



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 27 November 2017.

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 23 OCTOBER 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 31 October 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 31 October 2017.
6. **FINANCE BUSINESS**
 - 6.1 **Fees and Charges**
 - 6.2 **Council's Insurance – Low Claims Rebate**
 - 6.3 **Insurance Claim on Vehicle Insurance**
7. **FINANCE CORRESPONDENCE**
 - 7.1 **Thank you letters for Grants**
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).

6. FINANCE BUSINESS

6.1 Fees and Charges

Fees and charges are reviewed annually and in recent years increases have been based on the Retail Price Index (RPI) or Consumer Price Index (CPI). The Office for National Statistics show that the CPI was 3.0% and RPI 4.0% over the past twelve months. Therefore, figures for 2017 have been calculated based on these percentages. Members are reminded that when setting fees and charges, as well as providing facilities for the residents, the Council needs to receive sufficient income to cover its costs. Costs such as utilities have increased considerably over recent years and will continue to increase during the coming year. The Non Domestic rates for Rickards Hall increased by over £100 this year, compared to £12 the previous year. The charge for black and white photocopying has been increased from 6p to 7p and colour copying from 12p to 14p to cover the increases in materials. The Forward Planning Committee recommended at least, a 3% increase to charges for the coming year.

What increase do members wish to apply to all fees and charges for the coming year, in order to cover the Council's costs in providing these facilities and services?

6.2 Council's Insurance – Low Claims Rebate

The Council's current insurer, WPS, has advised the Council that it qualifies for a low claims rebate again this year. The amount is £404.56. This is a retrospective rebate following renewal of the policy, based on the number of claims during the preceding year (July 2016 - July 2017) and will be refunded to the Council shortly.

6.3 Insurance Claim on Vehicle Insurance

The Council's vehicle insurers have confirmed that the third party may proceed with repairs, in accordance with the estimate of £2,238 provided by TrueBuild, following the accident last month. The tractor slipped, while mowing, on a drain cover when turning in Stangrove Park and damaged a resident's wall. There was no damage to the tractor.

7. FINANCE CORRESPONDENCE

7.1 Thank you letters for Grants

Thank you letters have been received from Eden Christian Trust, Edenbridge and Westerham Citizens Advice, Friends of Holcot and Stangrove Community. All organisations were very grateful to members and wished to express their appreciation. The letters are available with the plans for members to view.

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 01/04/17 and 31/10/17 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
Total	£582,322.22

RECEIPTS	Net	Vat	Gross
Council	£42,272.87	£195.00	£42,467.87
Open Spaces	£265,323.92	£1,159.17	£266,483.09
Central Services	£228,881.92	£202.20	£229,084.12
Emergency Planning Committee	£275.00	£0.00	£275.00
Community Warden	£16,000.00	£0.00	£16,000.00
Total Receipts	£552,753.71	£1,556.37	£554,310.08

PAYMENTS	Net	Vat	Gross
Council	£23,427.24	£1,324.86	£24,752.10
Open Spaces	£120,613.93	£9,091.21	£129,705.14
Central Services	£131,022.03	£4,008.09	£135,030.12
Community Warden	£9,664.62	£82.39	£9,747.01
Total Payments	£284,727.82	£14,506.55	£299,234.37

Closing Balances

Ordinary Accounts

Barclays General Account	£27,854.78
Lloyds General Account	£44,987.60
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£231,721.41
Barclays General Reserves	£232,634.14
Lloyds TSB - Deposit Acc	£300,000.00

Total **£837,397.93**

5.2 Received Income Transactions

between 17/10/17 and 22/11/17

Start of year 01/04/17

Paying ref.	Receive ddate	Tn no	Invoice	Gross	Vat	Net	Details
10168	25/10/17	32503		£89.60	£0.00	£89.60	Cemetery Fees
10168	25/10/17	32504		£16.95	£0.00	£16.95	Hire of Rickards Hall
10168	25/10/17	32505		£82.18	£1.25	£80.93	Sale of Black Sacks
10168	25/10/17	32506		£189.42	£3.50	£185.92	Sale of Black Sacks
10169	26/10/17	32500		£76.10	£0.00	£76.10	Cemetery Fees
10169	26/10/17	32501		£50.85	£0.00	£50.85	Edenbridge & District
10169	26/10/17	32502		£47.25	£0.00	£47.25	Hire of Rickards Hall
10170	02/11/17	32507		£203.40	£0.00	£203.40	New Life Church Biggin Hill
10170	02/11/17	32508		£368.75	£0.00	£368.75	Forge Singers
10170	02/11/17	32509		£66.40	£0.00	£66.40	Forge Singers
10170	02/11/17	32510		£72.45	£0.00	£72.45	2nd Edenbridge Brownies
10170	02/11/17	32511		£59.32	£0.00	£59.32	Hire of Rickards Hall
10171	01/11/17	32512		£196.18	£3.50	£192.68	Sale of Black Sacks
10172	20/10/17	32520		£275.60	£0.00	£275.60	Evolution Dance Academy
10172	09/11/17	32513		£35.43	£0.00	£35.43	Church House Pre-School
10172	09/11/17	32514		£1,577.60	£0.00	£1,577.60	Church House Pre-School
10172	09/11/17	32515		£268.80	£0.00	£268.80	Cemetery Fees
10172	09/11/17	32516		£114.60	£0.00	£114.60	Cemetery Fees
10173	09/11/17	32517		£185.48	£2.75	£182.73	Sale of Black Sacks
DC171001	01/10/17	32518		£77.65	£0.00	£77.65	Rent of Mowshurst Garage
DC171018	18/10/17	32519		£25.00	£0.00	£25.00	Cemetery Fees
DC171027	27/10/17	32521		£11,391.87	£0.00	£11,391.87	Sevenoaks District Council
TR171010	10/10/17	32485		£250.00	£0.00	£250.00	Edenbridge Town Council
Total				£15,720.887	£11.00	£15,709.88	Bonus payment

5.3 Paid Expenditure Transactions between 01/10/17 and 22/11/17 Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details
DC171025	25/10/17	38211		£141.31	£23.55	£117.76	Focus 4 U
DD171002	02/10/17	38197		£246.00	£0.00	£246.00	Sevenoaks District Council
DD171002	02/10/17	38200		£391.00	£0.00	£391.00	Sevenoaks District Council
DD171002	02/10/17	38204		£308.00	£0.00	£308.00	Sevenoaks District Council
DD171002	02/10/17	38205		£246.00	£0.00	£246.00	Sevenoaks District Council
DD171002	02/10/17	38206		£898.51	£0.00	£898.51	Aviva Insurance
DD171016	16/10/17	38195		£932.57	£155.43	£777.14	E-On UK Plc Public Streetlighting
DD171016	16/10/17	38198		£10.14	£1.69	£8.45	Petrocell Holdings Ltd Ground staff fuel
DD171017	17/10/17	38208		£39.00	£6.50	£32.50	Sage Software Limited Salaries software
DD171020	20/10/17	38207		£6.32	£1.05	£5.27	Edgar's Water Water cooler rental
DD171023	23/10/17	38202		£130.00	£0.00	£130.00	Sevenoaks District Council
DD171023	23/10/17	38203		£175.00	£0.00	£175.00	Sevenoaks District Council
DD171026	26/10/17	38199		£17.23	£2.87	£14.36	O2 Ground staff mobile
DD171031	31/10/17	38212		£142.78	£23.80	£118.98	Petrocell Holdings Ltd
IB171017	17/10/17	38209		£4,090.68	£0.00	£4,090.68	Inland Revenue
IB171017	17/10/17	38210		£3,883.64	£0.00	£3,883.64	KCC Pension Fund
IB171023Sal	24/10/17	38213		£13,114.03	£0.00	£13,114.03	Salaries
IB171025	25/10/17	38173		£128.67	£0.00	£128.67	Coolings Daffodil bulbs
IB171025	25/10/17	38174		£643.00	£88.00	£555.00	Kent Trailer Training Ltd Trailer training course
IB171102	07/11/17	38176		£70.00	£0.00	£70.00	Cobblers Padlock for Recreation
IB171102	07/11/17	38177		£120.00	£0.00	£120.00	The Bricklayers Arms Saltex Accomodation
IB171102	07/11/17	38178		£126.00	£21.00	£105.00	SSP Specialised Sports Wetpour repair kit
IB171102	07/11/17	38179		£150.00	£0.00	£150.00	Edenbridge Community First Community Grant
IB171102	07/11/17	38182		£1,250.00	£0.00	£1,250.00	Responders Community Grant
IB171102	07/11/17	38182		£1,000.00	£0.00	£1,000.00	E/B & Westerham CAB Community Grant
IB171102	07/11/17	38183		£200.00	£0.00	£200.00	Edenbridge Cricket Club Community Grant
IB171102	07/11/17	38184		£800.00	£0.00	£800.00	The Eden Christian Trust Community Grant
IB171102	07/11/17	38185		£100.00	£0.00	£100.00	The Edenbridge Piranhas Community Grants
IB171102	07/11/17	38186		£1,000.00	£0.00	£1,000.00	Edenbridge Players Amateur Community Grants
							Dramatic Society Community Grants
							Edenbridge Voluntary Community Grants
							Transport Service

5.3 Paid Expenditure Transactions between 01/10/17 and 22/11/17 Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details
IB171102	07/11/17	38188	£400.00	£0.00	£400.00	West Kent Mediation	Community Grants
IB171102	07/11/17	38189	£100.00	£0.00	£100.00	Friends of Holcot	Community Grants
IB171102	07/11/17	38190	£500.00	£0.00	£500.00	Hi Kent	Community Grant
IB171102	07/11/17	38191	£500.00	£0.00	£500.00	Nomads Football Club	Community Grant
IB171102	07/11/17	38193	£100.00	£0.00	£100.00	Stangrove Community Group	Community Grant
IB171102	07/11/17	38194	£72.00	£0.00	£72.00	Sussex Community Rail Partnership	Community Grant

Total £33,281.88 £323.89 £32,957.99

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	Details	Cheque
				date		Total
38223	IB171129	£4.63	3040/1	06/11/17	A W Champion Ltd - Bristle Brush	£4.63
		£4.63			A W Champion Ltd - Total	
38214	IB171129	£122.40	2060/5	31/10/17	Admiral Security Systems Ltd - Annual maintenance charge	£122.40
		£122.40			Admiral Security Systems Ltd - Total	
38215	IB171129	£5.10	3050/7	16/10/17	Bradford Electrical - Tomorite	
38216	IB171129	£8.98	5010/2	31/10/17	Bradford Electrical - 2 Storage boxes	
38217	IB171129	£6.05	3050/4	06/11/17	Bradford Electrical - Gloves & cable clips	
38218	IB171129	£8.00	5000/1	06/11/17	Bradford Electrical - Pack size D batteries	
38219	IB171129	£8.19	2065	27/10/17	Bradford Electrical - 4 Ft tube & 11w bulb	£36.32
		£36.32			Bradford Electrical - Total	
38221	IB171129	£283.76	2030/3	09/11/17	Canon (uk) Ltd - Photocopier rental	
38222	IB171129	£349.63	2030/3	09/11/17	Canon (uk) Ltd - Photocopying charges	£633.39
		£633.39			Canon (uk) Ltd - Total	
		£36.00			CPRE - Total	
38232	IB171129	£30.00	2020/1	06/11/17	Window cleaning Doggetts Barn	£30.00
		£30.00			Total	
38224	IB171129	£348.00	3140/3	20/11/17	Dave Cole Electrical Installations Ltd - Work on Mill Leat pump	
38225	IB171129	£279.22		08/11/17	Dave Cole Electrical Installations Ltd -	£627.22
1		£36.00	3140/3		Clipping cable left at Mill Leat	
2		£180.00	2060/7		Carrying out report Blossoms Pk toilets	
3		£63.22	2050/4		Repairing Courtyard lighting	
		£627.22			Dave Cole Electrical Installations Ltd - Total	
38227	IB171129	£966.00	3140/3	29/11/17	Denton Pumps Kent Ltd - Replacement Pump at Mill Leat	£966.00
		£966.00			Denton Pumps Kent Ltd - Total	
38228	IB171129	£2,820.00	2000/10	21/11/17	Ellis Whittam Ltd - Year 2 consultants charges	
38229	IB171129	£133.20	2000/10	21/11/17	Ellis Whittam Ltd - Insurance	£2,953.20
		£2,953.20			Ellis Whittam Ltd - Total	

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
38264	IB171129	£70.00	1100	30/10/17	Neighbourhood Plan Admin	£70.00
		£70.00		Total		
38230	IB171129	£56.57	3050/2	14/11/17	Fleet (Line Markers) Limited - White line marker	
38231	IB171129	£717.10	3050/2	26/10/17	Fleet (Line Markers) Limited - Pitchmarker	£773.67
		£773.67		Fleet (Line Markers) Limited - Total		
38235	IB171129	£56.18	3000/6	20/10/17	FRS Countrywear Ltd - Groundstaff shirts and fleece	£56.18
		£56.18		FRS Countrywear Ltd - Total		
38233	IB171129	£2,102.40		27/10/17	Hever Countryside Services -	
1		£876.00	3140/4/7		Spittals Cross playground repairs	
2		£171.60	3140/16/2		Spittals Cross playground repairs	
3		£1,054.80	3110/1		Spittals Cross playground repairs	
38234	IB171129	£1,584.00	3140/2	22/10/17	Hever Countryside Services - Hedge cutting - various sites	
38236	IB171129	£1,579.20		30/09/17	Hever Countryside Services -	
1		£451.20	3030/20		Churchyard mowing	
2		£1,128.00	3080/1/1		Cemetery Mowing	
38237	IB171129	£1,579.20		31/10/17	Hever Countryside Services -	£6,844.80
1		£451.20	3030/20		Churchyard mowing	
2		£1,128.00	3080/1/1		Cemetery Mowing	
		£6,844.80		Hever Countryside Services - Total		
38238	IB171129	£99.36	3050/14/2	03/11/17	How Green Nursery - Compost and pansies	£99.36
		£99.36		How Green Nursery - Total		
38239	IB171129	£0.55	3050/4	31/10/17	Jewson - Repair washer	
38240	IB171129	£3.40	3050/4	17/10/17	Jewson - Metal grinding disc	
38241	IB171129	£18.95	3000/5	17/10/17	Jewson - Latex thermal gloves	
38242	IB171129	£4.76	3050/4	24/10/17	Jewson - Multi Block brush	
38243	IB171129	£6.43	3000/6	25/10/17	Jewson - 4 pack leisure socks	
38244	IB171129	£10.06	3000/5	06/11/17	Jewson - Latex thermal gloves	£44.15
		£44.15		Jewson - Total		
38245	IB171129	£72.00	2000/11	31/10/17	Kent Association Of Local Councils - Finance conference	£72.00
		£72.00		Kent Association Of Local Councils - Total		

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
38246	IB171129	£54.42		15/11/17	Kent County Council Commercial Services -	
	1	£18.96	2220/4		Toilet rolls	
	2	£35.46	3050/4		Toilet duck & refuse sacks	
38247	IB171129	£27.00		04/11/17	Kent County Council Commercial Services -	
	1	£13.50	2220/4		First Aid Kit	
	2	£13.50	2030/1		First Aid kit	
38248	IB171129	£50.40	2210/4	10/11/17	Kent County Council Commercial Services - Jumbo Toilet rolls	£131.82
		£131.82			Kent County Council Commercial Services - Total	
38249	IB171129	£419.46	3040/2	16/10/17	Kidmans - Repairs to Ransomes	
38250	IB171129	£41.94	3040/2	12/10/17	Kidmans - 2.5kg back lapping paste	£461.40
		£461.40			Kidmans - Total	
38251	IB171129	£300.00	2020/1	20/10/17	Kmb Autos Limited - Cleaning Doggetts Barn	£300.00
		£300.00			Kmb Autos Limited - Total	
38266	IB171129	£10.35	2000/12	03/11/17	Travel to SDC meeting	£10.35
		£10.35			Total	
		£502.32			Robson Newman Ltd - Total	
38255	IB171129	£540.00	3030/5	26/10/17	RWE Rural Services - Tree work - cemetery	
38256	IB171129	£360.00	3030/5	24/10/17	RWE Rural Services - Tree work - Stangrove Park	
38257	IB171129	£900.00	3030/5	26/10/17	RWE Rural Services - Tree work - Mowshurst	£1,800.00
		£1,800.00			RWE Rural Services - Total	
38258	IB171129	£715.00	3050/11/8	20/10/17	Sevenoaks Direct Services - Garden sacks	
38259	IB171129	£1,100.77	1130	16/11/17	Sevenoaks Direct Services - Bonfire clear up	£1,815.77
		£1,815.77			Sevenoaks Direct Services - Total	
38263	IB171129	£2,880.00		19/11/17	SJK Sports Turf Installations Ltd -	£2,880.00
	1	£276.00	3080/1/1		Earthquaking at various pitches	
	2	£1,704.00	3140/21/2		Earthquaking at various pitches	
	3	£900.00	3030/17		Earthquaking at various pitches	
		£2,880.00			SJK Sports Turf Installations Ltd - Total	
38265	IB171129	£24.13	4050/1	31/10/17	Solo Protect - Lone working device	£24.13
		£24.13			Solo Protect - Total	

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	Details	Cheque
				date		Total
38267	IB171129	£3,744.00		16/10/17	Streetlights - £3,744.00	
	1	£3,600.00	3135		Payment 2 maintenance contract	
	2	£144.00	1010		Payment 2 maintenance contract	
		£3,744.00			Streetlights - Total	
38268	IB171129	£45.00	3030/3	25/10/17	Surekill Pest Control Services - pest control Stangrove Park	£45.00
		£45.00			Surekill Pest Control Services - Total	
38226	IB171129	£784.20	2220/2/3	28/10/17	The Colvin Cleaning Group - Rickards Hall cleaning	£784.20
		£784.20			The Colvin Cleaning Group - Total	
		£20.00			The Royal British Legion(E/B Branch) - Total	
38260	IB171129	£288.00	1010	25/10/17	The Sheriffs Office - Professional fees	
38261	IB171129	£288.00	1010	27/10/17	The Sheriffs Office - Professional fees	
38262	IB171129	£526.80	1010	26/10/17	The Sheriffs Office - Professional fees	£1,102.80
		£1,102.80			The Sheriffs Office - Total	
38269	IB171129	£264.00	3080/1/1	20/11/17	TrueBuild - Swan Lane allotment water leak	£264.00
		£264.00			TrueBuild - Total	
38270	IB171129	£50.50	2040/2	20/11/17	Viking Direct Ltd - Copier paper	£50.50
		£50.50			Viking Direct Ltd - Total	
38271	IB171129	£44.95		25/10/17	Vodafone -	£44.95
	1	£25.44	4020		Community Warden Phone	
	2	£19.51	2010/9		Property Manager phone	
		£44.95			Vodafone - Total	
38175	IB171129	£120.00	4040	18/10/17	Wildwood Bluebells - Supply of bluebell bulbs	£120.00
		£120.00			Wildwood Bluebells - Total	
Total		£27,470.56				

5.5 Direct Debits October 2017

Date	Supplier	Amount
1	Aviva	898.51
	SDC - Non Domestic Rates Mowshurst Barn	179.00
	SDC - Non Domestic Rates Car park & Public Toilets	492.00
	SDC - Non Domestic Rates Doggetts Barn	391.00
	SDC - Non Domestic Rates Depot	308.00
4	Petrocell	10.14
15	E ON Street Lights	932.57
16	Sage Software	39.00
20	Water Wellbeing	6.32
23	SDC - Non Domestic Rates Rickards Hall	175.00
	SDC - Non Domestic Rates Market Yard	130.00
24	Focus 4 U	141.31
29	o2 Groudstaff mobile	17.23
31	Petrocell	142.78
12	Inland Revenue	3883.64
12	KCC Pension	4090.68
27	Salaries	13114.03

5.6 Fund Transfer

Capital Reserves

Transfer In: Nil

Transfer Out: £56.00 Neighbourhood Plan expenses

Revenue reserves

Transfer In: £238,413.00 Precept

Transfer Out: £40,000.00

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

5.8 Invoices outstanding for more than 3months

Nil

5.9 Financial Comparisons

Comparisons between 1 April 2017 and 31 October 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	3,119.03	4,380.97
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	11,427.87	30,319.01	Capital Fund	10,000.00	744.00	9,256.00
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
		126,321.88	42,272.87	84,049.01		126,321.88	21,073.89	105,247.99
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	90,740.60	66,739.40
Precept 10 Year Building Plan		12,600.00	12,600.00	0.00	Utilities	9,445.00	4,964.52	4,480.48
precept 30 Year Building Plan		22,575.00	22,575.00	0.00	Services	7,155.00	4,816.12	2,338.88
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	479.80	720.20
VAT Reclaimed		30,000.00	3,971.04	26,028.96	Buildings	7,750.00	4,304.12	3,445.88
Sundry Receipts		3,115.00	1,468.83	1,646.17	10 Year Buildings Maintenance Plan	11,500.00	1,362.59	10,137.41
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	2,067.50	4,122.50	Reserves TR 30 Year Buildings Maintenance P	43,575.00	43,575.00	0.00
Rickards Hall Lettings		15,000.00	6,837.35	8,162.65	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	3,211.07	4,458.93
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	1,777.61	1,622.39
					Public Toilets	9,020.00	4,582.30	4,437.70
					Rickards Hall	13,500.00	5,383.93	8,116.07
		313,670.00	261,099.10	52,570.90		313,670.00	167,804.27	145,865.73

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	0.00	Staff Costs	104,050.00	55,719.77	48,330.23
Precept 10 yr Maintenance	41,000.00	41,000.00	0.00	0.00	Utilities	11,440.00	7,629.13	3,810.87
Precept 30 yr Maintenance	58,000.00	58,000.00	0.00	0.00	Services	13,655.00	4,864.18	8,790.82
10 yr Sundry receipt	0.00	0.00	0.00	0.00	Equipment/Tools	4,000.00	1,249.50	2,750.50
Cemetery Fees	12,000.00	5,473.50	6,526.50	0.00	Materials	17,130.00	9,405.88	7,724.12
Rents	15,309.00	8,336.24	6,972.76	0.00	Buildings	2,100.00	1,163.93	936.07
Maintenance Services	5,180.00	2,615.42	2,564.58	0.00	Vehicles	9,450.00	3,842.04	5,607.96
Solar Panels	850.00	303.73	546.27	0.00	Contingencies	3,000.00	1,611.00	1,389.00
Sundry Receipts	9,250.00	8,121.03	1,128.97	0.00	Others	1,000.00	465.80	534.20
Reserves 10 Year Maintenance Plan TF	34,930.00	34,930.00	0.00	0.00	Vandalism	3,500.00	2,642.32	857.68
30 Year Maintenance Plan TF	0.00	0.00	0.00	0.00	Footpaths Equipment	200.00	7.43	192.57
					Public Street Lighting	8,500.00	4,740.60	3,759.40
					Public Street Lighting Contract	6,000.00	3,000.00	3,000.00
					10 Year Maintenance Plan	75,930.00	19,695.00	56,235.00
					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
						317,955.00	116,036.58	201,918.42
Income for Emergency Planning					Expenditure for Emergency Planning			
Allocation from Precept	275.00	275.00	0.00	0.00	Equipment/Tools	100.00	0.00	100.00
Sundry Receipts	0.00	0.00	0.00	0.00	Others	175.00	0.00	175.00
	275.00	275.00	0.00	0.00		275.00	0.00	275.00

Councillors are reminded that although the Community Warden is employed by the Council on behalf of the Community Warden Steering Group. Any issues or concerns should be raised with them.

Income for Community Warden	Budget	Actual	Balance	Expenditure for Community Warden	Budget	Actual	Balance
Precept (ETC Cont)	6,000.00	6,000.00	0.00	Staff Costs	13,750.00	8,362.27	5,387.73
Moat Housing	0.00	1,000.00	-1,000.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	0.00	3,500.00	-3,500.00	Phone	240.00	124.03	115.97
Westerham	0.00	0.00	0.00	CRB Check	0.00	0.00	0.00
John Coldman trust	1,000.00	2,000.00	-1,000.00	Sundries	300.00	170.78	129.22
Police	0.00	0.00	0.00	Clothing & Supplies	310.00	120.66	189.34
Great Stone Bridge Trust	2,000.00	3,250.00	-1,250.00	Vehicle Running Costs	1,500.00	536.38	963.62
KCC	0.00	0.00	0.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	10,500.00	0.00	10,500.00	Contingency	775.00	0.00	775.00
Sundry Receipts	0.00	250.00	-250.00				
	19,500.00	16,000.00	3,500.00		19,500.00	9,314.12	10,185.88
Nett Balance	777,721.88	619,862.89	157,858.99	Nett Expenditure	777,721.88	314,228.86	463,493.02

RICKARDS HALL (VAT Exempt)		2016	2017	2018	2018
		2.40%	2.00%	3.00%	4.00%
			Retail Price Index	Consumer Price Index	Retail Price Index
General rate (Monday to Friday)		15.45	15.75	16.20	16.40
Weekend rate		16.60	16.95	17.45	17.65
Saturdays: 8.30am - 12.30pm		50.90	51.90	53.45	54.00
Special Saturday Night Rate 6pm - midnight		103.00	105.05	108.20	109.25
6pm - midnight if booked by the hour		19.90	20.30	20.90	21.10
Commercial bookings		22.55	23.00	23.70	23.90
Youth Rate		7.90	8.05	8.30	8.35
Playgroup		5.69	5.80	6.00	6.05
				4440.00 per annum	4477.00 per annum

OTHER FEES AND CHARGES ETC	2016		2017		2018			
	2.4% Rounded +20%	361.50	2.00%	368.75	3.00%	379.80		4.00%
Forge Singers Building		361.50		368.75		379.80	383.50	per annum
Edenbridge Rugby Club Renewed annually 8 April RPI at 1 January each year.		3,383.78 694.40 4,060.54		3,472.00 694.40 4,166.40				per annum VAT
E/B Rugby Club (Additional Pitch marking)		21.00		21.45		22.10	22.30	Per hour+VAT
E/B Rugby (Ultimate Frisbee)				50.00		51.50	52.00	
				10.00		10.30	10.40	Per hour+VAT
Edenbridge Cricket Club				60.00		61.80	62.40	
(Bi annual Review due 1/5/19)		606.00		618.15		618.15	618.15	per annum
Allotments:Edenbridge Allotment Gardens (Rents per annum from 1 April the following year ie increase approved in 2016 takes effect 1/4/2018)		25.60		26.10		26.90	27.15	per plot
		Effective 01/04/2017		Effective 1 4 2018		Effective 1 4 2019	Effective 1 4 2019	
Allotments: Marpitt Hill (Rents per annum from 1 April the following year ie increase approved in 2016 takes effect 1/4/2018)		15.40		15.70		16.20	16.30	per plot
		Effective 01/04/2017		Effective 1 4 2018		Effective 1 4 2019	Effective 1 4 2019	
Mowshurst: Rent of Garage		63.42 12.68 76.10		64.71 12.94 77.65		66.67 13.33 80.00	67.30 13.45 80.75	per month VAT
Nomads - rent of ground (Bi annual review due 1/1/19 see lease)		922.00		1,200.00		1,200.00	1,200.00	per annum
Market Rent - Review due 1/4/18 based on December CPI Figure		5130.85		5248.85				per annum
St John's URC Marsh Green		58.50 11.70 70.20		59.67 11.93 71.60		61.46 12.29 73.75	62.04 12.41 74.45	per cut (when required) VAT
River fields		84.25 16.85 101.10		85.96 17.19 103.15		88.54 17.71 106.25	89.42 17.88 107.30	per path cut (when required) VAT
Leathermarket maintenance		628.54 125.71 754.25		641.13 128.22 769.35		660.38 132.07 792.45	666.79 133.36 800.15	per quarter VAT

	2016		2017		2018		2018	
	2.40%	2.00%	2.00%	3.00%	4.00%	per week VAT	per annum	per quarter
Circus & Fair	580.54 116.11 696.65	592.17 121.99 710.60	609.96 123.17 731.95	615.88 123.17 759.05				
Town Band Hut	65.10	66.40	68.40	69.05				
Eden Valley Museum Trust (based on previous 5 year %'s) Next increase Jan 2020	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00			
SDC Maintenance Contract Contract from 1/1/17 - renewed annually	506.46 101.29 607.75	516.59 103.31 619.90	532.08 106.42 638.50	537.25 107.45 644.70				
W1 Hall Admin Services Plus photocopying & printing cost £75.00 inc VAT included in amount	870.42 174.08 1,044.50	887.83 177.57 1,065.40	914.46 182.89 1,097.35	923.34 184.66 1,108.00				
Payroll Services W1 HALL MGMT/CAB	120.75 24.15 144.90	123.17 24.63 147.80	126.88 25.37 152.25	128.09 25.61 153.70				
Freedom of Information Act - response to requests Set by statute	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00	Below £5 no charge 10 mins + @ £25.00 per hr Max £450.00			
Byelaws	.10p	.10p	.10p	.10p	.10p			
Photocopying for the Museum, Sports Association etc. Laminating	.06p .12p .30p	.06p .12p .30p	.07p .14p .30p	.07p .14p .30p	.07p .14p .30p			
Copy of accounts for Electors	£1 per copy	£1 per copy	£1 per copy	£1 per copy	£1 per copy			

	01/01/2016	01/01/2016	01/01/2017	01/01/2017	01/01/2018	01/01/2018	01/01/2018	01/01/2018
	Resident	Trebled	Resident	Trebled	Resident	Trebled	Resident	Trebled
	2.40%	2.40%	2.00%	2.00%	3.00%	3.00%	4.00%	4.00%
Reopening of ashes plot								
Opening Fee	87.85	263.55	89.60	268.80	92.30	276.90	93.20	279.60
Reopening graves for ashes								
Opening Fee	87.85	263.55	89.60	268.80	92.30	276.90	93.20	279.60
Wall of Remembrance Ashes Lawn								
Grant of Right ½ Fees	101.10	303.30	103.10	309.30	106.20	318.60	107.25	321.75
Maintenance Charge ½ Fees	197.25	591.75	201.20	603.60	207.30	621.90	209.25	627.75
Opening Fee	87.85	263.55	89.60	268.80	92.30	276.90	93.20	279.60
Wall Plaque Fee	64.40	193.20	65.70	197.10	67.70	203.10	68.35	205.05
Total fee	450.60	1351.80	459.60	1378.80	473.50	1420.50	478.05	1434.15
Fees for Plaque								
Without interment	200.95	602.85	205.00	615.00	211.15	633.45	213.20	639.60
Additional inscription	47.75	143.25	48.70	146.10	50.20	150.60	50.65	151.95
Fees for Memorials								
Headstone or cross	74.60	223.80	76.10	228.30	78.40	235.20	79.15	237.45
Kerbstone (not in Cem 3)	74.60	223.80	76.10	228.30	78.40	235.20	79.15	237.45
Monument for Ashes Plot	74.60	223.80	76.10	228.30	78.40	235.20	79.15	237.45
Inscribed vase (not at Wall)	34.70	104.10	35.40	106.20	36.05	108.15	36.80	110.40
Any further Inscription (Or Replacing a Headstone)	53.35	160.05	54.40	163.20	56.70	170.10	56.60	169.80
Benches								
No Further benches to be installed in the Cemetery. Locations by agreement with ETC								
Admin Fee - Memorial Bench	31.00		31.65		32.60		32.90	
Maintenance Fee for 10 years	568.10	1704.30	579.50	1738.50	596.90	1790.70	602.70	1808.10
Total Fee	599.10		611.15		629.50		635.60	
Admin Fee - Tree with plaque	31.00	62.00	31.65	63.30	32.60	97.80	32.90	98.70
Admin Fee - Shrub with plaque	31.00		31.65		32.60		32.90	
Admin Fee - Rose with Plaque	31.00		31.65		32.60		32.90	
Other General Fees resident & non resident								
Searching Burial Registers (first half hour)	5.00	5.00	10.00	10.00	10.00	10.00	10.00	10.00
Additional time per half hour	5.00	5.00	10.00	10.00	10.00	10.00	10.00	10.00
For each certified copy of entry	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Transfer - Grant of Right	10.00	10.00	25.00	25.00	25.00	25.00	25.00	25.00
Plaques for the Wall of Remembrance are available only through Yew Tree Stone at a cost of £228.00 (at present)for the plaque including 40 letters on granite.								