



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 7.45pm (or shortly after) on 25 April 2016.

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 21 MARCH 2016**
4. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
 - 4.1 **Lloyds Fixed Term Deposits**
5. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

To approve the month's Financial Statement as at 31 March 2016.
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 March 2016.
6. **FINANCE BUSINESS**
 - 6.1 **Renewal of Council's Vehicle Insurance**
 - 6.2 **Review of the Council's Insurance Provider**
 - 6.3 **Review of Investments**
 - 6.4 **Service Level Agreements (SLAs)**
 - 6.5 **Precep**
7. **FINANCE CORRESPONDENCE**
 - 7.1 **Charity Commission News**
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)

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 April 2016

4. MATTERS ARISING

4.1 Lloyds Fixed Term Deposits

Members resolved at March Finance Committee to invest £250,000 of the funds maturing early April for 3 months at the best available rate. The RFO has invested the funds at a rate of 0.57% to mature on 8 July 2016.

6. FINANCE BUSINESS

6.1 Renewal of Council's Vehicle Insurance

The renewal of the Council's vehicle insurance is due on 12 May. The RFO contacted NFU Mutual (our present insurance company) a few weeks ago asking for a competitive quote as the Council has been a loyal customer for some years. Over recent years it has become more difficult to get a multi vehicle quote to cover all the vehicles. Some companies deal with agricultural businesses and farmers and are unable to quote for the Council, and other companies do not cover agricultural vehicles. NFU Mutual has provided a quote of £2,562.73 to insure all five Council vehicles on a comprehensive basis. A mutual bonus saving of £149.50 is included, due to being a customer for over five years. This year the figure is £70.37 more than last year.

Do members agree to renew with NFU Mutual, a local company, having provided a favorable quote again this year?

6.2 Review of the Council's Insurance Provider

In July 2015 the Council agreed to a long term agreement, suggested by the provider, to benefit from stable ratings and substantial savings to the Council over the three years. The contract is with Aviva, who provide good service and value for money. The Council has received rebates for the past four years, being classed as a low claim customer each preceding year, amounting to approximately £450 - £500+ each time. The present insurer provides a facility for interest free monthly instalment payments.

Members are asked to note this review of the Council's insurance provider.

6.3 Review of Investments

A chart showing the Council's current investments is attached for members to review.

Do members wish to make any comments on the review of investments?

6.4 Service Level Agreements (SLAs)

The SLAs with EdenValley Museum Trust and Edenbridge & District Twinning Association for 2015/16, requested full reports on how funds were spent and targets achieved, to be submitted to the Council by 31 March 2016. Both organisations have provided this information which demonstrates they fulfilled the requirements and had very busy and successful years. Cheques for this year's SLAs are included on the April list of payments for approval. Copies of the reports are attached for members' information.

6.5 Precept

The first half of the precept (£231,139) is due to be paid into the bank account on 29 April. A meeting is scheduled for 11 May to discuss other investments options.

Do members agree to transfer the precept money into the Barclays Reserve account (0.5%) until other investment options have been considered following the meeting?

7. FINANCE CORRESPONDENCE

7.1 Charity Commission News

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

8. PRESS RELEASE

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

5.1 Financial Summary - Cashbook

Summary between 01/04/15 and 31/03/16 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	£135,671.00	£0.00	£135,671.00
Open Spaces	£200,229.80	£2,003.24	£202,233.04
Central Services	£245,862.09	£411.31	£246,273.40
Emergency Planning Committee	£200.00	£0.00	£200.00
Community Warden	£17,020.00	£0.00	£17,020.00
Total Receipts	£598,982.89	£2,414.55	£601,397.44

PAYMENTS	Net	Vat	Gross
Council	£187,573.90	£25,977.00	£213,550.90
Open Spaces	£171,041.51	£9,888.06	£180,929.57
Central Services	£216,000.79	£5,894.26	£221,895.05
Emergency Planning Committee	£144.29	£9.66	£153.95
Public Toilets	£0.00	£0.00	£0.00
Community Warden	£17,525.28	£149.15	£17,674.43
Total Payments	£592,285.77	£41,918.13	£634,203.90

Closing Balances

Ordinary Accounts

Barclays General Account	£40,381.79
Lloyds General Account	£40,525.00
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£117,608.69
Barclays General Reserves	£2,642.86
Lloyds TSB - Deposit Acc	£300,000.00
Nat West Business General XX	£0.00
Nat West Business Reserves XX	£0.00

Total	£501,358.34
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5.2 Received Income Transactions

between 01/03/16 and 31/03/16

Start of year 01/04/15

Paying ref.	Received date	Tn no	Gross	Vat	Net	Details	Heading
10053	23/03/16	31918	£53.35	£0.00	£53.35	Alex Jones Funeral Directors	Cemetery Fees 32
10053	23/03/16	31919	£53.35	£0.00	£53.35	S Smith & Son	Cemetery Fees 32
10053	23/03/16	31920	£98.40	£0.00	£98.40	Forge Singers	Hire of Rickards Hall 32
10053	23/03/16	31921	£263.55	£0.00	£263.55	Cemetery Fees	Cemetery Fees 32
10053	23/03/16	31922	£684.55	£0.00	£684.55	Alex Jones Funeral Directors	Cemetery Fees 32
10053	23/03/16	31923	£54.07	£0.00	£54.07	Sustainable Edenbridge	Hire of Rickards Hall 32
10053	23/03/16	31924	£85.80	£0.00	£85.80	Cemetery Fees	Cemetery Fees 32
10053	23/03/16	31925	£2.30	£0.00	£2.30	UK Power Networks	Wayleaves 37/2
10053	23/03/16	31926	£5,455.70	£0.00	£5,455.70	Trustees of Public Recreation	Charity Account transfer 29
10053	23/03/16	31927	£3,025.25	£0.00	£3,025.25	Trustees of Recreation Ground	Charity Account transfer 29
10054	23/03/16	31917	£230.84	£4.00	£226.84	Sale of Brown Sacks / Other	37/1
10055	29/03/16	31929	£77.90	£0.75	£77.15	Sale of Brown Sacks / Other	37/1
10056	30/03/16	31930	£308.97	£0.00	£308.97	Evolution Dance Academy	Hire of Rickards Hall 32
10056	30/03/16	31931	£152.00	£0.00	£152.00	Eden Valley Chamber of	Mowshurst Barn Storage 33/14
10056	30/03/16	31932	£144.90	£24.15	£120.75	W I Hall Management Committee	Payroll services 27/2
10056	30/03/16	31933	£263.55	£0.00	£263.55	Alex Jones Funeral Directors	Cemetery Fees 32
10056	30/03/16	31934	£263.55	£0.00	£263.55	Alex Jones Funeral Directors	Cemetery Fees 32
DC160301	01/03/16	31942	£76.10	£0.00	£76.10	Rent of Mowshurst Garage	33/4
DC160302	02/03/16	31945	£18.00	£0.00	£18.00	Allotment Holders	Allotment Rent 33/3/1
DC160302	02/03/16	31946	£18.00	£0.00	£18.00	Allotment Holders	Allotment Rent 33/3/1
DC160302	02/03/16	31947	£18.00	£0.00	£18.00	Allotment Holders	Allotment Rent 33/3/1
DC160307	07/03/16	31943	£7.90	£0.00	£7.90	PCC Of Edenbridge	Hire of Rickards Hall 32
DC160307	07/03/16	31944	£54.07	£0.00	£54.07	PCC Of Edenbridge	Hire of Rickards Hall 32
DC160308	08/03/16	31948	£18.00	£0.00	£18.00	Allotment Holders	Allotment Rent 33/3/1
DC160314	14/03/16	31939	£15.00	£0.00	£15.00	Allotment Holders	Allotment Rent 33/3/1
DC160316	16/03/16	31941	£754.25	£125.71	£628.54	Freshwater Group of	Leather market maintenance 34/1
DC160318	18/03/16	31938	£154.48	£0.00	£154.48	Helen Jane School of Dance	Hire of Rickards Hall 32
DC160318	18/03/16	31940	£3.00	£0.00	£3.00	Allotment Holders	Allotment Rent 33/3/1
DC160324	24/03/16	31937	£607.75	£101.29	£506.46	Sevenoaks District Council	Maintenance ground works 34/2
DC160329	29/03/16	31935	£33.00	£0.00	£33.00	Allotment Holders	Allotment rent 33/3/1
DC160329	29/03/16	31936	£7.90	£0.00	£7.90	PCC Of Edenbridge	Hire of Rickards Hall 32
Total			£13,003.48	£255.90	£12,747.58		

EDENBRIDGE TOWN COUNCIL

SERVICE LEVEL AGREEMENT

FINAL REPORT

29 March 2016

1. INTRODUCTION

- 1.1 Edenbridge Town Council (ECT), a funder of Eden Valley Museum (EVM), has a service level (SLA) agreement with EVM from 1 April 2015 to 31 March 2016, as part of which EVM is required to report on progress against performance objectives set in the SLA.

Funding was paid in April 2015 and an interim report on progress submitted on 29 September 2015, along with a request for funding 2016/17.

- 1.2 The purpose of this Final Report is to provide information to ECT on how the SLA funds have been spent and objectives achieved.

2. BACKGROUND

- 2.1 In July 1997 the Eden Valley Museum Trust, an unincorporated society, was formed to develop and run a museum for Edenbridge and the surrounding area.
- 2.2 EVM was granted charitable status in November 1997. As per its founding Constitution, the Trust's objects are for the advancement of the education of the public in the history of Edenbridge, the Eden Valley and the surrounding areas in particular, but not exclusively, by the provision and maintenance of a museum.
- 2.3 The Museum is housed in Church House, a medieval building leased from ECT, and is open to the public for a total of 18 hours per week from September to May and 20½ per week from June to August. The Museum is closed during January.
- 2.4 The Museum's collection, all of which relates to local history, currently consists of objects, photographs, oral history reminiscences and a large amount of archival material mainly from the Historical Society and two local collector's archives. This collection is managed by a voluntary Collections Manager assisted by members of the Curatorial Committee and volunteers. The Trust also employs a part-time Administrative Assistant and part-time House Manager who is responsible for the operation of the Museum's facilities.
- 2.5 In October 2015, the Museum was awarded Full Accreditation status by the Arts Council. Membership of the Accreditation Scheme is a significant demonstration of EVM's dedication to maintaining standards and developing its audience, and the award represented the culmination of 18-months' work by staff and volunteers to ensure that requirements were met.

2.6 Statement of Purpose:

EVM seeks to:

- Illustrate the varied character and rich history of Edenbridge and the Eden Valley
- Provide a museum which will attract, interest and engage members of the local community and visitors
- Collect, preserve, exhibit and make objects available for study and research
- Provide a relevant and responsive service accessible to everyone

3. SPENDING REVIEW

- 3.1 EVMT is committed to cost management and continuity of funding to maintain and develop its services for the community and to encourage visitors to Edenbridge.
- 3.2 In addition to ECT funding for 2015/16, EVMT received donations and grants from private Trusts including the Great Stone Bridge Trust, Gough-Cooper Estates, Edenbridge Chamber of Commerce and The Oddfellows Tunbridge Wells, together with revenue from corporate and personal membership.
- 3.3 In 2015 EVMT was awarded restricted use grants from the J Paul Getty Jnr and Lennox Hannay Charitable Trusts for the specific purpose of installing a more efficient and cost-effective lighting system.
- 3.4 Fundraising initiatives during the year included a popular curry evening with the generous support of Mr Ali at Quality Tandoori.
- 3.5 Please refer to **Appendix 1** for details of EVMT income and expenditure for financial year 2015/16.

4. APPRAISAL OF PERFORMANCE AGAINST OBJECTIVES

4.1 Stage at least one major exhibition

- 4.1.1 EVMT launched a new major exhibition on 1 March 2016 to replace its installation to mark the First World War centenary. Entitled '*All the World's a Stage*', this new display is a light-hearted exploration of local fancy dress and costume through the ages featuring photographs from local community groups and families, as well as a special display of memorabilia from the acting days of the late Frank Thornton.

4.2 Stage at least one temporary exhibition

EVMT staged a variety of temporary exhibitions during 2015/16:

- 4.2.1 A rolling '*Map of the Month*' exhibition was introduced at the beginning of 2015 to make the Museum's archive more accessible to the public and continued throughout the year. Maps have included a railway map showing Edenbridge's unique railway system and the Westerham and Eatonbridge Hundred dated 1789. The selection has proved very popular, with expressions of interest in future maps from repeat visitors, and has enabled EVMT to forge new links with related community groups.
- 4.2.2 A temporary exhibition entitled '*Lost Diary of a Local Farmer*' ran for the second half of 2015. Centred on recently discovered diaries of Cowden landowner Frederick Maitland, the exhibition explored the Eden Valley's connection to the downfall of Napoleon during the bicentenary year of the Battle of Waterloo with extracts from primary source letters written by those involved in the Battle's aftermath, important local documents and record of rural life.
- 4.2.3 A new '*War Horses*' display exploring the Eden Valley's equine contribution to World War I was recently launched to run until July 2016.

- 4.3 Progress the development of the outreach service, by engagement with a diverse range of potential recipients**
- 4.3.1 EVMT continued to develop outreach to schools and foster relationships with the research community as outlined in its current Forward Plan 2014-2016.
- 4.3.2 The Museum's outreach programme during 2015-16 included:
- Talks given at local primary schools, Edenbridge War Memorial Hospital and Roman Court.
 - Drop-in visits from pupils working on school projects, strengthening links put in place at last year's workshop sessions.
 - Use of the Museum's archive by the local University of the Third Age (U3A) for their workshops, as well as by the team responsible for drafting the community Neighbourhood Plan.
 - Growing reference to the archive by local historical societies and independent researchers, establishing the Museum as a local history hub.
 - Developing digital outreach with availability of the Museum's photographs via the Kent Photo Archive: <http://www.kentphotoarchive.com>
 - EVMT's social media presence continues to grow with an ever increasing number of Twitter followers at <https://twitter.com/edenmuseumkent> The Museum use their Twitter account to engage with follows on historical issues of particular relevance to the local community and to promote local history events.
 - The Museum now has an entry on Wikipedia with a link out to the main entry for Edenbridge town: https://en.wikipedia.org/wiki/Eden_Valley_Museum
- 4.3.3 EVMT's third programme of guided '*Historic High Street*' walking tours of Edenbridge again proved popular. Evening walks were especially successful and the Museum will be offering more evening tours for 2016.
- 4.4 Raise the profile of the town by promoting the Museum and town as an appealing heritage destination for tourists**
- 4.4.1 The Museum's House Manager, Alex Paton, continues to represent the Museum at meetings of the Valley's Tourism Forum.
- 4.4.2 The Museum supported a number of 2015 community initiatives designed to promote the town and attract visitors. These included opening to support a 'fair trade' treasure hunt as part of the Fairtrade Street Party in July 2015 and presenting a display of transport through the ages at the Chamber of Commerce's Edenbridge Motor Show in September 2015, to which EVMT has been invited for 2016.
- 4.4.3 EVMT volunteers attended a series of village fêtes throughout the summer of 2015. Starting with a photographic exhibition on the League of Friends at Edenbridge War Memorial Hospital fête in June, displays at subsequent fêtes of Cowden and Crockham Hill focused on local images showing village life through the ages. For the second year running, EVMT exhibited at the Commonwork Open Day at Bore Place.
- 4.4.4 EVMT worked in partnership with local heritage organisations to promote the long and varied history of the Weald. The Museum has had an interactive display on its WWI collection at the Kent & Yeomanry Sharpshooter's (KSYM) Museum at Hever and has lent material support to the KSYM and Hever Castle through research visits by Hever Castle staff. EVMT has been credited in any photographs and information obtained from the Museum.

- 4.4.5 The Museum's shop acquired additional local history books towards the end of 2015 and these have proved popular with visitors to the town looking to learn more about the history of the area.
- 4.4.6 EVMT also wrote in support of successful Heritage Lottery project funding for Tunbridge Wells Museum's plans to develop a cultural and learning hub. This is intended to benefit local museums in the High Weald area, including Edenbridge, with visitors encouraged to visit Eden Valley Museum. EVMT will be offered a show case within the new Tunbridge Wells centre.

5. FURTHER INFORMATION

- 5.1 Additional information concerning the EVMT and the Museum can be found via the website at <http://www.evmt.org.uk>

EDENBRIDGE & DISTRICT TWINNING ASSOCIATION

Year End Report pursuant to Service Level Agreement dated 29th April 2015

Over the weekend of 27th to 29th March 2015 thirteen Edenbridge "Twinners" travelled to Mont St. Aignan for the annual walking weekend. A good walk had been arranged by the French which included the customary delicious lunch. On Saturday Evening we were given dinner followed by a quiz.

In April a Senior rugby team from MSA came to Edenbridge for a match played in good spirit and which resulted in a win for the home side. A number of "Twinners" were on the touchline cheering both teams. This link is becoming well established and will, it is hoped, continue and strengthen.

On 9th May 2015 to coincide with the 70th anniversary of VE Day and as a fund raising event the Association organised a "Pop Up" Vintage Tea Room in Rickards Hall. This was extremely well supported with a number of visitors entering into the spirit of the occasion by wearing 1940's style clothes, hairstyles and the like. A profit of £ 390 was realised.

On 5th June a fairly large contingent from MSA arrived by coach and early the following day both French and English set off for Arundel. A very pleasant day was enjoyed by all mainly visiting the castle though some managed to take in other attractions of the town as well. The cost to the Association for coach and entry

costs for the French were:-

Coach to Arundel	£620.00
Entrance charges	£1020.00
Hire of Rickards Hall	£64.80
Sunday morning brunch	£68.50
Petrol & parking	£25.00

£1783.00

less Edenbridge

participants payment £725.00

£1073.30

Since the need for us to hire a coach for this trip , at short notice, was necessitated by problems brought about by the MSA coach company , MSA were able to obtain a partial refund of their hiring charge by way of compensation in the sum of 400 euros which they have kindly passed to us. The final cost to EDTA will ,therefore, be reduced by whatever the conversion from euros to pounds sterling yields,which at the time of typing is not known.

Following our cycle ride from Paris to Dieppe organised by our French friends in 2014 it was our turn to set up the ride from Newhaven to the London Eye along the English section of "Avenue Verte". Six Edenbridge riders and four from MSA

set off from Newhaven on 18th June reaching the London Eye on 21st June .

Another fund raising event was held on 18th July by the kind invitation of Councillors Mr. & Mrs. Davison by way of a garden party in their charming garden. Attendance was a little disappointing due , it is thought, to a clash with other events in the area but nevertheless a profit of £266. was made.

At the end of September eleven Edenbridge "Twinners travelled to MSA in two cars for the year's "mini-visit". The weekend included a visit to Rouen to watch a stunning son et lumiere projected onto the front of the Cathedral , a visit to Chateau Villarceaux and a visit to the new Jeanne D'Arc Experience exhibition in Rouen. All in all a very full and enjoyable weekend.

On 7th November a number of the MSA Twinning Commission Committee joined with the EDTA Committee in Edenbridge for our annual Joint Committee Meeting at which the past year's activities were reviewed and plans made for the forthcoming year. The Association's own AGM was held on 25th November.

A French market visited Edenbridge on 29th November and the Association took the opportunity to set up it's Publicity Display in the High Street and to promote a tombola from it. A profit of £125 was made and a number of potential new "Twinners" met and talked with.

We held our annual New Season Supper in February including the usual raffle which produced a further £80.

The last activity was the annual walking weekend in Edenbridge from 11th to 13th March which proved very successful and included participation in Edenbridge Hockey Club's Barn Dance by both English and French "Twinners" on the Saturday evening. The cost of entertaining the MSA visitors was £265.

On the fundraising front, as well as the various activities mentioned above we have continued to attend "Table Top " sales which return a profit . We are also continuing our publicity promotions wherever possible such as at the "French Market" and the stand we had in Edenbridge Town station last summer.

We consider we have had a generally successful year and have met the targets aimed at. We have ,we believe , complied with the terms of the SLA.

Chairman EDTA

30th March 2016