



# 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 15 August 2016.**

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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 25 JULY 2016 (attached)**
4. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
  - 4.1 **Request to KCC Pension Fund**
5. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

To approve the month's Financial Statement as at 31 July 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 July 2016.
6. **FINANCE BUSINESS**
  - 6.1 **KALC Finance Training**
  - 6.2 **External Audit**
7. **FINANCE CORRESPONDENCE**
  - 7.1 **Edenbridge & District Twinning Association**
  - 7.2 **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)

**4. MATTERS ARISING**

**4.1 Request to KCC Pension Fund**

Members are advised that information requested is not available as yet.

**6. FINANCE BUSINESS**

**6.1 KALC Finance Training**

Kent Association of Local Councils (KALC) has notified the Council of two finance events this autumn. An Introduction to Finance for Local Councils is being held at New Romney on 4 October from 7-10pm at a cost of £60 plus VAT. The Annual Finance Conference will be held on Tuesday 18 October at Teynham Village Hall, Sittingbourne. This is a whole day event and includes a workshop session in the afternoon, at a cost of £60.00 plus VAT. The RFO did not attend the Finance Conference last year but would like to do so this year.

**Do members agree the RFO should attend this event and do any members wish to attend either event?**

**6.2 External Audit**

PKF Littlejohn contacted the Council regarding an anomaly on Section 2 of the Annual Return. The final Public Works Loan Board payment in April 2015 was included in the total expenditure figure (£332,017). The RFO confirmed that the Box 5 figure should be £3,110 and Box 6 should be £328,907. The Auditor acknowledged the information provided and had no further queries.

**7. FINANCE CORRESPONDENCE**

**7.1 Edenbridge & District Twinning Association**

The secretary of Edenbridge & District Twinning Association has written to the Council to express their thanks to the members, for the contribution received under the Service Level Agreement this year.

**7.2 Charity Commission News**

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

Daphne Slater  
10 August 2016

**Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 25 July 2016 at 8.31pm**

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Present: Cllrs R Bell, Mrs J Davison, R Davison (Vice Chairman), A Layland, S McGregor (Chairman), B Orridge, J Scholey.

In attendance: D Slater (Finance Officer). No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received, noted and accepted from Cllrs T Bryant (unwell) and B Todd (prior engagement).

**2. DECLARATIONS OF INTEREST**

None.

**3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 27 JUNE 2016**

Resolved: that the minutes of the Finance Committee meeting held on 27 June 2016 be signed by the Committee Chairman as a true and accurate record of the meeting.

**4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**

None.

**5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

Members noted in detail the income and expenditure transactions for the month and

Resolved: that Cllrs S McGregor and R Davison should sign the Financial Statement for the end of June confirming the analysis of receipts and payments, paid expenditure transactions, and authorising the payments of unpaid expenditure transactions. To approve the financial comparisons and to accept the transfers into and out of reserve accounts.

## 5.6 Fund Transfer

### Capital Reserves

Transfer In: Nil

Transfer Out: £182.000      Neighbourhood Plan  
Admin Support

### Revenue Reserves

Transfer In: Nil

Transfer Out: £45,000

## 5.7 Paragraphs 5.1 to 5.6 approved by resolution of the Council:

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## 5.8 Invoices outstanding for more than 3months

None

**6. FINANCE BUSINESS**

**6.1 Review of Investments**

The RFO had circulated details of the current fixed term investments held by the Council, following the reinvestment of £250,000 for 12 months at the beginning of July. Members were advised the second half of the precept (£231,000) is due to be paid on 30 September.

Members noted the renewal of the Council's investments and did not propose any changes.

**6.2 Review of Capital & Reserve Fund Policy**

A copy of the Capital & Reserve Fund Policy adopted in July 2011 was attached. Members noted a meeting has been scheduled in August for Cllrs Scholey and Todd to meet with the Clerk and RFO to discuss Financial policies, and it is likely there may be some changes regarding the Property Fund. Any adjustments proposed will subsequently be brought to the Finance Committee.

Members approved the review of the policy and did not propose any changes at this time.

**6.3 Request to KCC Pension Fund**

A member of staff had contacted KCC Pension section with regard to an extension of the timescale for transferring previous pension rights. The amount requested to be transferred is less than £5,000. Members discussed this matter and requested information regarding 'the normal time limit' and if the Council's pension policy would require amending. Members requested this item be brought to a Finance Committee meeting when this information is available.

**7. FINANCE CORRESPONDENCE**

None.

**8. PRESS RELEASE**

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 8.46pm

# Paid Expenditure over £500

Jun

Start of year 01/04/16

| Cheque   | Paid date | Tn no   | Net Cttee    | Details                               | Heading   |
|----------|-----------|---------|--------------|---------------------------------------|-----------|
| DD160622 | 22/06/16  | 36862   | £678.69 OS   | E-On UK Plc                           | 3130      |
| IB160623 | 23/06/16  | 36858   | £813.95 CS   | PS Technology                         | 2030/1    |
| IB160628 | 29/06/16  | 36720   | £1,730.78 OS | S R Mercer Groundworks Ltd            | 3020      |
|          |           | 36731/2 | £376.67 CNCL | Tower Mint Ltd                        | 1010      |
|          |           | 36731/3 | £225.00 CNCL | Tower Mint Ltd                        | 1030      |
|          |           | 36731/4 | £135.03 CNCL | Tower Mint Ltd                        | 1010      |
|          |           | 36731/5 | £0.00 CNCL   | Tower Mint Ltd                        | 1010      |
| IB160628 | 29/06/16  | 36731   | £962.70      | Tower Mint Ltd                        | 1010      |
| IB160628 | 29/06/16  | 36826   | £634.00 CS   | The Colvin Cleaning Group             | 2220/2/3  |
| IB160628 | 29/06/16  | 36844   | £584.48 OS   | Pace Fuelcare                         | 3070/5    |
| IB160628 | 29/06/16  | 36849   | £875.00 OS   | Sevenoaks Direct Services             | 3050/11/8 |
|          |           |         |              | Public Street lighting                |           |
|          |           |         |              | Laptop computer                       |           |
|          |           |         |              | Tarmac at Stangrove Park              |           |
|          |           |         |              | Grant for medals for Primary school   |           |
|          |           |         |              | Funding for medals for Primary school |           |
|          |           |         |              | Funding for medals for Primary school |           |
|          |           |         |              | Rickards Hall cleaning                |           |
|          |           |         |              | Gasoil                                |           |
|          |           |         |              | Garden waste sacks                    |           |

# Received Income over £500

June 2016

Start of year 01/04/15

| Paying Ref | Paid date | Tn no | Net Cttee | Details                  | Heading |
|------------|-----------|-------|-----------|--------------------------|---------|
| 10071      | 140616    | 31952 | 770.20    | Eden Valley Museum Trust | 225/5   |
|            |           |       |           | Gas Bill 2015/16         |         |

## 5.1 Financial Summary - Cashbook

Summary between 01/04/16 and 31/07/16 inclusive.

Balances at the start of the year

### 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     | £170,068.88 |
| Barclays General Reserves     | -£49,817.33 |
| 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 |

| RECEIPTS                     | Net         | Vat     | Gross       |
|------------------------------|-------------|---------|-------------|
| Council                      | £40,366.47  | £14.73  | £40,381.20  |
| Open Spaces                  | £111,204.29 | £532.18 | £111,736.47 |
| Central Services             | £106,278.99 | £0.00   | £106,278.99 |
| Emergency Planning Committee | £100.00     | £0.00   | £100.00     |
| Community Warden             | £3,200.00   | £0.00   | £3,200.00   |
| Total Receipts               | £261,149.75 | £546.91 | £261,696.66 |

| PAYMENTS         | Net         | Vat        | Gross       |
|------------------|-------------|------------|-------------|
| Council          | £25,463.06  | £3,786.21  | £29,249.27  |
| Open Spaces      | £60,898.61  | £4,409.08  | £65,307.69  |
| Central Services | £72,860.14  | £1,841.31  | £74,701.45  |
| Community Warden | £5,237.02   | £35.99     | £5,273.01   |
| Total Payments   | £164,458.83 | £10,072.59 | £174,531.42 |

Closing Balances

### Ordinary Accounts

|                          |            |
|--------------------------|------------|
| Barclays General Account | £25,112.69 |
| Lloyds General Account   | £41,820.34 |
| Petty Cash               | £200.00    |

### Short Term Investment Accounts

|                               |             |
|-------------------------------|-------------|
| Barclays Capital Reserves     | £170,068.88 |
| Barclays General Reserves     | £51,321.67  |
| Lloyds TSB - Deposit Acc      | £300,000.00 |
| Nat West Business General XX  | £0.00       |
| Nat West Business Reserves XX | £0.00       |

|       |             |
|-------|-------------|
| Total | £588,523.58 |
|-------|-------------|



## 5.2 Received Income Transactions

10/08/16

Start of year 01/04/16

between 01/07/16 and

| Paying ref.  | Received date | Tn no   | Gross            | Vat            | Net              | Details                      | Heading |
|--------------|---------------|---------|------------------|----------------|------------------|------------------------------|---------|
| 10077        | 21/07/16      | 32054   | £159.98          | £2.00          | £157.98          | Sale of Brown Sacks / Other  | 325/1   |
| 10077        | 21/07/16      | 32055   | £176.38          | £5.50          | £170.88          | Sale of Brown Sacks / Other  | 325/1   |
| 10077        | 21/07/16      | 32056   | £696.65          | £0.00          | £696.65          | Shaw's Leisure               | 310/10  |
| 10078        | 21/07/16      | 32049   | £30.90           | £0.00          | £30.90           | E/B Fuchsia & Pelargonium    | 240     |
| 10078        | 21/07/16      | 32050/1 | £77.26           | £0.00          | £77.26           | Church House Pre-School      | 240     |
| 10078        | 21/07/16      | 32052   | £53.35           | £0.00          | £53.35           | Cemetery Fees                | 305     |
| 10078        | 21/07/16      | 32053   | £10.00           | £0.00          | £10.00           | Cemetery Fees                | 305     |
| 10079        | 02/08/16      | 32064   | £72.85           | £0.00          | £72.85           | Cemetery Fee                 | 305     |
| 10079        | 02/08/16      | 32065   | £33.82           | £0.00          | £33.82           | B W Management Ltd           | 240     |
| 10079        | 02/08/16      | 32066   | £1,282.71        | £0.00          | £1,282.71        | Ritagate Ltd T/A Bray        | 310/1   |
| 10079        | 02/08/16      | 32067   | £684.55          | £0.00          | £684.55          | Alex Jones Funeral Directors | 305     |
| 10079        | 02/08/16      | 32068   | £87.85           | £0.00          | £87.85           | Alex Jones Funeral Directors | 305     |
| 10079        | 02/08/16      | 32069   | £92.70           | £0.00          | £92.70           | Hire of Rickards Hall        | 240     |
| 10079        | 02/08/16      | 32070   | £74.60           | £0.00          | £74.60           | Alex Jones Funeral Directors | 305     |
| 10079        | 02/08/16      | 32071   | £1,912.50        | £0.00          | £1,912.50        | Allotment Holders            | 310/3/2 |
| 10080        | 02/08/16      | 32072   | £1.75            | £0.00          | £1.75            | Cemetery Fee                 | 305     |
| 10080        | 02/08/16      | 32073   | £103.00          | £0.00          | £103.00          | Hire of Rickards Hall        | 240     |
| 10080        | 02/08/16      | 32074   | £202.82          | £8.25          | £194.57          | Sale of Brown Sacks / Other  | 325/1   |
| 10080        | 02/08/16      | 32075   | £196.44          | £5.50          | £190.94          | Sale of Brown Sacks / Other  | 325/1   |
| 10080        | 02/08/16      | 32076   | £10.00           | £0.00          | £10.00           | Cemetery Fees                | 305     |
| DC160701     | 01/07/16      | 32057   | £76.10           | £0.00          | £76.10           | Rent of Mowshurst Garage     | 310/4   |
| DC160704     | 04/07/16      | 32058   | £23.70           | £0.00          | £23.70           | PCC Of Edenbridge            | 240     |
| DC160704     | 05/07/16      | 32059   | £38.62           | £0.00          | £38.62           | Helen Jane School of Dance   | 240     |
| DC160708     | 08/07/16      | 32060   | £607.75          | £101.29        | £506.46          | Sevenoaks District Council   | 315/2   |
| DC160708     | 08/07/16      | 32063   | £355.27          | £0.00          | £355.27          | Lloyds General Account       | 225     |
| DC160715     | 15/07/16      | 32061   | £300.00          | £0.00          | £300.00          | War Graves Commission        | 315/3   |
| DC160718     | 18/07/16      | 32062   | £606.00          | £0.00          | £606.00          | E/B Cricket Club             | 310/6   |
| <b>Total</b> |               |         | <b>£7,967.55</b> | <b>£122.54</b> | <b>£7,845.01</b> |                              |         |

## 5.3 Paid Expenditure Transactions

between 21/07/16 and 10/08/16

Start of year 01/04/16

| Cheque       | Paid date | Tn no | Gross      | Vat     | Net        | Details                    | Heading                               |
|--------------|-----------|-------|------------|---------|------------|----------------------------|---------------------------------------|
| DD160722     | 22/07/16  | 36925 | £673.91    | £112.32 | £561.59    | E-On UK Plc                | Public Street lighting<br>3130        |
| DD160725     | 25/07/16  | 36932 | £121.00    | £0.00   | £121.00    | Sevenoaks District Council | Council Tax Market Yard<br>3010/1/3   |
| DD160725     | 25/07/16  | 36933 | £165.00    | £0.00   | £165.00    | Sevenoaks District Council | Council Tax Rickards Hall<br>2220/1/1 |
| DD160725     | 25/07/16  | 36938 | £79.97     | £13.33  | £66.64     | Gazprom Energy             | Gas Supply Church House<br>2200/1     |
| DD160727     | 27/07/16  | 36929 | £23.56     | £3.93   | £19.63     | O2                         | Ground staff mobile<br>3010/6/1       |
| IB160726S    | 26/07/16  | 36945 | £12,150.81 | £0.00   | £12,150.81 | Salaries                   | 2000/1/1/1                            |
| IB160802     | 02/08/16  | 36922 | £89.56     | £14.93  | £74.63     | Martin Lynch & Sons        | Messi & Paolini ultraflex<br>5000/1   |
| IB160802     | 02/08/16  | 36923 | £1,418.33  | £236.39 | £1,181.94  | Martin Lynch & Sons        | VHF repeater & duplexer<br>5000/1     |
| IB160802     | 02/08/16  | 36924 | £483.84    | £80.64  | £403.20    | Martin Lynch & Sons        | Quad band mobile, amp etc.<br>5000/1  |
| IB160803     | 03/08/16  | 36944 | £113.72    | £18.95  | £94.77     | ILecsyst Ltd               | Cupboard - EP Equipment<br>5000/1     |
| <b>Total</b> |           |       | £15,319.70 | £480.49 | £14,839.21 |                            |                                       |

# 5.4 Edenbridge Town Council

## Expenditure transactions - approval list

Start of year 01/04/16

| Tn no | Cheque   | Gross     | Heading    | Invoice date | Details  | Cheque    |
|-------|----------|-----------|------------|--------------|--|-----------|
| 36952 | IB160824 | £451.20   | 3030/20    | 30/06/16     | Hever Landscapes Ltd - Grass cutting churchyard                      | £451.20   |
| 36949 | IB160824 | £900.00   | 3050/7     | 11/07/16     | Weed suppression   | £900.00   |
| 36957 | IB160824 | £10.01    |            | 13/07/16     | Jewson -   | £108.18   |
| 1     |          | £4.98     | 3040/2     |              | Drill bit  |           |
| 2     |          | £5.03     | 3000/5     |              | Latex Thermal Gloves   |           |
| 36974 | IB160824 | £96.60    | 1040       | 13/07/16     | Streetlights - Streetlight repair                                    | £96.60    |
| 36953 | IB160824 | £47.98    | 3040/2     | 14/07/16     | Jewson - Hire of demolition hammer                                   | £108.18   |
| 36954 | IB160824 | £26.64    | 3050/4     | 18/07/16     | Jewson - Postcrete   | £108.18   |
| 36955 | IB160824 | £4.38     | 3040/2     | 18/07/16     | Jewson - Domus hose clips  | £108.18   |
| 36951 | IB160824 | £697.94   | 3050/2     | 19/07/16     | Fleet (Line Markers) Limited - Pitch marker                          | £697.94   |
| 36959 | IB160824 | £72.00    | 2000/11    | 19/07/16     | Kent Association of Local Councils - Burial law course               | £147.20   |
| 36960 | IB160824 | £72.00    | 2000/11    | 19/07/16     | Kent Association of Local Councils - Councillors conference          | £147.20   |
| 36961 | IB160824 | £47.82    | 2220/4     | 19/07/16     | Kent County Council Commercial Services - Soap dispenser & hand wash | £47.82    |
| 36968 | IB160824 | £288.00   | 2020/6     | 21/07/16     | PS Technology - Microsoft office 365 license                         | £288.00   |
| 36973 | IB160824 | £63.26    | 3070/3     | 22/07/16     | S&N Machinery - Battery for tractor                                  | £157.50   |
| 36967 | IB160824 | £2,198.84 |            | 24/07/16     | Play Place -   | £2,198.84 |
| 1     |          | £1,513.00 | 1120       |              | Summer Play Days   |           |
| 2     |          | £685.84   | 1080       |              | Summer Play Days   |           |
| 36956 | IB160824 | £19.17    | 3040/2     | 25/07/16     | Jewson - Float valve & balloon guard                                 | £108.18   |
| 36962 | IB160824 | £300.00   | 2020/1     | 27/07/16     | Kmb Autos Limited - Cleaning Doggetts Barn                           | £300.00   |
| 36964 | IB160824 | £55.49    | 3050/5/3/1 | 27/07/16     | Pallet Handling Penshurst Ltd - Fencing Items repairs Stangrove Park | £55.49    |
| 36965 | IB160824 | £608.58   |            | 27/07/16     | S R Mercer Groundworks Ltd - Works in Market Yard                    | £608.58   |
| 1     |          | £384.00   | 3140/5/4   |              | Market Yard repair work  |           |
| 2     |          | £24.00    | 3140/5/5   |              | Market Yard repair works   |           |
| 3     |          | £200.58   | 3140/23    |              | Market Yard repair works   |           |
| 36970 | IB160824 | £3,361.80 |            | 27/07/16     | Safeplay Playground Maintenance Services Ltd -                       | £3,361.80 |
| 1     |          | £2,244.00 | 3140/4/5   |              | Repairs to play equipment Rec  |           |
| 2     |          | £168.00   | 3140/16/1  |              | Repairs play equipment S Pk  |           |
| 3     |          | £360.00   | 3140/16/4  |              | Repairs play equipment S Pk  |           |
| 4     |          | £264.00   | 3140/16/6  |              | Repairs play equipment S Pk  |           |
| 5     |          | £132.60   | 3140/16/8  |              | Repairs play equipment S Pk  |           |
| 6     |          | £193.20   | 3140/23    |              | Repairs playground equipment Rec                                     |           |
| 36950 | IB160824 | £312.30   | 2030/3     | 28/07/16     | Canon (uk) Ltd - Copier costs  | £312.30   |

## 5.4 Edenbridge Town Council

### Expenditure transactions - approval list

Start of year

01/04/16

| Tn no             | Cheque   | Gross      | Heading    | Invoice  | Details  | Cheque    |
|-------------------|----------|------------|------------|----------|--|-----------|
| <b>date</b> 36988 | IB160824 | £760.80    | 2220/2/3   | 28/07/16 | The Colvin Cleaning Group - Cleaning Rickards Hall                   | £760.80   |
| 36948             | IB160824 | £216.00    | 3030/4     | 29/07/16 | BSP ( Knockholt) Ltd - Skip hire                                     | £216.00   |
| 36975             | IB160816 | £19.23     | 3010/4/1   | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Depot                  | £563.95   |
| 36976             | IB160816 | £24.45     | 3010/4/2   | 29/07/16 | Sutton & East Surrey Water PLC - Water supply SP cemetery            | £563.95   |
| 36977             | IB160816 | £36.59     | 3010/4/4/1 | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Allotments Swan Lane   | £563.95   |
| 36978             | IB160816 | £127.50    | 3010/4/4/2 | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Allotments Forge Croft | £563.95   |
| 36979             | IB160816 | £64.96     | 3010/4/5   | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Blossoms Park Toilets  | £563.95   |
| 36980             | IB160816 | £160.12    | 2210/1/3   | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Public Toilets         | £563.95   |
| 36981             | IB160816 | £94.92     | 2220/1/4   | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Rickards Hall          | £563.95   |
| 36982             | IB160816 | £36.18     | 2010/4     | 29/07/16 | Sutton & East Surrey Water PLC - Water supply Doggetts Barn          | £563.95   |
| 36983             | IB160824 | £144.00    | 3000/9     | 29/07/16 | The Preventative Healthcare Company Limited - Medical, with Audio    | £144.00   |
| 36971             | IB160824 | £23.66     | 4050/1     | 31/07/16 | Solo Protect - Lone working device                                   | £23.66    |
| 36972             | IB160824 | £94.24     | 3070/3     | 01/08/16 | S&N Machinery - Battery for tractor                                  | £157.50   |
| 36947             | IB160824 | £82.32     | 3110/1     | 04/08/16 | Autopa Ltd - Drop down post for Recreation Ground                    | £82.32    |
| 36963             | IB160824 | £51.98     | 3110/1     | 05/08/16 | Marine Warehouse Ltd - Replacement throwline                         | £51.98    |
| 36946             | IB160824 | £10.97     | 3050/14/2  | 27/08/16 | Bradford Electrical - Plant food                                     | £10.97    |
| 36969             | IB160824 | £875.00    | 3050/11/8  | 27/08/16 | Sevenoaks Direct Services - Garden sacks                             | £875.00   |
| 36966             | IB160824 | £45.00     |            | 28/08/16 | Surekill Pest Control Services -                                     | £45.00    |
| 1                 |          | £22.50     | 2220/2/1   |          | Pest Control Rickards Hall   |           |
| 2                 |          | £22.50     | 2200/2     |          | Pest Control Museum  |           |
|                   |          | £2,305.24  |            |          | Jark   | £2,305.24 |
| <b>Total</b>      |          | £14,810.37 |            |          |  |           |

## 5.5 Direct Debits July 2016

| <b>Date</b> | <b>Supplier</b>                    | <b>Amount</b> |
|-------------|------------------------------------|---------------|
| 1           | Aviva                              | 738.73        |
|             | Petrocell                          | 74.93         |
|             | SDC Mowshurst Store                | 186.00        |
|             | SDC Car Park & Public Toilets      | 460.00        |
|             | SDC Doggetts Barn                  | 445.00        |
|             | SDC Depot                          | 319.00        |
| 18          | Petrocell                          | 68.00         |
| 17          | o2 broadband for ipad              | 9.11          |
|             | Contract Natural Gas Doggetts Barn | 14.96         |
| 22          | E ON                               | 673.91        |
| 25          | Focus 4 U                          | 102.79        |
| 25          | SDC Rickards Barn                  | 165.00        |
|             | SDC Market Yard                    | 121.00        |
|             | Gazprom Rickards Hall              | 79.97         |
| 26          | o2 Ground staff mobile             | 23.56         |
| 16          | Inland Revenue                     | 3,133.39      |
| 16          | KCC Pension                        | 4,508.95      |
| 25          | Salaries                           | 12,150.81     |

## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: £685.84 Summer Play Days – Grant  
Great Stone Bridge Trust

### **Revenue reserves**

Transfer In: Nil

Transfer Out: £20,000.00

## **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**

Nil

### 5.9 Financial Comparisons

Comparisons between 1 April 2016 and 31 July 2017 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts ) The balance is based on the 2016/17 Budget

| Income for the Council             |  | Budget            | Actual           | Balance           | Expenditure for the Council      |  | Budget            | Actual           | Balance           |
|------------------------------------|--|-------------------|------------------|-------------------|----------------------------------|--|-------------------|------------------|-------------------|
| Precept                            |  | 78,310.00         | 39,155.00        | 39,155.00         | 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             | 0.00              | CIL                              |  | 0.00              | 0.00             | 0.00              |
| Grants/Capital                     |  | 0.00              | 685.84           | -685.84           | Grants                           |  | 7,500.00          | 0.00             | 7,500.00          |
| C Depreciation Fund                |  | 0.00              |                  | 0.00              | Depreciation                     |  | 35,265.00         | 4,361.66         | 30,903.34         |
| Property Fund                      |  | 0.00              |                  | 0.00              | Edenbridge Twinning Association  |  | 500.00            | 500.00           | 0.00              |
| C Election Expenses                |  | 0.00              |                  | 0.00              | Eden Valley Museum               |  | 5,500.00          | 5,500.00         | 0.00              |
| SDC Grant                          |  | 0.00              |                  | 0.00              | House Project                    |  | 7,500.00          | 0.00             | 7,500.00          |
| Neighbourhood planning             |  | 0.00              |                  | 0.00              | Earmarked Funds                  |  | 1,500.00          | 4,165.00         | -2,665.00         |
|                                    |  |                   |                  |                   | Property Fund                    |  | 13,120.00         | 242.58           | 12,877.42         |
|                                    |  |                   |                  |                   | Summer Playscheme                |  | 1,525.00          | 0.00             | 1,525.00          |
|                                    |  |                   |                  |                   | Bonfire Clean Up                 |  | 900.00            | 0.00             | 900.00            |
|                                    |  | <b>108,310.00</b> | <b>39,840.84</b> | <b>68,469.16</b>  |                                  |  | <b>108,310.00</b> | <b>14,769.24</b> | <b>93,540.76</b>  |
| Income for Central Services        |  | Budget            | Actual           | Balance           | Expenditure for Central Services |  | Budget            | Actual           | Balance           |
| Allocation from Precept            |  | 179,540.00        | 89,770.00        | 89,770.00         | Staff Costs                      |  | 157,430.00        | 44,694.06        | 112,735.94        |
| Interest (Barclays B/R)            |  | 200.00            | 0.00             | 200.00            | Utilities                        |  | 9,345.00          | 2,963.55         | 6,381.45          |
| Interest precept                   |  | 150.00            | 0.00             | 150.00            | Services                         |  | 7,975.00          | 2,696.38         | 5,278.62          |
| VAT Reclaimed                      |  | 30,000.00         | 0.00             | 30,000.00         | Equipment /Tools                 |  | 4,300.00          | 1,166.19         | 3,133.81          |
| Sundry Receipts                    |  | 3,115.00          | 8.55             | 3,106.45          | Materials                        |  | 1,240.00          | 484.56           | 755.44            |
| Interest Lloyds Fixed Term Deposit |  | 2,000.00          | 1,295.34         | 704.66            | Buildings                        |  | 8,230.00          | 1,746.08         | 6,483.92          |
| Charity Account Transfers          |  | 12,000.00         | 0.00             | 12,000.00         | 10 Year maintenance Plan         |  | 12,000.00         | 0.00             | 12,000.00         |
| Church House                       |  | 6,050.00          | 1,022.50         | 5,027.50          | Charity Account Transfer         |  | 12,000.00         | 0.00             | 12,000.00         |
| Rickards Hall Lettings             |  | 12,000.00         | 4,800.47         | 7,199.53          | Other                            |  | 7,970.00          | 1,483.63         | 6,486.37          |
| WI Hall Admin                      |  | 1,860.00          | 0.00             | 1,815.00          | Church House                     |  | 4,000.00          | 555.14           | 3,444.86          |
|                                    |  |                   |                  |                   | Public Toilets                   |  | 8,745.00          | 1,494.36         | 7,250.64          |
|                                    |  |                   |                  |                   | Rickards Hall                    |  | 13,680.00         | 2,975.50         | 10,704.50         |
|                                    |  | <b>246,915.00</b> | <b>96,896.86</b> | <b>150,018.14</b> |                                  |  | <b>246,915.00</b> | <b>60,259.45</b> | <b>186,655.55</b> |

| Income for Open Spaces              |                   |                   | Expenditure for Open Spaces        |                          |                  |                   |
|-------------------------------------|-------------------|-------------------|------------------------------------|--------------------------|------------------|-------------------|
|                                     | Budget            | Actual            | Balance                            | Budget                   | Actual           | Balance           |
| Allocation from Precept             | 198,228.00        | 99,114.00         | 99,114.00                          | Staff Costs              | 31,127.93        | 77,272.07         |
| Cemetery Fees                       | 12,000.00         | 2,186.70          | 9,813.30                           | Utilities                | 3,509.32         | 7,420.68          |
| Rents                               | 11,336.00         | 4,536.65          | 6,799.35                           | Playground Repairs       | 0.00             | 0.00              |
| Maintenance Services                | 4,840.00          | 806.46            | 4,033.54                           | Services                 | 1,262.00         | 6,758.00          |
| Solar Panels                        | 820.00            | 0.00              | 820.00                             | Equipment/Tools          | 2,331.47         | 3,668.53          |
| Sundry Receipts                     | 9,250.00          | 3,879.48          | 5,370.52                           | Materials                | 4,630.57         | 10,699.43         |
| 10 Year Maintenance Plan Revenue TR | 0.00              | 0.00              | 0.00                               | Buildings                | 627.16           | 1,672.84          |
| 10 Year Maintenance Plan Capital TR | 0.00              | 0.00              | 0.00                               | Vehicles                 | 3,172.48         | 6,877.52          |
|                                     |                   |                   |                                    | Contingencies            | 155.00           | 2,845.00          |
|                                     |                   |                   |                                    | Others                   | 282.94           | 717.06            |
|                                     |                   |                   |                                    | Small Projects           | 0.00             | 0.00              |
|                                     |                   |                   |                                    | Vandalism                | 43.32            | 3,456.68          |
|                                     |                   |                   |                                    | Footpaths Equipment      | 200.00           | 200.00            |
|                                     |                   |                   |                                    | Public Street Lighting   | 1,897.07         | 8,102.93          |
|                                     |                   |                   |                                    | 10 Year Maintenance Plan | 1,659.50         | 56,084.50         |
|                                     | <b>236,474.00</b> | <b>110,523.29</b> | <b>125,950.71</b>                  |                          | <b>50,698.76</b> | <b>185,775.24</b> |
|                                     |                   |                   |                                    |                          |                  |                   |
| Income for Emergency Planning       |                   |                   | Expenditure for Emergency Planning |                          |                  |                   |
|                                     | Budget            | Actual            | Balance                            | Budget                   | Actual           | Balance           |
| Allocation from Precept             | 200.00            | 100.00            | 100.00                             | Equipment/Tools          | 100.00           | 100.00            |
| Sundry Receipts                     | 0.00              | 0.00              | 0.00                               | Others                   | 100.00           | 100.00            |
|                                     | <b>200.00</b>     | <b>100.00</b>     | <b>100.00</b>                      |                          | <b>200.00</b>    | <b>200.00</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.***

| <b>Income for Community Warden</b> | <b>Budget</b>     | <b>Actual</b>     | <b>Balance</b>    | <b>Expenditure for Community Warden</b> | <b>Budget</b>     | <b>Actual</b>     | <b>Balance</b>    |
|------------------------------------|-------------------|-------------------|-------------------|---|-------------------|-------------------|-------------------|
| Precept (ETC Cont)                 | 6,000.00          | 3,000.00          | 3,000.00          | Staff Costs                             | 13,000.00         | 4,284.51          | 8,715.49          |
| 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            | 56.50             | 183.50            |
| 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            | 59.16             | 240.84            |
| Great Stone Bridge Trust           | 0.00              | 200.00            | -200.00           | Vehicle Running Costs                   | 2,000.00          | 528.69            | 1,471.31          |
| 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>3,200.00</b>   | <b>16,800.00</b>  |   | <b>20,000.00</b>  | <b>4,928.86</b>   | <b>15,071.14</b>  |
| <b>Nett Balance</b>                | <b>611,899.00</b> | <b>250,560.99</b> | <b>361,338.01</b> | <b>Nett Expenditure</b>                 | <b>611,899.00</b> | <b>130,656.31</b> | <b>481,242.69</b> |