



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs R Bell, T Bryant, Mrs J Davison, R Davison, A Layland, M McArthur, S McGregor (Chairman), B Orridge, J Scholey (Vice Chairman) and B Todd.

**A meeting of the FINANCE COMMITTEE will be held in Rickards Hall at 7.45pm (or shortly after) on 23 October 2017.**

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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 SEPTEMBER 2017**
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 30 September 2017.  
To approve the analysis of receipts and payments, and the details of invoices for payment.  
To approve and accept the transfers into, out of and between accounts of the Capital Fund.  
To approve the Financial Comparisons to 30 September 2017.
6. **FINANCE BUSINESS**
  - 6.1 **Review of Investments**
  - 6.2 **Review of Asset Register**
  - 6.3 **KALC Finance Day**
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)

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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

**Email:** [townclerk@edenbridgetowncouncil.gov.uk](mailto:townclerk@edenbridgetowncouncil.gov.uk) **Web:** [www.edenbridgetowncouncil.gov.uk](http://www.edenbridgetowncouncil.gov.uk)

## **Finance Report October 2017**

### **6. FINANCE BUSINESS**

#### **6.1 Review of Investments**

The RFO has attached details of the current fixed term investments held by the Council. The second half of the precept (£238,413) was received on 29 September. This has now been transferred into the Reserve account at Barclays to benefit from some interest (0.25%) as agreed at last month's meeting. The RFO has checked the investment rates available this month and they remain unchanged. The chart also shows the Councils' total funds as at 30 September 2017.

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

#### **6.2 Review of Asset Register**

Following the renewal of the Council's insurance in July, the Asset Register has been updated to correspond with the values on the insurance documents. A copy of the document is available at Doggetts Barn.

**Do members approve the review of the Asset Register?**

#### **6.3 KALC Finance Day**

The RFO attended the recent Finance Day held by KALC. Many items were covered including HR issues, Fidelity Insurance, partnership working and making improvements to assets to generate more income for the future by borrowing from Public Works Loan Board.

### **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](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  
18 October 2017

## 5.1 Financial Summary - Cashbook

Summary between 01/04/17 and 30/09/17 inclusive.

Balances at the start of the year

### Ordinary Accounts

|                          |            |
|--------------------------|------------|
| Barclays General Account | £22,244.45 |
| Lloyds General Account   | £42,348.22 |
| Petty Cash               | £200.00    |

### Short Term Investment Accounts

|                           |                    |
|---------------------------|--------------------|
| Barclays Capital Reserves | £169,203.24        |
| Barclays General Reserves | £48,326.31         |
| Lloyds TSB - Deposit Acc  | £300,000.00        |
| <b>Total</b>              | <b>£582,322.22</b> |

| RECEIPTS                     | Net                | Vat              | Gross              |
|------------------------------|--------------------|------------------|--------------------|
| Council                      | £30,881.00         | £195.00          | £31,076.00         |
| Open Spaces                  | £264,277.08        | £1,151.92        | £265,429.00        |
| Central Services             | £227,098.22        | £202.20          | £227,300.42        |
| Emergency Planning Committee | £275.00            | £0.00            | £275.00            |
| Community Warden             | £15,750.00         | £0.00            | £15,750.00         |
| <b>Total Receipts</b>        | <b>£538,281.30</b> | <b>£1,549.12</b> | <b>£539,830.42</b> |

| PAYMENTS              | Net                | Vat               | Gross              |
|-----------------------|--------------------|-------------------|--------------------|
| Council               | £20,697.72         | £840.15           | £21,537.87         |
| Open Spaces           | £105,651.50        | £8,042.54         | £113,694.04        |
| Central Services      | £115,514.29        | £3,712.18         | £119,226.47        |
| Community Warden      | £8,164.41          | £61.27            | £8,225.68          |
| <b>Total Payments</b> | <b>£250,027.92</b> | <b>£12,656.14</b> | <b>£262,684.06</b> |

Closing Balances

### Ordinary Accounts

|                          |             |
|--------------------------|-------------|
| Barclays General Account | £248,338.43 |
| Lloyds General Account   | £44,987.60  |
| Petty Cash               | £200.00     |

### Short Term Investment Accounts

|                           |             |
|---------------------------|-------------|
| Barclays Capital Reserves | £231,721.41 |
| Barclays General Reserves | £34,221.14  |
| Lloyds TSB - Deposit Acc  | £300,000.00 |

**Total** **£859,468.58**

## 5.2 Received Income Transactions

between 01/09/17 and 17/10/17

Start of year 01/04/17

| Paying ref.  | Received date | Tn no | Invoice | Gross       | Vat     | Net         | Details                      | H     |
|--------------|---------------|-------|---------|-------------|---------|-------------|------------------------------|-------|
| 10163        | 21/09/17      | 32474 |         | £25.00      | £0.00   | £25.00      | Cemetery fees                | 305   |
| 10163        | 21/09/17      | 32475 |         | £245.84     | £8.25   | £237.59     | Sale of Black Sacks          | 325/2 |
| 10164        | 28/09/17      | 32477 |         | £63.00      | £0.00   | £63.00      | E/B Fuchsia & Pelargonium    | 240   |
| 10164        | 28/09/17      | 32478 |         | £50.85      | £0.00   | £50.85      | Hire of Rickards Hall        | 240   |
| 10164        | 28/09/17      | 32479 |         | £2,000.00   | £0.00   | £2,000.00   | John Coldman Trust           | 420   |
| 10165        | 27/09/17      | 32476 |         | £362.40     | £11.83  | £350.57     | Sale of Black Sacks          | 325/2 |
| 10166        | 11/10/17      | 32489 |         | £25.00      | £0.00   | £25.00      | Alex Jones Funeral Directors | 305   |
| 10166        | 11/10/17      | 32490 |         | £54.40      | £0.00   | £54.40      | Alex Jones Funeral Directors | 305   |
| 10166        | 11/10/17      | 32491 |         | £54.40      | £0.00   | £54.40      | Alex Jones Funeral Directors | 305   |
| 10166        | 11/10/17      | 32492 |         | £108.80     | £0.00   | £108.80     | S Smith & Son                | 305   |
| 10166        | 11/10/17      | 32493 |         | £25.00      | £0.00   | £25.00      | Cemetery Fees                | 305   |
| 10166        | 11/10/17      | 32494 |         | £76.10      | £0.00   | £76.10      | Abbey Funeral Services       | 305   |
| 10166        | 11/10/17      | 32495 |         | £102.75     | £0.00   | £102.75     | Sustainable Edenbridge       | 240   |
| 10166        | 11/10/17      | 32496 |         | £64.40      | £0.00   | £64.40      | 2nd Edenbridge Brownies      | 240   |
| 10166        | 11/10/17      | 32497 |         | £203.40     | £0.00   | £203.40     | New Life Church Biggin Hill  | 240   |
| 10166        | 11/10/17      | 32498 |         | £1,000.00   | £0.00   | £1,000.00   | Eden Valley Museum Trust     | 235/1 |
| 10167        | 10/10/17      | 32486 |         | £25.00      | £0.00   | £25.00      | Cemetery Fees                | 305   |
| 10167        | 10/10/17      | 32487 |         | £25.00      | £0.00   | £25.00      | Cemetery Fees                | 305   |
| 10167        | 10/10/17      | 32488 |         | £120.44     | £2.50   | £117.94     | Sale of Black Sacks          | 325/2 |
| DC170901     | 01/09/17      | 32480 |         | £77.65      | £0.00   | £77.65      | Rent of Mowshurst Garage     | 310/4 |
| DC170908     | 08/09/17      | 32481 |         | £619.90     | £103.32 | £516.58     | Sevenoaks District Council   | 315/2 |
| DC170911     | 11/09/17      | 32484 |         | £110.25     | £0.00   | £110.25     | Evolution Dance Academy      | 240   |
| DC170928     | 28/09/17      | 32482 |         | £157.49     | £0.00   | £157.49     | Evolution Dance Academy      | 240   |
| DC170929     | 29/09/17      | 32483 |         | £238,413.00 | £0.00   | £238,413.00 | Sevenoaks District Council   | 200   |
| TR171010     | 10/10/17      | 32485 |         | £250.00     | £0.00   | £250.00     | Edenbridge Town Council      | 450   |
| <b>Total</b> |               |       |         | £244,260.07 | £125.90 | £244,134.17 | Bonus payment                |       |

## 5.3 Paid Expenditure Transactions

Start of year 01/04/17

between 01/09/17 and 17/10/17

|              |          |       |            |         |            |                            |                                    |            |
|--------------|----------|-------|------------|---------|------------|----------------------------|------------------------------------|------------|
| DC170926     | 26/09/17 | 38130 | £131.94    | £21.99  | £109.95    | Focus 4 U                  |                                    | 2010/6/1   |
| DD170901     | 01/09/17 | 38118 | £246.00    | £0.00   | £246.00    | Sevenoaks District Council | Council Tax Market Yard Car Park   | 3010/1/4   |
| DD170901     | 01/09/17 | 38121 | £391.00    | £0.00   | £391.00    | Sevenoaks District Council | Council Tax Doggetts Barn          | 2010/1     |
| DD170901     | 01/09/17 | 38122 | £179.00    | £0.00   | £179.00    | Sevenoaks District Council | Council Tax for Mowshurst Barn     | 3010/1/2   |
| DD170901     | 01/09/17 | 38125 | £308.00    | £0.00   | £308.00    | Sevenoaks District Council | Council Tax Depot                  | 3010/1/1   |
| DD170901     | 01/09/17 | 38126 | £246.00    | £0.00   | £246.00    | Sevenoaks District Council | Council Tax Public Toilets         | 2210/1/1   |
| DD170901     | 01/09/17 | 38115 | £898.51    | £0.00   | £898.51    | Aviva                      |                                    | 2050/1     |
| DD170904     | 04/09/17 | 38119 | £41.01     | £6.83   | £34.18     | Petrocell Holdings Ltd     | Ground staff fuel                  | 3070/5     |
| DD170904     | 04/09/17 | 38132 | £139.55    | £6.65   | £132.90    | British Gas                | Electricity - Depot                | 3010/2/1   |
| DD170904     | 04/09/17 | 38133 | £388.55    | £18.50  | £370.05    | British Gas                | Gas - Church House                 | 2200/1     |
| DD170914     | 14/09/17 | 38131 | £94.00     | £15.67  | £78.33     | Petrocell Holdings Ltd     | Ground staff fuel                  | 3070/5     |
| DD170915     | 15/09/17 | 38116 | £963.67    | £160.61 | £803.06    | E-On UK Plc                | Public Street lighting             | 3130       |
| DD170918     | 18/09/17 | 38127 | £39.00     | £6.50   | £32.50     | Sage Software Limited      | Salaries software                  | 2020/6     |
| DD170919     | 19/09/17 | 38117 | £9.34      | £1.56   | £7.78      | O2                         | Broadband for iPad                 | 2010/6/3   |
| DD170920     | 20/09/17 | 38136 | £38.24     | £6.37   | £31.87     | Edgar's Water              | Water cooler rental & sanitisation | 2070/3     |
| DD170925     | 25/09/17 | 38124 | £175.00    | £0.00   | £175.00    | Sevenoaks District Council | Council Tax Rickards Hall          | 2220/1/1   |
| DD170927     | 27/09/17 | 38120 | £17.23     | £2.87   | £14.36     | O2                         | Ground staff mobile                | 3010/6/1   |
| DD250917     | 25/09/17 | 38123 | £130.00    | £0.00   | £130.00    | Sevenoaks District Council | Council Tax Market Yard            | 3010/1/3   |
| IB170912     | 12/09/17 | 38128 | £3,612.42  | £0.00   | £3,612.42  | Inland Revenue             |                                    | 2000/1/1/1 |
| IB170912     | 12/09/17 | 38129 | £4,217.81  | £0.00   | £4,217.81  | KCC Pension Fund           |                                    | 2000/2     |
| IB170927Sal  | 27/09/17 | 38137 | £13,295.75 | £0.00   | £13,295.75 | Salaries                   |                                    | 2000/1/1/1 |
| IB171005     | 05/10/17 | 38134 | £1,158.00  | £193.00 | £965.00    | The Sheriff's Office       | Professional Fees                  | 1010       |
| IB171005     | 05/10/17 | 38135 | £702.00    | £117.00 | £585.00    | The Sheriff's Office       | Professional Fees                  | 1010       |
| <b>Total</b> |          |       | £27,422.02 | £557.55 | £26,864.47 |                            |                                    |            |

## 5.4 Edenbridge Town Council

### Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

| Tn no | Cheque   | Gross   | Heading   | Invoice date | Details  | Cheque Total |
|-------|----------|---------|-----------|--------------|--|--------------|
| 38166 | IB171025 | £223.20 | 2060/3    | 28/09/17     | Besure Security Systems - Annual Fire Alarm Contract Doggetts Barn     | £223.20      |
|       |          | £223.20 |           |              | Besure Security Systems - Total  |              |
| 38139 | IB171025 | £7.49   | 3040/1    | 20/09/17     | Bradford Electrical - Watering can                                     | £7.49        |
|       |          | £7.49   |           |              | Bradford Electrical - Total  |              |
| 38141 | IB171025 | £33.48  | 3050/14/2 | 11/10/17     | Coolings - Polyanthus  | £33.48       |
|       |          | £33.48  |           |              | Coolings - Total   |              |
| 38143 | IB171025 | £30.00  | 2020/1    | 02/09/17     | Window cleaning  | £30.00       |
|       |          | £30.00  |           |              | Total  |              |
| 38159 | IB171025 | £56.00  | 1100      | 30/09/17     | Neighbourhood Plan admin support                                       | £56.00       |
|       |          | £56.00  |           |              | Total  |              |
| 38144 | IB171025 | £686.40 |           | 06/10/17     | Hever Countryside Services - Fencing repairs Stangrove Park playground | £686.40      |
| 1     |          | £171.60 | 3140/16/2 |              | Fencing repairs  |              |
| 2     |          | £514.80 | 3110/1    |              | Fencing repairs Stangrove Park   |              |
|       |          | £686.40 |           |              | Hever Countryside Services - Total                                     |              |
| 38145 | IB171025 | £451.20 | 3030/20   | 31/08/17     | Hever Landscapes Ltd - Churchyard mowing                               | £451.20      |
|       |          | £451.20 |           |              | Hever Landscapes Ltd - Total   |              |
| 38147 | IB171025 | £460.20 | 3050/14/6 | 02/10/17     | How Green Nursery - Removal of hanging baskets                         | £460.20      |
|       |          | £460.20 |           |              | How Green Nursery - Total  |              |
| 38148 | IB171025 | £15.40  | 3110/1    | 11/09/17     | Jewson - Galvanised link chain   |              |
| 38149 | IB171025 | £28.22  | 3110/1    | 11/09/17     | Jewson - Welded link chain zinc plated                                 | £43.62       |
|       |          | £43.62  |           |              | Jewson - Total   |              |
| 38150 | IB171025 | £660.00 | 3080/1/1  | 09/10/17     | Leppards (Of Hever) Ltd - Mowing various sites                         | £660.00      |
|       |          | £660.00 |           |              | Leppards (Of Hever) Ltd - Total  |              |
| 38146 | IB171025 | £150.00 | 2000/9    | 04/10/17     | Half yearly Audit fee  | £150.00      |
|       |          | £150.00 |           |              | Total  |              |
| 38142 | IB171025 | £900.00 | 3050/7    | 24/09/17     | - Weed suppression   | £900.00      |
|       |          | £900.00 |           |              | - Total  |              |
|       |          | £502.32 |           |              | Robson Newman Ltd - Total  |              |
| 38167 | IB171025 | £98.40  | 1010      | 20/09/17     | S R Mercer Groundworks Ltd - Manhole Repairs Blossoms Park             |              |
| 38168 | IB171025 | £354.00 | 1010      | 20/09/17     | S R Mercer Groundworks Ltd - Handrail at Edenbridge church             | £452.40      |
|       |          | £452.40 |           |              | S R Mercer Groundworks Ltd - Total                                     |              |
| 38155 | IB171025 | £709.80 | 3030/1    | 25/09/17     | Sevenoaks District Council - Emptying dog bins                         |              |

# 5.4 Edenbridge Town Council

## Expenditure transactions - approval list

Start of year 01/04/17

Supplier totals will include confidential items

| Tn no        | Cheque   | Gross     | Heading   | Invoice date | Details   | Cheque Total |
|--------------|----------|-----------|-----------|--------------|---|--------------|
| 38156        | IB171025 | £975.00   | 3050/11/8 | 29/09/17     | Sevenoaks Direct Services - Garden refuse sacks         | £975.00      |
|              |          | £975.00   |           |              | Sevenoaks Direct Services - Total                       |              |
| 38172        | IB171025 | £24.30    |           |              | Travel to KALC Finance Day                              |              |
|              |          | £24.30    |           |              | Total   |              |
| 38160        | IB171025 | £24.13    | 4050/1    | 30/09/17     | Solo Protect - Lone working device September            |              |
| 38161        | IB171025 | £24.13    | 4050/1    | 30/09/17     | Solo Protect - Lone working device June                 | £48.26       |
|              |          | £48.26    |           |              | Solo Protect - Total                                    |              |
|              |          | £12.00    |           |              | Southern Regalia - Total                                |              |
| 38162        | IB171025 | £45.00    | 3030/3    | 25/09/17     | Surekill Pest Control Services - Wasps nest at Pavilion | £45.00       |
|              |          | £45.00    |           |              | Surekill Pest Control Services - Total                  |              |
| 38140        | IB171025 | £784.20   | 2220/2/3  | 28/09/17     | The Colvin Cleaning Group - Rickards Hall cleaning      | £784.20      |
|              |          | £784.20   |           |              | The Colvin Cleaning Group - Total                       |              |
| 38169        | IB171025 | £252.00   | 3000/3    | 17/10/17     | The First Aid Team - First Aid Course - head groundsman | £252.00      |
|              |          | £252.00   |           |              | The First Aid Team - Total                              |              |
| 38157        | IB171025 | £288.00   | 1010      | 12/10/17     | The Sheriffs Office - Professional charges              |              |
| 38158        | IB171025 | £288.00   | 1010      | 13/10/17     | The Sheriffs Office - Professional charges              | £576.00      |
|              |          | £576.00   |           |              | The Sheriff's Office - Total                            |              |
| 38163        | IB171025 | £59.65    | 2040/2    | 05/10/17     | Viking Direct Ltd - Copier paper                        | £59.65       |
|              |          | £59.65    |           |              | Viking Direct Ltd - Total                               |              |
| 38164        | IB171025 | £45.08    |           |              | Vodafone - £45.08                                       |              |
|              | 1        | £25.57    | 4020      |              | Community Warden phone                                  |              |
|              | 2        | £19.51    | 2010/9    |              | Property manage phone                                   |              |
|              |          | £45.08    |           |              | Vodafone - Total  |              |
| 38165        | IB171025 | £510.00   | 3140/3    | 21/08/17     | Waste Water Solutions (London) Ltd - Pump Maintenance   | £510.00      |
|              |          | £510.00   |           |              | Waste Water Solutions (London) Ltd - Total              |              |
| 38170        | IB171025 | £19.83    | 1010      | 13/10/17     | Wickes Building Supplies Ltd - Sandbags                 | £19.83       |
|              |          | £19.83    |           |              | Wickes Building Supplies Ltd - Total                    |              |
| <b>Total</b> |          | £8,717.43 |           |              |   |              |

## 5.5 Direct Debits September 2017

| <b>Date</b> | <b>Supplier</b>                                | <b>Amount</b> |
|-------------|--|---------------|
| 1           | Aviva  | 898.51        |
|             | SDC - Business Rates Mowshurst Barn            | 179.00        |
|             | SDC - Business Rates Car park & Public Toilets | 492.00        |
|             | SDC - Business Rates Doggetts Barn             | 391.00        |
|             | SDC - Business Rates Depot                     | 308.00        |
| 4           | Petrocell                                      | 41.01         |
|             | British Gas - Electricity Depot                | 139.55        |
|             | British Gas - Gas Church House                 | 388.55        |
| 14          | Petrocell                                      | 94.00         |
| 15          | E ON Street Lights                             | 963.67        |
| 16          | Sage Software                                  | 39.00         |
| 17          | o2 broadband for iPad                          | 9.34          |
| 20          | Water Wellbeing                                | 38.24         |
| 23          | SDC - Business Rates Rickards Hall             | 175.00        |
|             | SDC - Business Rates Market Yard               | 130.00        |
| 24          | Focus 4 U                                      | 131.94        |
| 29          | o2 Groudstaff mobile                           | 17.23         |
| 12          | Inland Revenue                                 | 3612.42       |
| 12          | KCC Pension                                    | 4217.81       |
| 27          | Salaries                                       | 13295.75      |



## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: £77.00 Neighbourhood Plan expenses

### **Revenue reserves**

Transfer In: Nil

Transfer Out: £35,000.00

## **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 2017 and 30 September 2017 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts ) The balance is based on the 2017/18 Budget (Items in blue have been actioned on the Capital Reserves Account)

| Income for the Council               |  | Budget            | Actual            | Balance          | Expenditure for the Council                 | Budget            | Actual            | Balance           |
|--------------------------------------|--|-------------------|-------------------|------------------|---|-------------------|-------------------|-------------------|
| Precept                              |  | 29,575.00         | 29,575.00         | 0.00             | Working Balance                             | 30,000.00         | 0.00              | 30,000.00         |
| Working Balance                      |  | 30,000.00         | 0.00              | 30,000.00        | Contingencies                               | 7,500.00          | 445.51            | 7,054.49          |
| Contingencies                        |  | 0.00              | 0.00              | 0.00             | Grants                                      | 7,500.00          | 0.00              | 7,500.00          |
| Grants                               |  | 0.00              | 1,270.00          | -1,270.00        | Depreciation - Equipment/tools              | 13,000.00         | 2,060.86          | 10,939.14         |
| C Depreciation Fund                  |  | 0.00              | 0.00              | 0.00             | Edenbridge Twinning Association             | 500.00            | 500.00            | 0.00              |
| Capital Fund                         |  | 25,000.00         | 0.00              | 25,000.00        | Eden Valley Museum                          | 6,000.00          | 5,500.00          | 500.00            |
| C Election Expenses                  |  | 0.00              | 0.00              | 0.00             | House Project                               | 7,500.00          | 7,500.00          | 0.00              |
| Neighbourhood planning               |  | 0.00              | 0.00              | 0.00             | Earmarked Funds                             | 0.00              | 0.00              | 0.00              |
| CIL                                  |  | 41,746.88         | 36.00             | 41,710.88        | Capital Fund                                | 10,000.00         | 688.10            | 9,311.90          |
| Capital TR Inc Precept               |  | 0.00              | 0.00              | 0.00             | Summer Playscheme                           | 1,650.00          | 1,650.00          | 0.00              |
|                                      |  |                   |                   |                  | Bonfire Clean Up                            | 925.00            | 0.00              | 925.00            |
|                                      |  |                   |                   |                  | CIL   | 41,746.88         | 0.00              | 41,746.88         |
|                                      |  | <b>126,321.88</b> | <b>30,881.00</b>  | <b>95,440.88</b> |   | <b>126,321.88</b> | <b>18,344.47</b>  | <b>107,977.41</b> |
| Income for Central Services          |  | Budget            | Actual            | Balance          | Expenditure for Central Services            | Budget            | Actual            | Balance           |
| Allocation from Precept              |  | 165,365.00        | 165,365.00        | 0.00             | Staff Costs                                 | 157,480.00        | 77,874.42         | 79,605.58         |
| Precept 10 Year Building Plan        |  | 12,600.00         | 12,600.00         | 0.00             | Utilities                                   | 9,445.00          | 4,439.50          | 5,005.50          |
| precept 30 Year Building Plan        |  | 22,575.00         | 22,575.00         | 0.00             | Services                                    | 7,155.00          | 4,753.62          | 2,401.38          |
| Interest (Barclays Base Rate Reward) |  | 200.00            | 0.00              | 200.00           | Equipment /Tools                            | 4,300.00          | 1,337.00          | 2,963.00          |
| Interest precept                     |  | 150.00            | 0.00              | 150.00           | Materials                                   | 1,200.00          | 430.09            | 769.91            |
| VAT Reclaimed                        |  | 30,000.00         | 3,971.04          | 26,028.96        | Buildings                                   | 7,750.00          | 3,741.13          | 4,008.87          |
| Sundry Receipts                      |  | 3,115.00          | 1,468.83          | 1,646.17         | 10 Year Buildings Maintenance Plan          | 11,500.00         | 1,176.59          | 10,323.41         |
| Interest Lloyds Fixed Term Deposit   |  | 1,000.00          | 2,639.38          | -1,639.38        | Reserves TR 10 Year Buildings Maintenance P | 1,100.00          | 1,100.00          | 0.00              |
| Charity Account Transfers            |  | 12,000.00         | 0.00              | 12,000.00        | 30 Year Buildings Maintenance Plan          | 22,575.00         | 0.00              | 22,575.00         |
| Church House                         |  | 6,190.00          | 1,045.00          | 5,145.00         | Reserves TR 30 Year Buildings Maintenance P | 43,575.00         | 43,575.00         | 0.00              |
| Rickards Hall Lettings               |  | 15,000.00         | 5,305.83          | 9,694.17         | Buildings Materials                         | 2,000.00          | 169.61            | 1,830.39          |
| WI Hall Admin                        |  | 1,900.00          | 0.00              | 1,900.00         | Other                                       | 7,670.00          | 3,193.80          | 4,476.20          |
| Reserves 10 Year Maintenance Plan TF |  | 0.00              | 0.00              | 0.00             | Charity Account Transfers                   | 12,000.00         | 0.00              | 12,000.00         |
| Reserves 30 Year Maintenance Plan TF |  | 43,575.00         | 43,575.00         | 0.00             | Church House                                | 3,400.00          | 1,626.75          | 1,773.25          |
|                                      |  |                   |                   |                  | Public Toilets                              | 9,020.00          | 4,323.59          | 4,696.41          |
|                                      |  |                   |                   |                  | Rickards Hall                               | 13,500.00         | 4,555.43          | 8,944.57          |
|                                      |  | <b>313,670.00</b> | <b>258,545.08</b> | <b>55,124.92</b> |   | <b>313,670.00</b> | <b>152,296.53</b> | <b>161,373.47</b> |

| Income for Open Spaces               |            | Budget     | Actual   | Balance                          | Expenditure for Open Spaces | Budget            | Actual            | Balance |
|--------------------------------------|------------|------------|----------|----------------------------------|-----------------------------|-------------------|-------------------|---------|
| Allocation from Precept              | 141,436.00 | 141,436.00 | 0.00     | Staff Costs                      | 104,050.00                  | 47,405.62         | 56,644.38         |         |
| Precept 10 yr Maintenance            | 41,000.00  | 41,000.00  | 0.00     | Utilities                        | 11,440.00                   | 6,751.77          | 4,688.23          |         |
| Precept 30 yr Maintenance            | 58,000.00  | 58,000.00  | 0.00     | Services                         | 13,655.00                   | 3,851.68          | 9,803.32          |         |
| 10 yr Sundry receipt                 | 0.00       | 0.00       | 0.00     | Equipment/Tools                  | 4,000.00                    | 1,243.26          | 2,756.74          |         |
| Cemetery Fees                        | 12,000.00  | 4,889.10   | 7,110.90 | Materials                        | 17,130.00                   | 7,269.48          | 9,860.52          |         |
| Rents                                | 15,309.00  | 8,258.59   | 7,050.41 | Buildings                        | 2,100.00                    | 991.98            | 1,108.02          |         |
| Maintenance Services                 | 5,180.00   | 2,615.42   | 2,564.58 | Vehicles                         | 9,450.00                    | 3,758.70          | 5,691.30          |         |
| Solar Panels                         | 850.00     | 303.73     | 546.27   | Contingencies                    | 3,000.00                    | 1,061.00          | 1,939.00          |         |
| Sundry Receipts                      | 9,250.00   | 7,736.24   | 1,513.76 | Others                           | 1,000.00                    | 465.80            | 534.20            |         |
| Reserves 10 Year Maintenance Plan TF | 34,930.00  | 34,930.00  | 0.00     | Vandalism                        | 3,500.00                    | 2,176.97          | 1,323.03          |         |
| 30 Year Maintenance Plan TF          | 0.00       | 0.00       | 0.00     | Footpaths Equipment              | 200.00                      | 7.43              | 192.57            |         |
|                                      |            |            |          | Public Street Lighting           | 8,500.00                    | 3,963.46          | 4,536.54          |         |
|                                      |            |            |          | Public Street Lighting Contract  | 6,000.00                    | 3,000.00          | 3,000.00          |         |
|                                      |            |            |          | 10 Year Maintenance Plan         | 75,930.00                   | 19,127.00         | 56,803.00         |         |
|                                      |            |            |          | Reserves TR Balancing 10 Yr Plan | 0.00                        | 0.00              | 0.00              |         |
|                                      |            |            |          | 30 Yr Maintenance Plan           | 28,000.00                   | 0.00              | 28,000.00         |         |
|                                      |            |            |          | Reserves TR Balancing 30 Yr Plan | 30,000.00                   | 0.00              | 30,000.00         |         |
|                                      |            |            |          |                                  | <b>317,955.00</b>           | <b>101,074.15</b> | <b>216,880.85</b> |         |
| <b>Income for Emergency Planning</b> |            |            |          |                                  |                             |                   |                   |         |
| Allocation from Precept              | 275.00     | 275.00     | 0.00     | Equipment/Tools                  | 100.00                      | 0.00              | 100.00            |         |
| Sundry Receipts                      | 0.00       | 0.00       | 0.00     | Others                           | 175.00                      | 0.00              | 175.00            |         |
|                                      |            |            |          |                                  | <b>275.00</b>               | <b>0.00</b>       | <b>275.00</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          | 6,000.00          | 0.00              | 13,750.00                               | 7,096.35                | 6,653.65          |
| Moat Housing                       | 0.00              | 1,000.00          | -1,000.00         | 2,625.00                                | 0.00                    | 2,625.00          |
| West Kent Housing                  | 0.00              | 3,500.00          | -3,500.00         | 240.00                                  | 102.72                  | 137.28            |
| Westerham                          | 0.00              | 0.00              | 0.00              | 0.00                                    | 0.00                    | 0.00              |
| John Coldman trust                 | 1,000.00          | 2,000.00          | -1,000.00         | 300.00                                  | 42.11                   | 257.89            |
| Police                             | 0.00              | 0.00              | 0.00              | 310.00                                  | 80.44                   | 229.56            |
| Great Stone Bridge Trust           | 2,000.00          | 3,000.00          | -1,000.00         | 1,500.00                                | 492.29                  | 1,007.71          |
| KCC                                | 0.00              | 0.00              | 0.00              | 0.00                                    | 0.00                    | 0.00              |
| From Reserves                      | 10,500.00         | 250.00            | 10,250.00         | 775.00                                  | 0.00                    | 775.00            |
| Sundry Receipts                    | 19,500.00         | 15,750.00         | 3,750.00          | 19,500.00                               | 7,813.91                | 11,686.09         |
| <b>Nett Balance</b>                | <b>777,721.88</b> | <b>604,620.16</b> | <b>173,101.72</b> | <b>777,721.88</b>                       | <b>279,529.06</b>       | <b>498,192.82</b> |
|                                    |                   |                   |                   |   | <b>Nett Expenditure</b> |                   |

## Investments as at 30 September 2017

| Funds Placed with         | Amount Invested | Date Invested | Term of Investment | Maturity Date | Rate  | Interest due | Arena ID     |
|---------------------------|-----------------|---------------|--------------------|---------------|-------|--------------|--------------|
| Lloyds Fixed Term Deposit | £50,000.00      | 13-Feb-17     | 12 months          | 13-Feb-18     | 0.90% | 450.00       | 1..12313E+11 |
| Lloyds Fixed Term Deposit | £250,000.00     | 10-Jul-17     | 6 months           | 10-Jan-18     | 1.05% | 2639.38      | 11766327000  |

### Bank Account balances at 30 September 2017

|  |                    |
|--|--------------------|
| Barclays General                         | 248,338.43         |
| Barclays Reserves                        | 265,942.55         |
| Lloyds General                           | 44,987.60          |
| Petty Cash                               | 200.00             |
| Available funds                          | £559,468.58        |
| <b>Available funds at end of May</b>     | <b>£559,468.58</b> |
| Investments                              | 300,000.00         |
| <b>Council total Funds at end of May</b> | <b>£859,468.58</b> |