | £570.00               |
| 1090                 | C Tourism                                   | £32.00                          | £0.00                 | £0.00                    | £205.50             | £-205.50          | £205.50                     | £0.00                 |
| 1100                 | C ETC Community Assets                      | £15.00                          | £2,500.00             | £0.00                    | £0.00               | £2,500.00         | £0.00                       | £2,500.00             |
| 1120                 | C Summer Playscheme                         | £2,579.00                       | £3,300.00             | £0.00                    | £2,762.99           | £537.01           | £2,762.99                   | £3,000.00             |
| 1130                 | C Bonfire Clean Up                          | £1,000.00                       | £1,400.00             | £0.00                    | £1,000.00           | £400.00           | £1,000.00                   | £1,400.00             |
| 1150                 | C Legal & Professional fees                 | £11,384.14                      | £7,500.00             | £0.00                    | £4,899.50           | £2,600.50         | £6,500.00                   | £3,000.00             |
| 1151                 | C Local Plan                                | £0.00                           | £0.00                 | £0.00                    | £2,493.69           | £-2,493.69        | £132.06                     | £11,500.00            |
| 1152                 | C Neighbourhood Plan / Professional reports | £0.00                           | £0.00                 | £0.00                    | £0.00               | £0.00             | £0.00                       | £5,000.00             |
| 1160                 | C Election Costs                            | £0.00                           | £5,000.00             | £0.00                    | £0.00               | £5,000.00         | £0.00                       | £0.00                 |
| 1170                 | C Strategic Projects EMR                    | £0.00                           | £0.00                 | £0.00                    | £0.00               | £0.00             | £0.00                       | £10,000.00            |
| 1171                 | C Events                                    | £3,711.12                       | £5,600.00             | £0.00                    | £4,180.44           | £1,419.56         | £4,200.00                   | £600.00               |
| 1180                 | C Reorganisation - Assets                   | £0.00                           | £0.00                 | £0.00                    | £0.00               | £0.00             | £0.00                       | £5,000.00             |
| <b>TOTAL COUNCIL</b> |                                             | <b>£48,073.16</b>               | <b>£65,700.00</b>     | <b>£13,816.20</b>        | <b>£57,769.84</b>   | <b>£21,746.36</b> | <b>£61,946.27</b>           | <b>£95,170.00</b>     |
| <b>Open Spaces</b>   |                                             |                                 |                       |                          |                     |                   |                             |                       |
| 3000                 | OS Staff Costs                              | £209,003.25                     | £265,867.45           | £0.00                    | £262,398.66         | £3,468.79         | £262,398.66                 | £288,992.48           |
| 3010                 | OS Utilities                                | £11,534.21                      | £3,692.00             | £0.00                    | £3,793.93           | £-101.93          | £4,000.00                   | £3,300.00             |
| 3011                 | OS Market 1 (incl rates)                    | £2,340.08                       | £3,250.00             | £0.00                    | £1,923.07           | £1,326.93         | £1,785.57                   | £2,250.00             |
| 3012                 | OS Market 2                                 | £8,208.67                       | £9,328.05             | £0.00                    | £9,120.11           | £207.94           | £9,120.11                   | £9,627.28             |
| 3013                 | OS Market Waste Services                    | £1,215.95                       | £1,700.00             | £0.00                    | £1,929.40           | £-229.40          | £1,911.40                   | £1,625.00             |
| 3014                 | OS Rates Market Yard Car Park               | £0.00                           | £2,090.00             | £0.00                    | £2,245.50           | £-155.50          | £2,245.50                   | £2,090.00             |
| 3015                 | OS Rates Depot & Mowshurst Barn             | £0.00                           | £6,150.00             | £0.00                    | £6,437.10           | £-287.10          | £6,437.10                   | £6,600.00             |

|      |                                             |                    |                    |                  |                    |                   |                    |                    |
|------|---------------------------------------------|--------------------|--------------------|------------------|--------------------|-------------------|--------------------|--------------------|
| 3016 | OS Other Staff Expenses                     | £4,211.98          | £4,950.00          | £0.00            | £5,143.57          | £-193.57          | £4,000.00          | £5,630.00          |
| 3026 | OS Sports Pitch Improvements (re grant 326) | £4,229.10          | £7,680.00          | £0.00            | £9,919.28          | £-2,239.28        | £9,274.28          | £5,904.00          |
| 3029 | OS Bulky Waste Collection                   | £1,715.00          | £2,500.00          | £0.00            | £2,521.96          | £-21.96           | £2,521.96          | £2,600.00          |
| 3030 | OS External Services Costs                  | £3,485.00          | £4,705.00          | £0.00            | £4,294.50          | £410.50           | £6,242.00          | £5,500.00          |
| 3040 | OS Replacement Equipment and Tools          | £12,720.15         | £7,000.00          | £0.00            | £6,427.72          | £572.28           | £5,500.00          | £3,500.00          |
| 3050 | OS Materials                                | £9,045.56          | £8,100.00          | £1,149.98        | £8,641.04          | £608.94           | £9,000.00          | £8,100.00          |
| 3055 | OS Hanging Baskets & Plants                 | £6,336.25          | £7,200.00          | £0.00            | £6,659.73          | £540.27           | £7,000.00          | £7,200.00          |
| 3060 | OS Buildings Insurance                      | £3,887.41          | £4,276.00          | £0.00            | £3,887.41          | £388.59           | £3,887.41          | £4,000.00          |
| 3065 | OS Cemetery Expenditure                     | £430.85            | £650.00            | £0.00            | £474.85            | £175.15           | £474.85            | £650.00            |
| 3066 | OS Cemetery Paths & Walls                   | £0.00              | £0.00              | £0.00            | £0.00              | £0.00             | £0.00              | £0.00              |
| 3070 | OS Vehicles/Costs/Fuel                      | £37,869.93         | £12,200.00         | £0.00            | £10,426.55         | £1,773.45         | £10,800.00         | £12,200.00         |
| 3075 | OS Asset/Recoup/Kubota                      | £0.00              | £5,820.00          | £0.00            | £0.00              | £5,820.00         | £0.00              | £5,820.00          |
| 3080 | OS Contingencies & Unexpected Maintenance   | £2,335.72          | £3,000.00          | £0.00            | £4,660.11          | £-1,660.11        | £4,245.88          | £2,000.00          |
| 3090 | OS Subs/Misc/SSE in Bloom                   | £1,574.53          | £925.00            | £0.00            | £684.00            | £241.00           | £589.70            | £1,000.00          |
| 3100 | OS Small Projects                           | £1,261.93          | £2,500.00          | £860.00          | £7,081.57          | £-3,721.57        | £4,127.87          | £2,500.00          |
| 3110 | OS Vandalism                                | £1,666.43          | £3,000.00          | £0.00            | £3,825.73          | £-825.73          | £3,500.00          | £3,000.00          |
| 3130 | OS Public Street Lighting Electricity       | £20,136.98         | £24,600.00         | £0.00            | £15,044.08         | £9,555.92         | £15,044.08         | £21,000.00         |
| 3135 | OS Public Street Light Contract Maintenance | £7,103.92          | £8,000.00          | £0.00            | £7,388.06          | £611.94           | £7,388.06          | £8,000.00          |
| 3136 | OS Public Lighting Repairs                  | £3,124.00          | £2,500.00          | £0.00            | £5,931.50          | £-3,431.50        | £5,931.50          | £3,500.00          |
| 3140 | OS 10 Yr Maintenance Plan                   | £17,281.00         | £10,110.00         | £1,515.00        | £11,032.00         | £593.00           | £11,032.00         | £8,032.00          |
| 3141 | OS Annual and Inspection Costs              | £9,788.99          | £15,418.00         | £0.00            | £6,182.95          | £9,235.05         | £6,182.95          | £18,259.00         |
| 3145 | OS 30 Yr Maintenance Plan                   | £43,148.29         | £30,000.00         | £2,700.00        | £17,483.00         | £15,217.00        | £22,483.00         | £15,000.00         |
|      | <b>TOTAL OPEN SPACES</b>                    | <b>£423,655.18</b> | <b>£457,211.50</b> | <b>£6,224.98</b> | <b>£425,557.38</b> | <b>£37,879.10</b> | <b>£427,123.88</b> | <b>£457,879.76</b> |

**Central Services**

|      |                                           |             |             |           |             |            |             |             |
|------|-------------------------------------------|-------------|-------------|-----------|-------------|------------|-------------|-------------|
| 2000 | CS Staff Costs                            | £196,846.80 | £205,803.44 | £0.00     | £215,452.89 | £-9,649.45 | £215,452.89 | £238,834.82 |
| 2005 | CS Other staff/Cllr costs                 | £2,172.93   | £8,472.00   | £0.00     | £2,783.01   | £5,688.99  | £4,000.00   | £6,970.00   |
| 2010 | CS Doggetts - Utilities, Rates, Phones    | £11,888.01  | £14,200.00  | £0.00     | £12,938.42  | £1,261.58  | £12,938.86  | £15,800.00  |
| 2015 | CS Professional HR/ H&S& Risk             | £4,438.68   | £4,000.00   | £0.00     | £3,705.66   | £294.34    | £3,705.66   | £4,000.00   |
| 2020 | CS Computer Contracts and Licencing       | £15,066.88  | £16,656.00  | £0.00     | £15,741.83  | £914.17    | £15,716.83  | £16,500.00  |
| 2030 | CS Photocopier Rental/printing            | £914.13     | £1,010.00   | £0.00     | £752.75     | £257.25    | £752.75     | £1,010.00   |
| 2040 | CS Cleaning, Stationary, Office Sundries  | £1,250.33   | £1,000.00   | £0.00     | £3,843.51   | £-2,843.51 | £3,800.00   | £3,000.00   |
| 2050 | CS Doggetts, Office and Council Insurance | £8,482.31   | £10,185.00  | £0.00     | £7,958.31   | £2,226.69  | £7,958.31   | £8,750.00   |
| 2060 | CS 10 Year Buildings Maintenance Plan     | £0.00       | £10,085.00  | £9,414.30 | £12,414.30  | £7,085.00  | £12,414.30  | £19,575.00  |
| 2061 | CS Annual Maintenance                     | £1,048.37   | £5,300.00   | £0.00     | £2,934.27   | £2,365.73  | £5,300.00   | £5,805.00   |
| 2062 | CS 30 Yr Building Maintenance Plan        | £19,068.00  | £21,000.00  | £0.00     | £6,494.46   | £14,505.54 | £11,494.46  | £11,000.00  |
| 2065 | CS Buildings Materials and Repair Costs   | £12,649.13  | £2,500.00   | £0.00     | £3,439.22   | £-939.22   | £3,500.00   | £2,500.00   |
| 2070 | CS Subs/Bank Costs/Sundries/Chair         | £3,962.00   | £4,548.00   | £0.00     | £2,398.25   | £2,149.75  | £2,339.45   | £4,600.00   |
| 2075 | CS Audit Fee External/IA                  | £2,630.70   | £3,300.00   | £0.00     | £2,422.50   | £877.50    | £2,422.50   | £3,500.00   |

|                                     |                                           |                    |                    |                   |                    |                   |                    |                    |
|-------------------------------------|-------------------------------------------|--------------------|--------------------|-------------------|--------------------|-------------------|--------------------|--------------------|
| 2085                                | CS Garden Sacks                           | £5,125.00          | £9,000.00          | £0.00             | £3,508.00          | £5,492.00         | £4,100.00          | £4,500.00          |
| 2090                                | CS Insurance Claims                       | £0.00              | £0.00              | £0.00             | £0.00              | £0.00             | £0.00              | £0.00              |
| 2200                                | CS Church House (Inc Insurance)           | £8,719.68          | £6,830.00          | £0.00             | £9,211.44          | -£2,381.44        | £9,188.84          | £5,500.00          |
| 2210                                | CS Public Toilets 1(incl rates)           | £6,590.35          | £7,935.00          | £0.00             | £4,963.53          | £2,971.47         | £4,963.53          | £5,750.00          |
| 2211                                | CS Public Toilets 2                       | £10,842.47         | £12,244.76         | £0.00             | £11,942.89         | £301.87           | £11,942.89         | £12,454.49         |
| 2215                                | CS Pavillion                              | £9,984.49          | £0.00              | £9,825.00         | £13,502.98         | -£3,677.98        | £13,502.98         | £5,000.00          |
| 2220                                | CS Rickards Hall (incl rates & insurance) | £10,152.00         | £11,057.00         | £0.00             | £10,052.62         | £1,004.38         | £10,100.00         | £11,190.00         |
| <b>TOTAL CENTRAL SERVICES</b>       |                                           | <b>£331,832.26</b> | <b>£355,126.20</b> | <b>£19,239.30</b> | <b>£346,460.84</b> | <b>£27,904.66</b> | <b>£355,594.25</b> | <b>£386,239.31</b> |
| <b>Emergency Planning Committee</b> |                                           |                    |                    |                   |                    |                   |                    |                    |
| 5000                                | EP Equipment/Tools                        | £50.99             | £232.50            | £0.00             | £30.00             | £202.50           | £30.00             | £200.00            |
| 5010                                | EP Licences                               | £187.50            | £112.50            | £0.00             | £112.50            | £0.00             | £112.50            | £246.90            |
| 5011                                | EP Training                               | £0.00              | £100.00            | £0.00             | £0.00              | £100.00           | £0.00              | £100.00            |
| <b>TOTAL EMERGENCY PLANNING</b>     |                                           | <b>£238.49</b>     | <b>£445.00</b>     | <b>£0.00</b>      | <b>£142.50</b>     | <b>£302.50</b>    | <b>£142.50</b>     | <b>£546.90</b>     |
| <b>Community Warden</b>             |                                           |                    |                    |                   |                    |                   |                    |                    |
| 4000                                | CW Salary                                 | £20,655.77         | £23,319.92         | £0.00             | £14,152.60         | £9,167.32         | £14,152.60         | £22,650.40         |
| 4030                                | CW DBS Check                              | £35.00             | £0.00              | £0.00             | £0.00              | £0.00             | £0.00              | £0.00              |
| 4040                                | CW Sundries                               | £70.44             | £200.00            | £0.00             | £80.17             | £119.83           | £80.17             | £210.00            |
| 4050                                | CW Clothing & Supplies                    | £234.29            | £200.00            | £0.00             | £136.30            | £63.70            | £136.30            | £210.00            |
| 4060                                | CW Vehicle Running Costs                  | £1,101.81          | £800.00            | £0.00             | £1,044.72          | -£244.72          | £1,044.72          | £800.00            |
| 4070                                | CW Vehicle Reserve                        | £0.00              | £1,000.00          | £0.00             | £0.00              | £1,000.00         | £1,000.00          | £1,000.00          |
| 4080                                | CW Training                               | £0.00              | £250.00            | £0.00             | £137.50            | £112.50           | £0.00              | £350.00            |
| <b>TOTAL COMMUNITY WARDEN</b>       |                                           | <b>£22,097.31</b>  | <b>£25,769.92</b>  | <b>£0.00</b>      | <b>£15,551.29</b>  | <b>£10,218.63</b> | <b>£16,413.79</b>  | <b>£25,220.40</b>  |
| <b>TOTAL EXPENDITURE</b>            |                                           | <b>£825,896.40</b> | <b>£904,252.62</b> | <b>£39,280.48</b> | <b>£845,481.85</b> | <b>£98,051.25</b> | <b>£861,220.69</b> | <b>£965,056.37</b> |

**Summary totals:**

|                          | Previous Year<br>Actual | 2025/26 Budget | EMR<br>Movements | Actual Total | Balance    | 2525/26<br>Forecast | 2026/27 Budget |
|--------------------------|-------------------------|----------------|------------------|--------------|------------|---------------------|----------------|
| <b>Total Income</b>      | £893,684.60             | £928,005.12    | £0.00            | £920,805.62  | -£7,199.50 | £925,262.51         | £115,569.00    |
| <b>Total Expenditure</b> | £825,896.40             | £904,252.62    | £39,280.48       | £845,481.85  | £98,051.25 | £861,220.69         | £965,056.37    |
| <b>Total Net Balance</b> | £67,788.20              | £23,752.50     | -£39,280.48      | £75,323.77   | £90,851.75 | £64,041.82          | -£849,487.37   |

**CIL Income**

|     |                  |                   |              |                    |                    |                    |                    |              |
|-----|------------------|-------------------|--------------|--------------------|--------------------|--------------------|--------------------|--------------|
| 600 | CIL              | £87,225.09        | £0.00        | £110,000.00        | £367,189.10        | £257,189.10        | £257,189.10        | £0.00        |
| 605 | CIL Interest     | £7,691.69         | £0.00        | £0.00              | £9,310.95          | £9,310.95          | £9,310.95          | £0.00        |
|     | <b>TOTAL CIL</b> | <b>£94,916.78</b> | <b>£0.00</b> | <b>£110,000.00</b> | <b>£376,500.05</b> | <b>£266,500.05</b> | <b>£266,500.05</b> | <b>£0.00</b> |

**CIL Expenditure**

|      |                               |                   |              |                    |                    |              |                    |              |
|------|-------------------------------|-------------------|--------------|--------------------|--------------------|--------------|--------------------|--------------|
| 6000 | CIL Payments For ETC Projects | £64,429.15        | £0.00        | £84,620.75         | £84,620.75         | £0.00        | £84,620.75         | £0.00        |
| 6001 | CIL Grants                    | £17,376.44        | £0.00        | £15,859.00         | £15,859.00         | £0.00        | £15,859.00         | £0.00        |
|      | <b>TOTAL CIL</b>              | <b>£81,805.59</b> | <b>£0.00</b> | <b>£100,479.75</b> | <b>£100,479.75</b> | <b>£0.00</b> | <b>£100,479.75</b> | <b>£0.00</b> |

**TOTALS INC CIL**

|                          |             |             |             |               |             |               |              |
|--------------------------|-------------|-------------|-------------|---------------|-------------|---------------|--------------|
| <b>Total Income</b>      | £988,601.38 | £928,005.12 | £110,000.00 | £1,297,305.67 | £259,300.55 | £1,191,762.56 | £115,569.00  |
| <b>Total Expenditure</b> | £907,701.99 | £904,252.62 | £139,760.23 | £945,961.60   | £98,051.25  | £961,700.44   | £965,056.37  |
| <b>Total Net Balance</b> | £80,899.39  | £23,752.50  | -£29,760.23 | £351,344.07   | £161,249.30 | £230,062.12   | -£849,487.37 |

Less the Precept income

## Financial Summary - Cashbook

Summary of receipts and payments between 01/04/25 and 31/03/26 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

|                           |             |
|---------------------------|-------------|
| Barclays CIL              | £4,164.74   |
| Barclays General Account  | £4,145.65   |
| Barclays General Reserves | £477,785.35 |
| Lloyds General Account    | £0.00       |
| Petty Cash                | £200.00     |

### Short Term Investment Accounts

|                       |                      |
|-----------------------|----------------------|
| CCLA Council Reserves | £378,667.40          |
| CCLA CIL              | £167,040.00          |
| <b>Total</b>          | <u>£1,032,003.14</u> |

| RECEIPTS                     | Net                  | Vat              | Gross                |
|------------------------------|----------------------|------------------|----------------------|
| Council                      | £90,952.50           | £0.00            | £90,952.50           |
| Open Spaces                  | £455,120.99          | £3,074.47        | £458,195.46          |
| Central Services             | £396,738.86          | £221.30          | £396,960.16          |
| Emergency Planning Committee | £445.00              | £0.00            | £445.00              |
| Community Warden             | £25,769.92           | £0.00            | £25,769.92           |
| CIL                          | £376,500.05          | £0.00            | £376,500.05          |
| <b>Total Receipts</b>        | <u>£1,345,527.32</u> | <u>£3,295.77</u> | <u>£1,348,823.09</u> |

| PAYMENTS                     | Net                | Vat               | Gross              |
|------------------------------|--------------------|-------------------|--------------------|
| Council                      | £59,958.62         | £3,696.19         | £63,654.81         |
| Open Spaces                  | £424,991.71        | £24,547.01        | £449,538.72        |
| Central Services             | £349,263.83        | £14,672.59        | £363,936.42        |
| Emergency Planning Committee | £142.50            | £0.00             | £142.50            |
| Community Warden             | £15,551.29         | £108.82           | £15,660.11         |
| CIL                          | £31,821.29         | £2,584.20         | £34,405.49         |
| <b>Total Payments</b>        | <u>£881,729.24</u> | <u>£45,608.81</u> | <u>£927,338.05</u> |

Closing Balances at 31/03/26

### Ordinary Accounts

|                           |                    |
|---------------------------|--------------------|
| Barclays CIL              | £37,633.50         |
| Barclays General Account  | £270,255.95        |
| Barclays General Reserves | £268,549.79        |
| Lloyds General Account    | £0.00              |
| Petty Cash                | £0.00              |
|                           | <u>£576,439.24</u> |

### Short Term Investment Accounts

|                       |                      |
|-----------------------|----------------------|
| CCLA Council Reserves | £578,667.40          |
| CCLA CIL              | £298,381.54          |
|                       | <u>£877,048.94</u>   |
| <b>Total</b>          | <u>£1,453,488.18</u> |

|                                           |               |
|-------------------------------------------|---------------|
| Reserve Balances                          |               |
| CIL Funds                                 | £1,822.68     |
| Cemetery                                  | £6,348.00     |
| Election                                  | £19,636.49    |
| Neighbourhood Plan                        | £15,000.00    |
| Depreciation Equipment & Tools & Vehicles | £19,200.00    |
| 10/30 Year Building Plan                  | £124,405.00   |
| 10/30 Year Plan Open Spaces               | £296,328.29   |
| Community Warden                          | £4,771.00     |
| Staff Reserves                            | £45,000.00    |
| Allocated CIL Funds                       | £443,402.36   |
| Grants FA                                 | £5,027.62     |
| Project Carried Over                      | £19,203.00    |
| Tourism                                   | £1,500.00     |
| Land/Asset Review                         | £5,500.00     |
| Council Grant / Community Commitments     | £3,509.91     |
| Deposit Held for Rickards Hall            | £1,100.00     |
| Stratigic Plan Projects                   | £10,000.00    |
| Reorganisation and Community Assets       | £0.00         |
| Reserves total                            | £1,021,754.35 |

Signed \_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk / Responsible Financial Officer

As of EOY Balance sheet figures for 31.03.2026

BASED ON THE I&E ACCOUNTS

| ETC - Reserves Forecast                                             | Budgeted EMR                  |                            |                               |                  | 31/03/2026<br>Closing | 2025-26<br>Budget            | 2026-27<br>Budget                |
|---------------------------------------------------------------------|-------------------------------|----------------------------|-------------------------------|------------------|-----------------------|------------------------------|----------------------------------|
|                                                                     | 31/03/2025<br>Closing/Opening | Accrual<br>Release         | Year-end<br>I&E diff less C29 | Planned<br>Mvmts |                       |                              |                                  |
| <b>Earmarked Reserves</b>                                           |                               |                            |                               |                  |                       |                              |                                  |
| <i>Movement from 2024-25 for project/EMR</i>                        |                               | <b>ACTUAL EOY movement</b> |                               |                  |                       | movement +/-<br>31.03.26 EOY | movement +/-<br>31.03.27 closing |
| Neighbourhood Plan & professional services                          | 15,000                        | 0                          |                               |                  | 15,000                | 15,000                       | 20,000                           |
| Election                                                            | 19,636                        |                            |                               |                  | 19,636                | 19,636                       | 19,636                           |
| Depreciation Equipment & tools & vehicles                           | 13,700                        |                            |                               | 5,500            | 19,200                | 19,200                       | 23,200                           |
| Buildings Maintenance & Project Plan                                | 102,523                       | -19,239                    |                               | 41,121           | 124,405               | 124,405                      | 124,405                          |
| Open Spaces Maintenance & Project Plan                              | 293,107                       | -6,225                     |                               | 9,446            | 296,328               | 296,328                      | 296,328                          |
| Cemetery                                                            | 4,296                         |                            |                               | 2,052            | 6,348                 | 6,348                        | 6,348                            |
| Community Warden                                                    | 3,771                         |                            |                               | 1,000            | 4,771                 | 4,771                        | 4,771                            |
| Staff reserves - costs & training                                   | 37,322                        |                            |                               | 7,678            | 45,000                | 45,000                       | 45,000                           |
| Grants                                                              | 15,138                        | -12,128                    |                               | 500              | 3,510                 | 3,510                        | 500                              |
| Projects c/o & community commitment, tourism                        | 17,178                        | -1,825                     |                               | 5,350            | 20,703                | 20,703                       | 23,203                           |
| FA Grant - pitch power & ETC contribution                           | 7,267                         | -2,239                     |                               |                  | 5,028                 | 5,028                        | 5,028                            |
| Strategic Plan projects (new code for 2025)                         | 0                             |                            |                               | 10,000           | 10,000                | 10,000                       | 20,000                           |
| Land Asset Review & Assets                                          | 3,000                         |                            |                               | 2,500            | 5,500                 | 5,500                        | 8,000                            |
| Rickards & Allotment deposits                                       | 500                           | -200                       |                               | 800              | 1,100                 | 1,100                        | 950                              |
| Proposed EMRs from surplus - Needs resolution                       |                               |                            |                               |                  | 0                     |                              |                                  |
| <i>New EMRs - budgeted 26-27. Reorganisation</i>                    |                               |                            |                               |                  |                       |                              | 5,000                            |
| <i>New EMRs - budgeted 26-27. Kybo EVC Community Voluntary Fund</i> |                               |                            |                               |                  |                       |                              | 40000                            |
| <b>EMR total</b>                                                    | <b>532,439</b>                | <b>-41,857</b>             |                               | <b>85,947</b>    | <b>576,529</b>        | <b>576,529</b>               | <b>602,369</b>                   |
| General Reserve                                                     | 329,102                       |                            | 35,718                        |                  | 364,820               | 364,820                      | 365,188                          |
|                                                                     | 861,541                       | -41,857                    | 35,718                        | 85,947           | 941,349               | 941,349                      | 967,556                          |
| CIL allocated                                                       | 158,807                       | 284,595                    |                               |                  | 443,402               | 443,402                      | 443,402                          |
| CIL unallocated                                                     | 12,398                        | -10,575                    |                               |                  | 1,823                 | 1,823                        | 1,823                            |
| <b>Reserve Totals -</b>                                             | <b>1,032,745</b>              | <b>232,164</b>             | <b>35,718</b>                 | <b>85,947</b>    | <b>1,386,575</b>      | <b>1,386,575</b>             | <b>1,412,782</b>                 |