



# 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 23 November 2015.**

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## AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTERESTS OR PREDETERMINATION**, including any interests not already registered
3. **TO CONFIRM THE MINUTES OF THE FINANCE COMMITTEE HELD ON 26 OCTOBER 2015**
4. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
5. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**  
To approve the month's Financial Statement as at 31 October 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 31 October 2015.
6. **FINANCE BUSINESS**
  - 6.1 **Fees and Charges**
7. **FINANCE CORRESPONDENCE**
  - 7.1 **Council's Insurance – Low Claims Rebate**
  - 7.2 **Thank You letters for Grants**
  - 7.3 **FIT Payment for Solar Panels**
8. **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)

## Finance Report November 2015

### 6. FINANCE BUSINESS

#### 6.1 Fees and Charges

Fees are reviewed annually and usually figures are prepared based on the Retail Price Index (RPI) and Consumer Price Index (CPI). The Office for National Statistics show that the RPI for the past year is very low at 0.8%. Therefore figures for 2016 have been calculated based on the CPI which over the past year was 2.4%. Members are reminded that when setting fees and charges, as well as providing facilities for the residents, the Council needs to receive sufficient income to cover its costs. Members will recall that last year an extensive review was carried out on all the charges for services and facilities provided by the Council for residents' use. This resulted in some charges increasing by considerable amounts to ensure the Council was receiving sufficient income to cover these services and facilities. Inflation has remained very low over the past year but some costs have increased and it is likely others will increase during the coming year.

**Do members agree to apply an increase of 2.4% based on the CPI, to all fees and charges for the coming year?**

#### Church House Pre-School

Last year members agreed to increase the hourly rate for Church House Pre-school by £1 per hour as of 1 January 2015, with a further £1 per hour increase in January 2016 to bring the rate more in line with other nursery school rates, and help cover the increased costs for utilities, consumables and cleaning. The Chairman of the Council, at that time, met with the treasurer of the Pre-school to discuss the charges, and some issues regarding the building were also resolved at the same time. A further meeting to review matters was to have taken place in May but did not happen and Pre-school have requested a meeting now. As of January 2016 Pre-school are to increase their hours by 3.75 each week. These additional hours will generate £790 more income for the Council.

**Which Councillors would like to meet again with the Pre-school representatives to remind them of the increase notified last year and discuss any concerns they may have?**

### 7. FINANCE CORRESPONDENCE

#### 7.1 Council's Insurance – Low Claims Rebate

The Council's current insurer WPS, has advised the Council that it qualifies for a low claims rebate again this year. The amount is £447.28. This is a retrospective rebate following renewal of the policy, based on the number of claims during the preceding year (July 2014 - July 2015). The monthly premiums are to be adjusted accordingly.

#### 7.2 Thank You letters for Grants

Thank you letters have been received from Edenbridge & Westerham Citizens Advice Bureau, Uckfield Railway Line Parishes Committee, Eden Christian Trust, Edenbridge Voluntary Transport Service, 1<sup>st</sup> Edenbridge Scout Group and Edenbridge Piranhas Swimming Group. All organisations were very grateful to the members and wished to express their appreciation. The letters are available with the plans for members to view.

#### 7.3 FIT Payment for Solar Panels

Members will be pleased to note that a further payment has now been received from Scottish Power for the feed in tariff on the solar panels at the depot. The amounts received to date this financial year are as follows:

18 May 2015	£214.74		
17 August 2015	£332.86		
16 November 2015	£196.09	<b>Total to date for 2015/16</b>	<b>£743.69</b>

### 8. PRESS RELEASE

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

Daphne Slater  
18 November 2015

# 5.1 Financial Summary - Cashbook

Summary between 01/04/15 and 31/10/15 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
<b>Total</b>	<b>£534,164.80</b>

RECEIPTS	Net	Vat	Gross
Council	£127,671.00	£0.00	£127,671.00
Open Spaces	£179,272.51	£1,333.72	£180,606.23
Central Services	£195,628.67	£193.58	£195,822.25
Emergency Planning Committee	£200.00	£0.00	£200.00
Community Warden	£17,020.00	£0.00	£17,020.00
<b>Total Receipts</b>	<b>£519,792.18</b>	<b>£1,527.30</b>	<b>£521,319.48</b>
PAYMENTS	Net	Vat	Gross
Council	£140,169.71	£19,881.55	£160,051.26
Open Spaces	£108,072.63	£6,375.63	£114,448.26
Central Services	£124,305.28	£3,229.11	£127,534.39
Public Toilets	£0.00	£0.00	£0.00
Community Warden	£8,649.05	£78.94	£8,727.99
<b>Total Payments</b>	<b>£381,196.67</b>	<b>£29,565.23</b>	<b>£410,761.90</b>

Closing Balances

## Ordinary Accounts

Barclays General Account	£19,345.69
Lloyds General Account	£40,000.00
Petty Cash	£200.00

## Short Term Investment Accounts

Barclays Capital Reserves	£160,100.00
Barclays General Reserves	£125,076.69
Lloyds TSB - Deposit Acc	£300,000.00
Nat West Business General XX	£0.00
Nat West Business Reserves XX	£0.00
<b>Total</b>	<b>£644,722.38</b>

## 5.2 Received Income Transactions

between 01/10/15 and 18/11/15

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Details	Heading
10030	22/10/15	31774	£95.80	£0.00	£95.80	S Smith & Son	Cemetery Fee
10030	22/10/15	31775	£134.46	£1.75	£132.71	Sale of Brown Sacks / Other	
10031	30/10/15	31776	£143.62	£0.75	£142.87	Sale of Brown Sacks / Other	
10031	30/10/15	31777	£77.00	£0.00	£77.00	2nd Edenbridge Brownies	Hire of Rickards Hall
10031	30/10/15	31778	£97.20	£0.00	£97.20	Hire of Rickards Hall	Hire of Rickards Hall
10031	30/10/15	31779	£72.85	£0.00	£72.85	Cemetery Fees	Cemetery Fees
10031	30/10/15	31780	£72.85	£0.00	£72.85	Cemetery Fees	Cemetery Fees
10031	30/10/15	31781	£582.60	£0.00	£582.60	Cemetery Fees	Cemetery Fees
10032	12/11/15	31788	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10032	12/11/15	31789	£2,005.20	£0.00	£2,005.20	Cemetery Fees	Cemetery Fees
10032	12/11/15	31790	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10032	12/11/15	31791	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees
10032	12/11/15	31792	£33.97	£0.00	£33.97	Cemetery Fees	Cemetery Fees
10032	12/11/15	31793	£33.97	£0.00	£33.97	Church House Pre-School	Hire of Rickards Hall
10032	12/11/15	31794	£33.97	£0.00	£33.97	Church House Pre-School	Hire of Rickards Hall
10032	12/11/15	31795	£1,229.00	£0.00	£1,229.00	Church House Pre-School	Hire of Rickards Hall
10032	12/11/15	31796	£48.60	£0.00	£48.60	Church House Pre-School	Hire of Rickards Hall
10032	12/11/15	31797	£226.48	£0.00	£226.48	Edenbridge & District	Hire of Rickards Hall
10032	12/11/15	31798	£64.80	£0.00	£64.80	Evolution Dance Academy	Hire of Rickards Hall
10032	12/11/15	31799	£106.40	£0.00	£106.40	Hire of Rickards Hall	Hire of Rickards Hall
10032	12/11/15	31800	£97.20	£0.00	£97.20	Hire of Rickards Hall	Hire of Rickards Hall
10032	12/11/15	31801	£243.00	£0.00	£243.00	Hire of Rickards Hall	Hire of Rickards Hall
10032	12/11/15	31802	£30.20	£0.00	£30.20	New Life Church Biggin Hill	Hire of Rickards Hall
10032	12/11/15	31803	£45.30	£0.00	£45.30	Hire of Rickards Hall	Hire of Rickards Hall
10033	12/11/15	31804	£75.50	£0.00	£75.50	Hire of Rickards Hall	Hire of Rickards Hall
10033	12/11/15	31805	£202.78	£5.00	£197.78	Hire of Rickards Hall	hire of Rickards Hall
DC151001	01/10/15	31782	£74.30	£0.00	£74.30	Sale of Brown Sacks / Other	
DC151001	01/10/15	31783	£2,004.20	£334.03	£1,670.17	Rent of Mowshurst Garage	
DC151006	06/10/15	31784	£113.25	£0.00	£113.25	Edenbridge Rugby Football	Half yearly rent
DC151013	13/10/15	31787	£877.40	£0.00	£877.40	Helen Jane School of Dance	Hire of Rickards Hall
DC151016	16/10/15	31785	£242.11	£40.35	£201.76	Lloyds Tsb Corporate Markets	Interest on Fixed Deposit
DC151028	28/10/15	31786	£30.80	£0.00	£30.80	Sevenoaks District Council	Replacement fencing at Stangrove playground
<b>Total</b>			£9,352.21	£381.88	£8,970.33	PCC of Edenbridge	Hire of Rickards Hall

## 5.3 Paid Expenditure Transactions

between 21/10/15 and 18/11/15

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Details	Heading
100051	28/10/15	36268	£12.00	£2.00	£10.00	Sevenoaks District Council	208/5
100051	28/10/15	36269	£6.00	£1.00	£5.00	CLS Graphics	108
100051	28/10/15	36270	£2.59	£0.00	£2.59	Waitrose	208/3
100051	28/10/15	36271	£1.00	£0.00	£1.00	Tesco	208/3
100051	28/10/15	36272	£3.29	£0.55	£2.74	Homebase	208/3
100051	28/10/15	36273	£6.50	£0.00	£6.50	Waitrose	208/5
100051	28/10/15	36274	£2.25	£0.00	£2.25	Tesco	208/5
100051	28/10/15	36275	£4.45	£0.00	£4.45	Cobblers	208/3
100051	28/10/15	36276	£2.00	£0.00	£2.00	Tesco	309/2
100051	28/10/15	36277	£3.50	£0.00	£3.50	Waitrose	208/3
100051	28/10/15	36278	£12.27	£0.00	£12.27	Co-Op Supermarket	208/3
100051	28/10/15	36279	£1.00	£0.00	£1.00	Tesco	208/3
100051	28/10/15	36280	£1.00	£0.00	£1.00	Tesco	208/3
100051	28/10/15	36281	£0.95	£0.00	£0.95	Paydens	208/3
100051	28/10/15	36282	£1.00	£0.00	£1.00	Waitrose	208/4
100051	28/10/15	36283	£5.82	£0.00	£5.82	Post Office Ltd	208/3
100051	28/10/15	36284	£4.00	£0.00	£4.00	Tesco	208/2
100051	28/10/15	36285	£1.00	£0.00	£1.00	Tesco	208/3
100051	28/10/15	36286	£4.01	£0.00	£4.01	Tesco	208/3
100051	28/10/15	36287	£7.12	£0.00	£7.12	Waitrose	208/3
100051	28/10/15	36288	£10.04	£0.00	£10.04	Waitrose	208/3
100051	28/10/15	36289	£1.00	£0.00	£1.00	Tesco	208/3
100051	28/10/15	36290	£1.00	£0.00	£1.00	Waitrose	208/3
100051	28/10/15	36291	£2.99	£0.00	£2.99	SAS Trading	208/3
100051	28/10/15	36292	£14.83	£0.00	£14.83	Waitrose	204/2
100051	28/10/15	36293	£14.98	£2.50	£12.48	Shirley Motor Spares	204/1
100052	30/10/15	36317	£100.00	£0.00	£100.00	Edenbridge & District Rail Travellers Association	1125
100053	30/10/15	36319	£1,500.00	£0.00	£1,500.00	E/B & Westerham Citizens Advice Bureau	103
100054	30/10/15	36320	£1,100.00	£0.00	£1,100.00	Edenbridge Cricket Club	103
100055	30/10/15	36318	£125.00	£0.00	£125.00	Edenbridge Community First Responders	103
100056	30/10/15	36321	£750.00	£0.00	£750.00	The Edenbridge Piranhas	103
100057	30/10/15	36322	£400.00	£0.00	£400.00	1st Edenbridge Scout Group	103
100058	30/10/15	36323	£200.00	£0.00	£200.00	Edenbridge Players Amateur	103

## 5.3 Paid Expenditure Transactions

between 21/10/15 and 18/11/15

Start of year 01/04/15

Cheque	Paid date	Tn no	Gross	Vat	Net	Details	Heading
100059	30/10/15	36324	£500.00	£0.00	£500.00	Dramatic Society	103
100060	30/10/15	36325	£200.00	£0.00	£200.00	Edenbridge Voluntary Transport Service	103
100061	30/10/15	36326	£200.00	£0.00	£200.00	Edenbridge Forge Singers	103
100062	30/10/15	36327	£7,500.00	£0.00	£7,500.00	The Eden Christian Trust	108
100063	30/10/15	36328	£400.00	£0.00	£400.00	West Kent Extra	103
100064	30/10/15	36329	£25.00	£0.00	£25.00	West Kent Mediation	103
151022IR	22/10/15	36309	£3,428.88	£0.00	£3,428.88	Uckfield Railway Line	200/1/1/1
DD151022	22/10/15	36311	£787.82	£131.30	£656.52	Parishes Committee	313
DD151023	23/10/15	36303	£120.00	£0.00	£120.00	Inland Revenue	301/1/3
DD151023	23/10/15	36304	£163.00	£0.00	£163.00	E-On UK Plc	222/1/1
DD151026F	26/10/15	36314	£127.22	£21.20	£106.02	Sevenoaks District Council	201/6/1
DD151028	28/10/15	36313	£24.24	£4.04	£20.20	Sevenoaks District Council	301/6/1
IB151022	22/10/15	36316	£13,436.11	£0.00	£13,436.11	Focus 4 U	200/1/1/1
IB151030	30/10/15	36294	£48,645.60	£8,107.60	£40,538.00	O2	108
IB151030	30/10/15	36295	£738.00	£123.00	£615.00	Salaries - October	108
						Streetsights	
						Streetsights	
						Completion of category 1 & 2 Remedial works	
						Replacement of lantern	
<b>Total</b>			<b>£80,597.46</b>	<b>£8,393.19</b>	<b>£72,204.27</b>		

## 5.4 Edenbridge Town Council

### Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
36336	IB151125	£10.38	305/4/1	26/10/15	A W Champion Ltd - Sawn carcassing	£10.38
		£10.38			A W Champion Ltd - Total	
36330	IB151125	£115.20	202/5	30/10/15	Admiral Security Systems Ltd - Annual maintenance Intruder Alarm	£115.20
		£115.20			Admiral Security Systems Ltd - Total	
36331	IB151125	£17,013.60	108	28/10/15	Advanced Roofing Services Ltd - Pavilion roof	£17,013.60
		£17,013.60			Advanced Roofing Services Ltd - Total	
36332	IB151125	£216.00	303/4/1	30/10/15	BSP ( Knockholt) Ltd - Skip Hire	£216.00
		£216.00			BSP ( Knockholt) Ltd - Total	
36333	IB151125	£283.76	203/3	08/11/15	Cannon (uk) Ltd - Copier rental	
36334	IB151125	£525.73	203/3	29/10/15	Cannon (uk) Ltd - Photocopying costs	£809.49
		£809.49			Cannon (uk) Ltd - Total	
36335	IB151125	£40.91	222/4	12/11/15	Capital Cleaning (Kent) Limited - Selsheen - R Hall	£40.91
		£40.91			Capital Cleaning (Kent) Limited - Total	
36351	IB151125	£30.00	202/1	02/11/15	Window cleaning Doggetts Barn	£30.00
		£30.00			Total	
36337	IB151125	£540.00	110	30/06/15	Dave Cole Electrical Installations Ltd - Annual electrical Inspection Tests	£540.00
		£540.00			Dave Cole Electrical Installations Ltd - Total	
36339	IB151125	£214.80	304/1	30/10/15	Earth Anchors Ltd - Dogbin	£214.80
		£214.80			Earth Anchors Ltd - Total	
36342	IB151125	£1,356.00	110	28/10/15	Edenbridge Rugby Football Club - Maintenance & testing water boilers at Pavilion	£1,356.00
		£1,356.00			Edenbridge Rugby Football Club - Total	
36376	IB151125	£288.00	200/11	17/11/15	Edge Designs Ltd - Epitaph, Finance & booking refresher training	£288.00
		£288.00			Edge Designs Ltd - Total	
36340	IB151125	£2,820.00	200/10	21/11/15	Ellis Whittam Ltd - Annual Contract Renewal	
36341	IB151125	£119.35	200/10	21/11/15	Ellis Whittam Ltd - Insurance	
		£2,939.35			Ellis Whittam Ltd - Total	£2,939.35
36367	IB151125	£133.00	108	31/10/15	Neighbourhood admin support	£133.00
		£133.00			Total	
36343	IB151125	£618.18	305/2/1/1	28/10/15	Fleet (Line Markers) Limited - Pitchmarker	£618.18
		£618.18			Fleet (Line Markers) Limited - Total	
36344	IB151125	£635.16		20/10/15	How Green Nursery -	£635.16
1		£507.00	305/14/6		Removing Hanging baskets	
2		£120.60	305/14/6		Compost & winter bedding	
3		£7.56	305/14/6		Replacement plants	
		£635.16			How Green Nursery - Total	

# 5.4 Edenbridge Town Council

## Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
36345	IB151125	£3.37	305/4/1	12/10/15	Jewson - Building sand	
36346	IB151125	£16.30	305/4/1	28/10/15	Jewson - Sash handles & drill bit	
36347	IB151125	£4.08	305/4/1	28/10/15	Jewson - Drill bits	
36348	IB151125	£19.50	305/4/1	21/10/15	Jewson - Big wipes	
36349	IB151125	£20.95	304/1	26/10/15	Jewson - Handsaw & screws	
36350	IB151125	£4.76	304/1	13/10/15	Jewson - Disposable gloves	£68.96
		£68.96		Jewson - Total		
36352	IB151125	£288.00	200/11	30/10/15	Kent Association of Local Councils - Power of Competence & Finance Training	£288.00
		£288.00		Kent Association of Local Councils - Total		
36353	IB151125	£67.15		29/10/15	Kent County Council -	
1		£64.76	309/2		Refuse sacks & hand wash	
2		£2.39	221/4		Mop head	
36354	IB151125	£8.99	221/4	26/10/15	Kent County Council - Jumbo toilet rolls	£76.14
		£76.14		Kent County Council - Total		
36355	IB151125	£330.00	304/1	17/11/15	Kidman's - Stihl FS94CE Strimmer	
36356	IB151125	£6.00	304/1	30/10/15	Kidman's - File	
36357	IB151125	£1,962.00	104	26/10/15	Kidman's - Stihl combi engine, hedge cutter & mower	
36358	IB151125	£52.18	304/2	20/10/15	Kidman's - Bolt, blade & air filter	
36359	IB151125	£70.11	304/2	09/10/15	Kidman's - Blade, bolt kit, air filter & litter picker	£2,420.29
		£2,420.29		Kidman's - Total		
36360	IB151125	£163.35	200/12	17/11/15	Travel Clerks Forum, SLCC National Conference	£163.35
		£163.35		Total		
36361	IB151125	£72.00	202/6	01/11/15	Pretty Perfect Group Ltd - Website hosting	£72.00
		£72.00		Pretty Perfect Group Ltd - Total		
36362	IB151125	£420.00	303/20	30/10/15	ProGround Ltd - Churchyard Maintenance	£420.00
		£420.00		ProGround Ltd - Total		
36363	IB151125	£232.80	302	10/11/15	Safeplay Playground Maintenance Services Ltd - Repairs & renewal of play equipment	£232.80
		£232.80		Safeplay Playground Maintenance Services Ltd - Total		
36364	IB151125	£28.02	221/5	28/10/15	Seton - Out of order signs	£28.02
		£28.02		Seton - Total		
36365	IB151125	£312.50	305/11/8	26/10/15	Sevenoaks Direct Services - Garden sacks	£312.50
		£312.50		Sevenoaks Direct Services - Total		
36366	IB151125	£420.00	311/1	13/11/15	Sevenoaks Glazing - Replacement glass for bus shelter	£420.00
		£420.00		Sevenoaks Glazing - Total		



## 5.4 Edenbridge Town Council

### Expenditure transactions - approval list

Start of year 01/04/15

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
36368	IB151125	£23.20	1124	31/10/15	Solo Protect - Lone working device	£23.20
		£23.20			Solo Protect - Total	
36296	IB151125	£3,600.00	108	05/10/15	Streetlights - Maintenance contract	£3,600.00
		£3,600.00			Streetlights - Total	
36375	IB151125	£100.00	300/3	16/10/15	Target Your Potential - Training sessions	£100.00
		£100.00			Target Your Potential - Total	
36338	IB151125	£730.08	222/2/3	28/10/15	The Colvin Cleaning Group - Rickards Hall Cleaning Oct	£730.08
		£730.08			The Colvin Cleaning Group - Total	
36370	IB151125	-£3.48	204/2	09/11/15	Viking Direct Ltd - Refund of carriage charge	
36371	IB151125	-£1.61	204/2	09/11/15	Viking Direct Ltd - Refund of diary charge	
36372	IB151125	£18.30	204/2	06/11/15	Viking Direct Ltd - Office diaries	
36373	IB151125	£5.17	204/2	05/11/15	Viking Direct Ltd - Office diary	
36374	IB151125	£2.15	204/2	06/11/15	Viking Direct Ltd - Office diary	£20.53
		£20.53			Viking Direct Ltd - Total	
36369	IB151125	£41.18		22/11/15	Vodafone -	£41.18
1		£22.68	201/9		Property manager's phone	
2		£18.50	1122		Community Warden phone	
		£41.18			Vodafone - Total	
<b>Total</b>		<b>£33,977.12</b>				

## 5.5 Direct Debits October 2015

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
1	Aviva	788.96
1	Petrocell	4.99
	SDC Mowshurst Store	185.00
	SDC Market Yard	456.00
	SDC Doggetts Barn	442.00
	SDC Depot	317.00
19	Petrocell	157.20
17	o2 broadband for iPad	9.00
22	CNG Ltd Doggetts Barn	51.65
	CNG Ltd Church House	91.68
23	E ON	787.82
	SDC Public Toilets	120.00
	SDC Rickards Hall	163.00
28	Focus 4 U	127.22
	o2 Ground staff mobile	24.24
22	Inland Revenue	3,428.88
15	KCC Pension	5,175.99
23	Salaries	13,436.11

## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out:

£5.00	Neighbourhood Plan Map
£ 133.00	Neighbourhood Plan Admin
£14,178.00	Advance Roofing - Pavilion Roof
£41,153.00	Streetlights
£7,500.00	West Kent Extra - House Project

### **Revenue reserves**

Transfer In: £200,000.00

Transfer Out: £70,000.00

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

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## **5.8 Invoices outstanding for more than 3months**

### 5.9 Financial Comparisons

Comparisons between 1 April 2015 and 31 October 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	0.00	Working Balance	30,000.00	0.00	30,000.00
Working Balance	30,000.00		30,000.00	Contingencies	5,000.00	1,969.00	3,031.00
Contingencies	0.00		0.00	Grants	7,500.00	5,500.00	2,000.00
Grants/Capital	0.00	3,205.00	-3,205.00	Depreciation	69,173.00	16,054.86	53,118.14
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	92,040.62	-90,540.62
SDC Grant	0.00		0.00	Property Fund	32,893.00	15,819.97	17,073.03
Neighbourhood planning	0.00		0.00	Summer Playscheme	1,500.00	1,500.00	0.00
				Bonfire Clean Up	900.00	0.00	900.00
	<b>154,466.00</b>	<b>127,671.00</b>	<b>26,795.00</b>		<b>154,466.00</b>	<b>138,884.45</b>	<b>15,581.55</b>
<b>Income for Central Services</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>	<b>Expenditure for Central Services</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
Allocation from Precept	166,770.00	166,770.00	0.00	Staff Costs	153,250.00	83,328.41	69,921.59
Interest (Barclays B/R)	150.00	176.69	-26.69	Utilities	9,525.00	4,523.61	5,001.39
Interest NatWest/precept	150.00	593.52	-443.52	Services	7,730.00	4,480.95	3,249.05
Lettings (DB)	50.00	0.00	50.00	Equipment /Tools	4,000.00	1,974.21	2,025.79
VAT Reclaimed	30,000.00	6,357.27	23,642.73	Materials	1,600.00	387.02	1,212.98
Sundry Receipts	3,115.00	1,311.50	1,803.50	Buildings	7,200.00	3,585.27	3,614.73
Charity Account Transfers	12,000.00	0.00	12,000.00	Other	8,170.00	3,326.32	4,843.68
Interest Lloyds Fixed Term Deposit	3,200.00	1,611.78	1,588.22	Charity Account Transfer	12,000.00	0.00	12,000.00
Church House	5,750.00	2,045.00	3,705.00	Church House	4,600.00	1,590.17	3,009.83
Rickards Hall Lettings	10,500.00	5,680.31	4,819.69	Public Toilets	11,095.00	6,129.36	4,965.64
WI Hall Admin	1,815.00	0.00	1,815.00	Rickards Hall	14,330.00	6,864.71	7,465.29
	<b>233,500.00</b>	<b>184,546.07</b>	<b>48,953.93</b>		<b>233,500.00</b>	<b>116,190.03</b>	<b>117,309.97</b>



**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	6,000.00	0.00	Staff Costs	13,000.00	7,532.50	5,467.50
Moat Housing	0.00	3,100.00	-3,100.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	0.00	3,500.00	-3,500.00	Phone	240.00	102.78	137.22
Westerham	0.00	1,920.00	-1,920.00	CRB Check	0.00	0.00	0.00
John Coldman trust	5,000.00	500.00	4,500.00	Sundries	300.00	121.97	178.03
Police	0.00	0.00	0.00	Clothing & Supplies	300.00	77.77	222.23
Great Stone Bridge Trust	0.00	2,000.00	-2,000.00	Vehicle Running Costs	2,000.00	477.87	1,522.13
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
	<b>20,000.00</b>	<b>17,020.00</b>	<b>2,980.00</b>		<b>20,000.00</b>	<b>8,312.89</b>	<b>11,687.11</b>
<b>Nett Balance</b>	<b>605,351.00</b>	<b>508,684.58</b>	<b>96,666.42</b>	<b>Nett Expenditure</b>	<b>605,351.00</b>	<b>362,256.52</b>	<b>243,094.48</b>

	2014		2015		2016	
	Consumer Price Inflation 2.2%	Retail Price Index 2.3%	Retail Price Index 2.3%	Retail Price Index 2.4%		
<b>RICKARDS HALL ( VAT Exempt)</b>						
General rate (Monday to Friday)	14.75	15.10	15.45		per hour	
Weekend rate	15.85	16.20	16.60		per hour	
Saturdays: 8.30am - 12.30pm	48.55	49.70	50.90			
Special Saturday Night Rate 6pm - midnight	98.35	100.60	103.00			
6pm - midnight if booked by the hour	19.00	19.45	19.95		per hour	
Commercial bookings	21.50	22.00	22.55		per hour	
<i>Special rates</i>						
Youth Rate	7.50	7.70	7.90		per hour	
Playgroup	2,904.00	3,687.00 per annum 4.69 per hour	5,263.20 per annum 5.69			

	2014		2015		2016	
	2.2% Rounded +20% VAT	2.3% Rounded +20%	2.3% Rounded +20%	2.4% Rounded +20%		
<b>DOGGETTS BARN</b>						
Taxable Building VAT chargeable						
Commercial Rate	18.50 3.70 <b>22.20</b>	18.96 3.79 <b>22.75</b>	19.42 3.88 <b>23.30</b>		per hour	
Community Group	12.33 2.47 <b>14.80</b>	12.67 2.53 <b>15.20</b>	13.00 2.60 <b>15.60</b>		per hour VAT	

OTHER FEES AND CHARGES ETC	2014		2015		2016	
	2.2% Rounded	2.3% Rounded +20%	2.4% Rounded +20%			
Forge Singers Building	345.00	353.00	361.50			per annum
Edenbridge Rugby Club Renewed annually 8 April RPI at 1 January each year.	1,652.00 330.40 <b>1,982.40</b>	1,670.17 334.03 2,004.20	Apr-16			per annum VAT
E/B Rugby Club ( Additional Pitch marking)	20.00	20.50	21.00			Per time+ VAT
Edenbridge Cricket Club (Bi annual Review due 1/5/17)	592.40	606.00	606.00			per annum
Allotments:Edenbridge Allotment Gardens (Rents per annum from 1 April the following year ie increase approved in 2012 takes effect 1/4/2014)	15.10 Effective 01/04/2015	25.00 Effective 01/04/2016	25.60 Effective 01/04/2017			per plot
Allotments: Marlpit Hill (Rents per annum from 1 April the following year ie increase approved in 2014 takes effect 1/4/2014)	9.00 Effective 01/04/15	15.00 Effective 01/04/2016	15.40 Effective 01/04/2017			per plot
Mowshurst: Rent of Garage	60.50 12.10 <b>72.60</b>	61.92 12.38 <b>74.30</b>	63.42 12.68 <b>76.10</b>			per month VAT
Mowshurst Rent of Barn Annual review based on RPI contract date 1 December	148.50	152.00	155.65			per quarter
Nomads - rent of ground ( Bi annual review due 1/1/16)	900.00	900.00	922.00			per annum
Market Rent - Review due 1/ 4/16 based on December CPI Figure	5,105.30	5,105.30	Apr-16			per annum
St John's URC Marsh Green	55.83 11.17 <b>67.00</b>	57.13 11.42 <b>68.55</b>	58.50 11.70 <b>70.20</b>			per cut ( when required) VAT
River fields	80.42 16.08 <b>96.50</b>	82.29 16.46 <b>98.75</b>	84.25 16.85 <b>101.10</b>			per path cut (when required) VAT
Leathermarket maintenance	600.00 120.00 <b>720.00</b>	613.80 122.75 <b>736.55</b>	628.54 125.71 <b>754.25</b>			per quarter VAT



OTHER FEES AND CHARGES ETC cont.		2014		2015		2016	
		Consumer Price Inflation 2.2%	Retail Price Index 2.3%	2015	Retail Price Index 2.4%	2016	Retail Price Index 2.4%
Circus & Fair		554.17 108.83 <b>663.00</b>	566.92 113.38 <b>680.30</b>		580.54 116.11 <b>696.65</b>		per week VAT
Town Band Hüt		62.10	63.55		65.10		per annum
Eden Valley Museum Trust (based on previous 5 year %s ) Next increase Jan 2020		900.00	1,000.00		1,000.00		per quarter
SDC Maintenance Contract Contract from 1/1/13 - 31/12/15		483.48 96.70 <b>580.18</b>	494.60 98.92 <b>593.52</b>		506.46 101.29 <b>607.75</b>		Per quarter VAT
W.I. Hall Admin Services Plus photocopying & printing cost £75.00 inc VAT included in amount		725.84 145.16 <b>871.00</b>	850.00 170.00 <b>1,020.00</b>		870.42 174.08 <b>1,044.50</b>		half yearly VAT
Payroll Services W1 HALL MGMT/CAB		115.00 23.00 <b>138.00</b>	117.92 23.58 <b>141.50</b>		120.75 24.15 <b>144.90</b>		annual VAT
Freedom of Information Act - response to requests Set by statute		Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00		Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00		per A4 Sheet
Byelaws		.10p	.10p		.10p		per full copy B&W
Photocopying for the Museum, Sports Association etc. Laminating		.06p .12p .30p	.06p .12p .30p		.06p .12p .30p		per A4 Sheet B&W Colour Laminating
Residence + RPI (April 2014 2.5%)		121.09	122.18		Review based on April 16 RPI		
Residence Shared use of pumping station +RPI (April 2014 2.5%) Copy of accounts for Electors		249.49	251.74		Review based on April 16 RPI		
		£1 per copy	£1 per copy		£1 per copy		

Graves for Burial	01/01/2014		01/01/2014		01/01/2015		01/01/2016	
	Resident	Trebled	Resident	Trebled	Resident	Trebled	Resident	Trebled
<b>Pre-Purchase</b>								
Grant of Right	192.96	578.88	197.40	592.20	202.20	606.60	202.20	606.60
Maintenance Charge	376.52	376.52	385.20	1155.60	394.50	1183.50	394.50	1183.50
<b>Total Fee</b>	<b>569.48</b>	<b>955.40</b>	<b>582.60</b>	<b>1747.80</b>	<b>596.70</b>	<b>1790.10</b>	<b>596.70</b>	<b>1790.10</b>
<b>New Graves</b>								
Grant of Right	192.96	578.88	197.40	592.20	202.20	606.60	202.20	606.60
Maintenance Charge	376.52	376.52	385.20	1155.60	394.50	1183.50	394.50	1183.50
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55	87.85	263.55
<b>Total Fee</b>	<b>653.32</b>	<b>1,206.92</b>	<b>668.40</b>	<b>2,005.20</b>	<b>684.55</b>	<b>2,053.65</b>	<b>684.55</b>	<b>2,053.65</b>
<b>Grave reopening</b>								
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55	87.85	263.55
<b>Infants Grave</b>								
<b>Up to 12 Months (including miscarriage/stillborn)</b>								
Grant of Right ½ Fees	96.48	289.44	98.70	296.10	101.10	303.30	101.10	303.30
Maintenance Charge ½ Fees	188.26	188.26	192.60	577.80	197.25	591.75	197.25	591.75
Opening Fee	5.76	17.28	5.90	17.70	6.05	18.15	6.05	18.15
<b>Total Fee</b>	<b>290.50</b>	<b>494.98</b>	<b>297.20</b>	<b>891.60</b>	<b>304.40</b>	<b>913.20</b>	<b>304.40</b>	<b>913.20</b>
<b>Child Grave</b>								
<b>Over 12 Months but not exceeding 12 years</b>								
Grant of Right ¾ fees	144.72	434.16	148.05	444.15	151.65	454.95	151.65	454.95
Maintenance Charge ¾ fees	282.39	282.39	288.90	866.70	295.88	887.64	295.88	887.64
Opening Fee	17.29	51.87	17.70	53.10	18.15	54.45	18.15	54.45
<b>Total Fee</b>	<b>162.01</b>	<b>768.42</b>	<b>454.65</b>	<b>1363.95</b>	<b>465.68</b>	<b>1397.04</b>	<b>465.68</b>	<b>1397.04</b>
<b>Grave digging</b>								
<b>Burial of Ashes</b>								
In traditional Ashes plot (all now reserved)								
Grant of Right ½ Fees	96.48	289.44	98.70	296.10	101.10	303.30	101.10	303.30
Maintenance Charge ½ Fees	188.26	188.26	192.60	577.80	197.25	591.75	197.25	591.75
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55	87.85	263.55
Flat Stone marker	16.14	48.42	16.55	49.65	16.95	50.85	16.95	50.85
<b>Total Fee</b>	<b>384.72</b>	<b>777.64</b>	<b>393.65</b>	<b>1180.95</b>	<b>403.15</b>	<b>1209.45</b>	<b>403.15</b>	<b>1209.45</b>

	01/01/2014 Resident 2.20%	01/01/2014 Trebled 2.20%	01/01/2015 Resident 2.30%	01/01/2015 Trebled 2.30%	01/01/2016 Resident 2.40%	01/01/2016 Trebled 2.40%
<b>Reopening of ashes plot</b>						
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55
<b>Reopening graves for ashes</b>						
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55
<b>Wall of Remembrance Ashes Lawn</b>						
Grant of Right ½ Fees	96.48	289.44	98.70	296.10	101.10	303.30
Maintenance Charge ½ Fees	188.26	188.26	192.60	577.80	197.25	591.75
Opening Fee	83.84	251.52	85.80	257.40	87.85	263.55
Wall Plaque Fee	61.46	184.38	62.90	188.70	64.40	193.20
<b>Total fee</b>	<b>430.04</b>	<b>913.60</b>	<b>440.00</b>	<b>1320.00</b>	<b>450.60</b>	<b>1351.80</b>
<b>Fees for Plaque</b>						
Without interment	191.82	575.46	196.25	588.75	200.95	602.85
Additional inscription	45.54	136.62	46.60	139.80	47.75	143.25
<b>Fees for Memorials</b>						
Headstone or cross	71.20	213.60	72.85	218.55	74.60	223.80
Kerbstone ( not in Cem.3)	71.20	213.60	72.85	218.55	74.60	223.80
Monument for Ashes Plot	71.20	213.60	72.85	218.55	74.60	223.80
Inscribed vase (not at Wall)	33.10	99.30	33.85	101.55	34.70	104.10
Any further Inscription (Or Replacing a Headstone)	50.90	152.70	52.10	156.30	53.35	160.05
<b>Benches</b>						
<b>No Further benches to be installed in the Cemetery. Locations by agreement with ETC</b>						
Admin Fee - Memorial Bench	29.55		30.25		31.00	
Maintenance Fee for 10 years	542.25		554.75	1664.25	568.10	1704.30
<b>Total Fee</b>	<b>571.80</b>		<b>585.00</b>		<b>599.10</b>	
Admin Fee - Tree with plaque	29.55	59.10	30.25	60.50	31.00	62.00
Admin Fee - Shrub with plaque	29.55		30.25		31.00	
Admin Fee - Rose with Plaque	29.55		30.25		31.00	
Plaques for the Wall of Remembrance are available only through Burslem at a cost of £228.00 (at present)for the plaque including 40 letters on granite.						