



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



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

**A meeting of the FINANCE COMMITTEE will be held in Rickards Hall at 7.45pm (or shortly after) on 23 May 2016.**

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## 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 25 APRIL 2016**
6. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
  - 6.1 **Investment Meeting**
7. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

To approve the details of invoices for payment.  
To approve and accept the transfers into, out of and between accounts of the Capital Fund.
8. **FINANCE BUSINESS**
  - 8.1 **New Budget Headings**
  - 8.2 **Ground staff mobile phone**
9. **FINANCE CORRESPONDENCE**

None
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)

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**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

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## **Finance Report May 2016**

### **6. MATTERS ARISING**

#### **6.1 Investment Meeting**

CCLA came and spoke to members of the Finance Committee, who were available on the afternoon of 11 May, regarding Property Investments offering substantially better returns over much longer periods of time. Further investigations need to be done and Forward Planning for the future will need to be considered in depth. Members will be updated as this matter progresses. The precept was received on 29 April and has been transferred to the Base Reward account at Barclays to earn 0.50%.

### **8. FINANCE BUSINESS**

#### **8.1 New Budget Headings**

Last year, following the decision to implement the 10 year Open Spaces Plan, restructuring of the Budget Headings was required to accommodate these changes. Following conversations with Edge Designs, it was agreed they would make the changes on the system following the completion of the year end. This is to prevent any major problems at the end of 2016/17 Financial Year. The RFO emailed over a spread sheet highlighting all the changes required for the new year at the beginning of March, but the alterations could not be made until the year end accounts had been reconciled. Edge Designs are extremely busy this time of the year and allocated time at the end of last week to make these adjustments. No work could be done on the system for the current year until the Budget Heading adjustments were made. The RFO had been in contact with Edge each day. The adjustments are now complete and it was only possible to begin work on the system on Tuesday 17 May, firstly checking to ensure the new headings are correct at the start of the year. It has not been possible to enter all the receipts and payments for this year and reconcile the Bank statements in time for this Finance meeting. The payments for this month have been entered to produce an approval list for the meeting. The Financial Reports will be produced and included for the June Finance meeting.

#### **8.2 Ground staff mobile phone**

Focus Group, who provide the o2 mobile phone contract for the ground staff, have reviewed the contract after 12 months and offered the Council a better package. The new package offers unlimited texts and unlimited calls to UK mobiles and 01, 02 and 03 landlines (previously 500 for both) and the data usage has increased from 500mb to 1gb of 4G data. This extra data usage will be useful for the head grounds man. The new contract is £4.67 less per month.

**Do member agree the RFO should accept this new contract for the next 12 months?**

### **9. FINANCE CORRESPONDENCE**

None.

### **10. PRESS RELEASE**

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

Daphne Slater  
18 May 2016

# 7.4 Edenbridge Town Council

## Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
36721	IB160525	£260.00	3000/3	29/03/16	Esus Forestry – Chainsaw Training Course	£260.00
36722	IB160525	£746.80	2000/6	31/03/16	HM Revenue & Customs - Class 1A NICs	£746.80
36741	IB160525	£216.00	3030/4	29/04/16	BSP (Knockholt) Ltd - Skip Hire	£216.00
36742	IB160525	£13.99	1040	03/05/16	Bradford Electrical - Addis kitchen bin Rickards Hall	£28.37
36743	IB160525	£14.38	1100	03/05/16	Bradford Electrical - 4' light tubes	£28.37
36744	IB160525	£760.80	2220/2/3	28/04/16	The Colvin Cleaning Group - Rickards Hall Cleaning	£760.80
36745	IB160525	£283.76	2030/3	08/05/16	Canon (uk) Ltd - Photocopier hire charges	£283.76
36746	IB160525	£96.00	3040/2	16/05/16	Urgent Detergent - Cleaning of Union & St George's flags	£96.00
36747	IB160525	£105.00	2030/3	30/04/16	HP Inc.UK Limited - Black ink cartridge	£105.00
36748	IB160525	£98.40	2220/3/1	01/04/16	Edenbridge Town Village Hall Charity - Hiring of WI Hall paid to ETC in error	£98.40
36749	IB160525	£48.30	3000/6	12/05/16	FRS Countrywear Ltd - Polo Shirts - groundsman	£48.30
36750	IB160525	£90.00	3090/1	01/04/16	Institute Of Cemetery and Crematorium Management - Annual subscription	£90.00
36755	IB160525	£43.06	3050/4	05/05/16	Jewson - Gloss paint & black tape	£45.93
36756	IB160525	£2.87	3050/4	05/05/16	Jewson - Mending plate	£45.93
36757	IB160525	£30.00	2020/1	09/05/16	Window cleaning Doggetts Barn	£30.00
36759	IB160525	£12.29	3040/1	30/04/16	Kidmans - Adaptor brush	£914.34
36760	IB160525	£802.76	3040/2	30/04/16	Kidmans - Repairs to Ransomes Gangs	£914.34
36761	IB160525	£55.19	3040/2	27/04/16	Kidmans - Grease tube & file kit	£914.34
36762	IB160525	£44.10	3000/5	12/04/16	Kidmans - Disposable spray suits	£914.34
36763	IB160525	£1,612.34	2020/6	26/04/16	PSTechnology - IT support contract	£1,612.34
36764	IB160525	£4.92	2210/4	05/05/16	Kent County Council - Floor cleaner - Market Yard toilets	£4.92
36765	IB160525	£133.00	1080	30/04/16	Neighbourhood Plan Admin	£133.00
36766	IB160525	£23.66	4050/1	30/04/16	Solo Protect - Lone Working Device	£23.66
36767	IB160525	£45.00	3040/2	22/04/16	S&N Machinery - Repairs to water pump	£45.00
36768	IB160525	£250.00	3050/11/8	29/04/16	Sevenoaks Direct Services - Garden Waste sacks	£500.00
36769	IB160525	£250.00	3050/11/8	29/04/16	Sevenoaks Direct Services - Garden Waste sacks	£500.00
36770	IB160525	£3,600.00	1040	04/05/16	Streetlights - Payment 1 Annual maintenance	£5,220.60
36771	IB160525	£1,524.00	1040	26/04/16	Streetlights - Sleeves 2 concrete columns	£5,220.60
36772	IB160525	£96.60	1040	13/05/16	Streetlights - Replacement of photocell & testing	£5,220.60
36773	IB160525	£41.36		22/04/16	Vodafone -	£41.36
1		£22.86	4020		Community Warden Phone	
2		£18.50	2010/9		Property Manager Phone	

## 7.4 Edenbridge Town Council

### Expenditure transactions - approval list

Start of year 01/04/16

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
36775	IB160525	£208.80	3000/4	11/05/16	Travel to Chainsaw Course	£208.80
36776	IB160525	£10.00	3090/1	06/05/16	The Kent Men of The Trees - Subscription fee	£10.00
36777	IB160525	£1,070.00	2020/14	16/05/16	Sevenoaks District Council - Premises Licence	£1,070.00
<b>Total</b>		£16,313.80				

## 7.5 Direct Debits April 2016

Date	Supplier	Amount	
1	Aviva	738.69	
	SDC Mowshurst Store	189.40	
	SDC Car Park & Public Toilets	458.00	
	SDC Doggetts Barn	447.80	
	SDC Depot	323.40	
4	Petrocell	43.35	
18	Petrocell	35.63	
17	o2 broadband for ipad	9.11	
	Contract Natural Gas Doggetts Barn	155.84	
	E ON	814.09	
25	SDC Rickards Barn	160.60	
	SDC Market Yard	121.00	
25	Focus 4 U	476.36	£361.77 analogue to digital conversion
26	o2 Ground staff mobile	23.56	
1	Action with Communities in Rural Kent	65.00	Annual Subscription
6	Aviva Health	6,431.73	Annual Subscription
14	Inland Revenue	3,173.68	
14	KCC Pension	4,438.60	
27	Salaries	12,014.33	

## **7.6 Fund Transfer**

### **Capital Reserves**

Transfer In:	Nil	
Transfer Out:		
	£133.00	Neighbourhood Plan
	£84.00	Admin Support
	£3,705.00	Streetlights

### **Revenue reserves**

Transfer In:	£231,139.00	Sevenoaks District Council Precept
Transfer Out:	£25,000.00	

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

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