



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs T Bryant, Mrs J Davison, R Davison, A Layland, S McGregor, B Orridge, M Robson, J Scholey and B Todd.

A meeting of the FINANCE COMMITTEE will be held in Rickards Hall at 8.20pm (or shortly after) on 18 May 2015.

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS OR PREDETERMINATION**, including any interests not already registered
3. **ELECTION OF CHAIRMAN**
4. **ELECTION OF VICE CHAIRMAN**
5. **TO CONFIRM THE MINUTES OF THE FINANCE COMMITTEE HELD ON 27 APRIL 2015**
6. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
7. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**
To approve the month's Financial Statement as at 30 April 2015.
To approve the analysis of receipts and payments, and the details of invoices for payment.
To approve and accept the transfers into, out of and between accounts of the Capital Fund.
To approve the Financial Comparisons to 30 April 2015
8. **FINANCE BUSINESS**
 - 8.1 **Nomads Football Club**
 - 8.2 **Open Spaces Society**
 - 8.3 **Kubota Replacement**
 - 8.4 **Purchase of front counter**
 - 8.5 **Allocation of End of Year Balances**
9. **FINANCE CORRESPONDENCE**
Charity Commission News
10. **PRESS RELEASE**

Members of the public are invited to attend and there is an opportunity for public questions or statements at full Council, Planning and Transportation and Open Spaces Meetings. There is no such facility at other committee meetings. Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm)

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

Finance Report May 2015

6. MATTERS ARISING

None

8. FINANCE BUSINESS

8.1 Nomads Football Club

Members will recall that last October a grant was given to Nomads Football Club to refurbish the shower and toilet facilities. This was to fit new showers, make good tiling or provide and fit modern shower wall panels, and replace washbasins and toilets if necessary. Nomads FC have recently applied to join the Kent County Football League, which has stricter requirements for the dressing rooms. Nomads FC are therefore requesting the Council's permission to use the money granted last year for alterations to the dressing rooms and they will redecorate the shower area themselves. A copy of the letter received is attached.

Do members agree that the money granted by the Council should now be used to alter the dressing rooms?

8.2 Open Spaces Society

Open Spaces have written to the Council requesting further donations for their 'Lost Commons' appeal. This appeal is to ensure land is protected and that the public has rights of access to it. The Council supports this organization with an annual subscription of £45 each year.

Do members wish to make a further donation and if so how much?

8.3 Kubota Replacement

Members may recall that the Amenities Committee in October 2012 highlighted ahead of budget considerations that provision for replacing the Kubota F1900 ride-on mower may be needed the next year, as there had been some expensive repair bills. It was agreed when setting the budget that, should this be the case in 2013/14, funds would be covered from the Depreciation Fund. Provision has also been included as an item under Depreciation on the Estimated Five Year Plan. The Kubota has continued to operate until it broke down a couple of weeks ago. The gearbox repair estimate is more than £1,200, and it would seem prudent now to replace the Kubota. Its predicted 10-year lifespan on the Asset Register is to 2015. Costings have been sought from three companies, as follows:

Company A:

Kubota F1900 (4wd) complete with protective bar for seat, and flashing beacon, £9,960 ex VAT
and inclusive of discount, part-exchange and road registration

Company B:

John Deere X750 (2wd) lawn tractor inclusive of discount and part-exchange £9,745
Protective bar and beacon extra, approx. £500 £10,245 ex VAT

Company C:

Kubota F1900 (4wd) inclusive of discount £10,500 ex VAT
Safety frame and registering for road use extra, £awaited

The Head Groundsman advises that the support service from Company A has proved to be excellent over the years.

Do members wish to replace the Kubota 1900 now, and to accept the costing from Company A?

8.4 Purchase of front counter

As agreed at May Council, quotes have been requested for a new front counter and half gate. Two have been received and a third is expected in time for the meeting.

Company A – an office furniture company

A reception desk with a counter top	345.00
Under desk mobile pedestal	125.00
Installation	40.00

£510.00

This price excludes VAT, but includes free delivery and a discount of £40. However, it doesn't include any provision for a half gate

Company B – a local joinery company

A bespoke reception desk with a counter top and a half gate

£1,095.00

This price excludes VAT, but includes delivery and installation. However, it doesn't cover a pedestal, which could be sourced from Company A at an additional cost of **£125.00**

How do members wish to proceed?

Lindsey Eaton

13 May 2015

8.5 Allocation of End of Year Balances

Members will be pleased to note that the End of Year accounts have been reconciled and, as part of this process, the surplus amounts of the Property Fund £11,193.55 and Depreciation Fund £56,289.02 are required to be transferred into the Capital and Reserve Funds.

Do members agree to the transfer of these surplus funds to the Capital and Reserve Funds?

There was a very small balance outstanding at year end amounting to £72.66.

Do members agree to transfer this amount to the General Reserves within the Capital and Reserve Funds?

9. FINANCE CORRESPONDENCE

9.1 Charity Commission News

The latest copy of Charity Commission News is available on the following website:
ccnews@charitycommission.gsi.gov.uk

10. PRESS RELEASE

Are there any items on the agenda for which members would like to issue a press release?

Daphne Slater 13 May 2015

5.1 Financial Summary - Cashbook

Summary between 01/04/15 and 30/04/15 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays General Account	£143,864.80
Lloyds General Account	£40,000.00
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£100.00
Barclays General Reserves	£0.00
Lloyds TSB - Deposit Acc	£350,000.00
Nat West Business General XX	£0.00
Nat West Business Reserves XX	£0.00
Total	£534,164.80

RECEIPTS	Net	Vat	Gross
Council	£62,738.00	£0.00	£62,738.00
Open Spaces	£77,827.38	£23.50	£77,850.88
Central Services	£84,327.90	£23.58	£84,351.48
Emergency Planning Committee	£100.00	£0.00	£100.00
Community Warden	£3,000.00	£0.00	£3,000.00
Total Receipts	£227,993.28	£47.08	£228,040.36

PAYMENTS	Net	Vat	Gross
Council	£18,819.49	£1,134.69	£19,954.18
Open Spaces	£10,469.03	£86.69	£10,555.72
Central Services	£20,485.76	£389.85	£20,875.61
Public Toilets	£0.00	£0.00	£0.00
Community Warden	£1,129.94	£0.00	£1,129.94
Total Payments	£50,904.22	£1,611.23	£52,515.45

Closing Balances

Ordinary Accounts

Barclays General Account	£258,655.33
Lloyds General Account	£90,734.38
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£80,100.00
Barclays General Reserves	-£20,000.00
Lloyds TSB - Deposit Acc	£300,000.00
Nat West Business General XX	£0.00
Nat West Business Reserves XX	£0.00
Total	£709,689.71

5.2 Received Income Transactions

between 01/04/15 and 13/05/15

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Details	Heading
DC150401	01/04/15	31631	£74.30	£0.00	£74.30	Rent of Mowshurst Garage	33/4
DC150401	01/04/15	31632	£12.00	£0.00	£12.00	Allotment Holders	Allotment holder
DC150408	08/04/15	31635	£523.56	£0.00	£523.56	Lloyds Tsb Coporate Markets	Interest on Investment
DC150413	13/04/15	31634	£21.00	£0.00	£21.00	Allotment Holders	Allotment Rent
DC150413	13/04/15	31636	£210.82	£0.00	£210.82	Lloyds Tsb Corporate Markets	Interest on Investment
10013	16/04/15	31608	£141.50	£23.58	£117.92	W I Hall Management Committee	Payroll services
10013	16/04/15	31612	£50.20	£0.00	£50.20	UK Power Networks	Wayleaves Market Yard
10013	16/04/15	31613	£204.94	£8.50	£196.44	Sale of Brown Sacks	
10013	16/04/15	31614	£223.42	£7.75	£215.67	Sale of Brown Sacks	
10014	23/04/15	31615	£163.18	£3.50	£159.68	Sale of Brown Sacks	
10014	23/04/15	31616	£115.84	£3.75	£112.09	Sale of Brown Sacks	
10014	23/04/15	31617	£52.10	£0.00	£52.10	Cemetery Fees	Cemetery Fees
10014	23/04/15	31618	£10.00	£0.00	£10.00	Cemetery Fees	Cemetery Fees
10014	23/04/15	31619	£52.10	£0.00	£52.10	Cemetery Fees	Cemetery Fees
10014	23/04/15	31620	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10014	23/04/15	31621	£60.40	£0.00	£60.40	Hire of Rickards Hall	Hire of Rickards Hall
10014	23/04/15	31622	£30.20	£0.00	£30.20	Hire of Rickards Hall	Hire of Rickards Hall
10014	23/04/15	31623	£505.00	£0.00	£505.00	Great Stone Bridge Trust	Donation Stangrove Park Fun day
DC150430	30/04/15	31633	£225,504.00	£0.00	£225,504.00	Sevenoaks District Council	
10015	08/05/15	31624	£391.96	£17.25	£374.71	Sale of Brown Sacks / Other	
10015	08/05/15	31625	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10015	08/05/15	31626	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10015	08/05/15	31627	£90.60	£0.00	£90.60	Hire of Rickards Hall	Hire of Rickards Hall
10015	08/05/15	31628	£110.10	£0.00	£110.10	E/B Fuchsia Society	Hire of Rickards Hall
10015	08/05/15	31629	£74.00	£0.00	£74.00	Edenbridge & Dis Twinning	Hire of Rickards Hall
10015	08/05/15	31630	£10.00	£0.00	£10.00	Cemetery Fees	Cemetery Fees

Total £228,888.62 £64.33 £228,824.29

5.3 Paid Expenditure Transactions

between 01/04/15 and 13/05/15

Start of year 01/04/15

Cheque Heading	Paid date	Tn no	Gross	Vat	Net	Details
100041	29/04/15	35820	£36.00	£0.00	£36.00	S'oaks Direct Services
150409	09/04/15	35801	£3,271.33	£0.00	£3,271.33	Inland Revenue
DD150401	01/04/15	35823	£65.00	£0.00	£65.00	Action with Communities in Rural Kent
DD150401	01/04/15	35828	£438.00	£0.00	£438.00	Sevenoaks District Council
DD150401	01/04/15	35831	£183.00	£0.00	£183.00	Sevenoaks District Council
DD150401	01/04/15	35834	£315.00	£0.00	£315.00	Sevenoaks District Council
DD150401	01/04/15	35835	£456.00	£0.00	£456.00	Sevenoaks Direct Services
DD150408	08/04/15	35836	£5,411.58	£0.00	£5,411.58	Aviva
DD150416	16/04/15	35798	£177.72	£29.62	£148.10	Petrocell Holdings Ltd
DD150417	17/04/15	35839	£9.00	£1.50	£7.50	O2
DD150420	02/04/15	35838	£202.89	£34.55	£168.34	Contract Natural Gas Ltd
DD150423	23/04/15	35832	£120.00	£0.00	£120.00	Sevenoaks District Council
DD150423	23/04/15	35833	£165.00	£0.00	£165.00	Sevenoaks District Council
DD150427	27/04/15	35822	£3,109.72	£0.00	£3,109.72	Public Works Loan Board
DD150428	28/04/15	35799	£102.58	£17.10	£85.48	Focus 4 U
DD150428	28/04/15	35824	£18.98	£3.16	£15.82	O2
DD2150401	01/04/15	35837	£872.41	£0.00	£872.41	Aviva
IB150409	15/04/15	35802	£4,684.09	£0.00	£4,684.09	Kent County Council
IB150423	23/04/15	35809	£13,591.36	£0.00	£13,591.36	Salaries – April
IB150429	29/04/15	35792	£23.40	£3.90	£19.50	Kidman's
IB150429	29/04/15	35813	£20.00	£0.00	£20.00	Kent County Playing Fields Association
IB150429	29/04/15	35815	£43.18	£7.20	£35.98	Kent County Council
IB150507	07/05/15	35821	£2,492.36	£0.00	£2,492.36	NFU Mutual Insurance
Total			£35,808.60	£97.03	£35,711.57	

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
35800	IB150520	£663.37	200/6	31/03/15	Inland Revenue - P11D Class 1 National Insurance	£663.37
35851	IB150520	£55.15	1125	20/04/15	Kent County Council - Hi Vis waistcoats	£105.51
35846	IB150520	£420.00	101	21/04/15	Diocese of Rochester - Consecration of Cemetery	£420.00
35852	IB150520	£50.36	221/4	21/04/15	Kent County Council - Toilet tissue & mop head	£105.51
35854	IB150520	£47.99	203/1	21/04/15	Amazon.co.uk - Barrier posts & tape	£47.99
35857	IB150520	£2,647.20	104	22/04/15	PS Technology - Labour for IT Project	£3,750.00
35859	IB150520	£1,012.80	202/6	22/04/15	PS Technology - Annual IT Support	£3,750.00
35840	IB150520	£17.85	305/4/1	23/04/15	Bradford Electrical - Wood stain	£17.85
35848	IB150520	£17.99	305/1/1	23/04/15	Jewson - White undercoat primer	£60.27
35850	IB150520	£26.99	305/1/1	23/04/15	Jewson - Paint brush, paint kettle & gloss paint	£60.27
35853	IB150520	£44.99	203/1	24/04/15	Argos - Wheeled bag	£44.99
35849	IB150520	£15.29	305/1/1	27/04/15	Jewson - Brush set & paint kettle	£60.27
35858	IB150520	£90.00	104	27/04/15	PS Technology - Replacing power supply HP desktop	£3,750.00
35844	IB150520	£730.08	222/2/3	28/04/15	The Colvin Cleaning Group - Rickards Hall Cleaning	£730.08
35841	IB150520	£452.12	203/3	29/04/15	Cannon (uk) Ltd - Photocopying costs	£452.12
35847	IB150520	£123.17	300/5	29/04/15	Fairalls - Boots, trousers gloves etc	£123.17
35842	IB150520	£450.00	310/1	30/04/15	Central Line markings Ltd - Market Yard Line marking	£450.00
35845	IB150520	£23.20	1125	30/04/15	Connexion 2 - Lone working device	£23.20
35856	IB150520	£420.00	303/20	30/04/15	ProGround Ltd - Churchyard maintenance	£420.00
35860	IB150520	£480.00	305/11/8	30/04/15	Sevenoaks District Council - Garden waste sacks	£480.00
35861	IB150520	£3,600.00	104	01/05/15	Streetlights - Payment 1 maintenance contract	£3,600.00
35862	IB150520	£26.39	204/2	01/05/15	Viking Direct Ltd - Window envelopes	£26.39
35843	IB150520	£66.00	110	08/05/15	Dave Cole Electrical Installations Ltd - Yearly Emergency Lighting check	£66.00
35855	IB150520	£696.47	307/5	12/05/15	Pace Fuel care - Gasoil	£696.47
35863	IB150520	£41.14	12/05/15	Vodafone -	£41.14	
1		£22.64	1122		Community Warden phone	
2		£18.50	201/9		Property Manager phone	
Total		£12,218.55				

5.5 Direct Debits April 2015

Date	Supplier	Amount
1st	SDC	183.00
	SDC	456.00
	SDC	438.00
	SDC	315.00
1st	Aviva Insurance	872.41
16th	Inland Revenue	3,271.33
16th	KCC Pension	4,684.09
19th	Petrocell	177.72
20th	o2 broadband for iPad	9.00
23rd	SDC	165.00
	SDC	120.00
22nd	CNG Ltd	202.89
24th	E ON	978.60
	Salaries	13,591.36
26th	Focus 4 U	102.58
26th	o2 Ground staff mobile	18.98
Annuals	Action with Communities in Rural Kent	65.00
	Aviva Medical Insurance	5,411.58
	Public Loan Works Board	3,109.72

5.6 Fund Transfer

Capital Reserves

Transfer In:	£505.00	Great Stone Bridge Trust Fun Day donation
Transfer Out:	£3,109.72 £418.00	Public Works Loan Board Neighbourhood Plan Admin

Revenue reserves

Transfer In:	£60,000.00
Transfer Out:	Nil

5.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:

5.8 Invoices outstanding for more than 3months

5.9 Financial Comparisons

Comparisons between 1 April 2015 and 30 April 2015 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2015/16 Budget

Income for the Council	Budget	Actual	Balance	Expenditure for the Council	Budget	Actual	Balance
Precept	124,466.00		124,466.00	Working Balance	30,000.00	0.00	30,000.00
Working Balance	30,000.00		30,000.00	Contingencies	5,000.00	0.00	5,000.00
Contingencies	0.00		0.00	Grants	7,500.00	0.00	7,500.00
Grants/Capital	0.00	505.00	-505.00	Depreciation	69,173.00	0.00	69,173.00
C Depreciation Fund	0.00		0.00	Edenbridge Twinning Association	500.00	500.00	0.00
Property Fund	0.00		0.00	Eden Valley Museum	5,500.00	5,500.00	0.00
C Election Expenses	0.00		0.00	Earmarked Funds	1,500.00	3,527.72	-2,027.72
SDC Grant	0.00		0.00	Property Fund	32,893.00	5,638.19	27,254.81
Neighbourhood planning	0.00		0.00	Summer Playscheme	1,500.00	0.00	1,500.00
				Bonfire Clean Up	900.00	0.00	900.00
	154,466.00	505.00	153,961.00		154,466.00	15,165.91	139,300.09
Income for Central Services	Budget	Actual	Balance	Expenditure for Central Services	Budget	Actual	Balance
Allocation from Precept	166,770.00	0.00	166,770.00	Staff Costs	153,250.00	12,431.57	140,818.43
Interest (Barclays B/R)	150.00	0.00	150.00	Utilities	9,525.00	445.50	9,079.50
Interest (Gen Acc)	150.00	0.00	150.00	Services	7,730.00	25.00	7,705.00
Lettings (DB)	50.00	0.00	50.00	Equipment /Tools	4,000.00	0.00	4,000.00
VAT Reclaimed	30,000.00	0.00	30,000.00	Materials	1,600.00	0.00	1,600.00
Sundry Receipts	3,115.00	0.00	0.00	Buildings	7,200.00	516.95	6,683.05
Charity Account Transfers	12,000.00	0.00	12,000.00	Other	8,170.00	1,251.00	6,919.00
Interest Lloyds Fixed Term Deposit	3,200.00	734.38	2,465.62	Charity Account Transfer	12,000.00	0.00	12,000.00
Church House	5,750.00	0.00	5,750.00	Church House	4,600.00	264.18	4,335.82
Rickards Hall Lettings	10,500.00	365.30	10,134.70	Public Toilets	11,095.00	469.46	10,625.54
WJ Hall Admin	1,815.00	0.00	1,600.00	Rickards Hall	14,330.00	228.90	14,101.10
	233,500.00	1,099.68	232,400.32		233,500.00	15,632.56	217,867.44

Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	153,571.00	0.00	153,571.00	Staff Costs	105,065.00	7,909.16	97,155.84
Cemetery Fees	14,000.00	371.60	13,628.40	Utilities	8,370.00	633.82	7,736.18
Rents	14,214.00	107.30	14,106.70	Playground Repairs	5,000.00	0.00	5,000.00
Maintenance Services	4,800.00	0.00	4,800.00	Services	16,020.00	0.00	16,020.00
Hire Charges	0.00	0.00	0.00	Equipment/Tools	6,000.00	35.00	4,940.75
Solar Panels	800.00	0.00	800.00	Materials	18,480.00	57.80	18,422.20
AM Sundry Receipts	9,800.00	734.08	9,065.92	Buildings	3,000.00	182.26	2,817.74
				Vehicles	11,150.00	2,112.57	9,037.43
				Contingencies	6,000.00	0.00	6,000.00
				Others	1,400.00	95.00	1,305.00
				Small Projects	3,000.00	0.00	3,000.00
				Vandalism	3,500.00	0.00	3,500.00
				Footpaths Equipment	200.00	0.00	200.00
				Public Street Lighting	10,000.00	0.00	10,000.00
	197,185.00	1,212.98	195,972.02		197,185.00	11,025.61	186,159.39

Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	200.00	0.00	200.00	Equipment/Tools	100.00	0.00	100.00
Sundry Receipts	0.00	0.00	0.00	Others	100.00	0.00	100.00
	200.00	0.00	200.00		200.00	0.00	200.00

Councillors are reminded that although the Community Warden is employed by the Council on behalf of the Community Warden Steering Group. Any issues or concerns should be raised with them.

Income for Community Warden	Budget	Actual	Balance	Expenditure for Community Warden	Budget	Actual	Balance
Precept (ETC Cont)	6,000.00	0.00	6,000.00	Staff Costs	13,000.00	833.86	12,166.14
Moat Housing	0.00	0.00	0.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	0.00	0.00	0.00	Phone	240.00	0.00	240.00
Westerham	0.00	0.00	0.00	CRB Check	0.00	0.00	0.00
John Coldman trust	5,000.00	0.00	5,000.00	Sundries	300.00	0.00	300.00
Police	0.00	0.00	0.00	Clothing & Supplies	300.00	0.00	300.00
Great Stone Bridge Trust	0.00	0.00	0.00	Vehicle Running Costs	2,000.00	379.79	1,620.21
KCC	0.00	0.00	0.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	9,000.00	0.00	9,000.00	Contingency	1,535.00	0.00	1,535.00
	20,000.00	0.00	20,000.00		20,000.00	1,213.65	18,786.35
Nett Balance	605,351.00	2,817.66	602,533.34	Nett Expenditure	605,351.00	43,037.73	562,313.27

NOMADS .F.C.

As some of you are aware, in an effort to push on and improve our club we have applied to join the Kent County Football League and as befits a more senior league they are more strict on facilities etc.

They are more than happy with everything except the size of our dressing rooms which don't meet their size requirements, this is a far from insurmountable problem and one we can overcome.

The reason I am writing to you is to ask your permission to use the £400 grant you made to us to spend on the showers, on the alteration to our dressing rooms. Failure to carry out the work means we grind to a halt, something we desperately want to avoid. Carrying out this work does not preclude work to the showers completely, in fact the K.C.F.L. were happy with the showers as they are!. Instead of fitting panels around the shower area as planned we now intend to make good small areas of tiling, overhaul the showers, tidy up and redecorate.

I hope I have explained clearly the position we are in.

We have to confirm our intentions with the League by May 9th which I understand is before your next meeting but as it is so important to us we are going to push on with our case.

Yours sincerely.