



# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs R Bell, T Bryant, Mrs J 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 22 January 2018.**

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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 18 DECEMBER 2017**
4. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
  - 4.1 **Fixed Term Investment**
5. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

To approve the month's Financial Statement as at 31 December 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 December 2017.
6. **FINANCE BUSINESS**
  - 6.1 **Investment Maturing**
  - 6.2 **Payment of Precept 18/19**
  - 6.3 **Review of Investments**
  - 6.4 **Review of Leases and Agreements**
  - 6.5 **Feed In Tariff Payment for Solar Panels**
7. **FINANCE CORRESPONDENCE**
  - 7.1 **Thank you letter**
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

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## **Finance Report January 2018**

### **4. MATTERS ARISING**

#### **4.1 Fixed Term Deposit**

Members are advised £250,000 was invested in a fixed term deposit with Lloyds for 12 months as agreed at December Finance meeting. The interest payable on 10 January 2019 will be £2,125 based on a rate of 0.85%.

### **6. FINANCE BUSINESS**

#### **6.1 Investment Maturing**

The Council has a fixed term deposit of £50,000 due to mature on 13 February 2018. The anticipated expenditure for the next 4 months is attached. The RFO has contacted Birmingham Midshires and was advised they only dealt with personal investments. The Chief Finance Officer SDC has also been approached to see if better rates were available and he said rates at present are 0.3% - 0.5%. Rates quoted by Lloyds (at the time of writing) are as follows:

0.50%	investments for 3 months
0.60%	investments for 6 months
0.70%	investments for 9 months
0.85%	investments for 12 months

**Do members wish to reinvest this £50,000 and if so for how long?**

#### **6.2 Payment of Precept 18/19**

There are various options being offered by Sevenoaks District Council for payment of the Precept for 2018/19 (see attached). SDC advised that the rate payable if the precept was left and invested with Fensterbank through SDC would be 0.35%. In recent years the Council has opted to receive the precept at the end of April and end of September. The Council has then invested the funds and benefitted from slightly better investment rates.

**Which option do members wish to choose for receipt of 2018/19 Precept?**

#### **6.3 Review of Investments**

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

**Do members wish to comment on the review of investments?**

#### **6.4 Review of Leases and Agreements**

A chart showing the Leases and Agreements currently held by the Council is attached for members' information. The lease with Ritagate Ltd trading as Bray Associates for the Thursday market expires on 31 March 2018. As the feasibility of the entrance from the High Street is underway, the Clerk has been in contact with Ritagate and suggested a one year extension in line with Financial Regulations as follows:

*11.1a (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.*

The annual rent at present is approximately £5,250 and will increase on 1 April 2018 based on the Consumer Price Index. This is below the level for tendering, as follows:

*11.1 b Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations (which includes the use of Contract Finder website).*

**Do members wish to recommend to Council a one year extension with Ritagate Ltd T/A Bray Associates for the Thursday Market and ask SDC to draft the document?**

**Do members have any further comments on the review of the Leases and Agreements?**

#### **6.5 Feed In Tariff Payment for Solar Panels**

Members will be pleased to note that a payment of £521.80 has been received from Scottish Power for the feed in tariff on the solar panels at the Depot. This payment covers the period 19 May 2017 to 5 December 2017.

**7. FINANCE CORRESPONDENCE**

**7.1 Thank you letter for Grants**

A thank you letter has been received from Hi Kent expressing their thanks to the Council for the grant of £500. The money will be used on hearing aid aftercare clinics in Edenbridge. The letter is 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?

Daphne Slater  
17 January 2018

## 5.1 Financial Summary - Cashbook

Summary between 01/04/17 and 31/12/17 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	£42,272.87	£195.00	£42,467.87
Open Spaces	£274,896.40	£1,762.83	£276,659.23
Central Services	£241,827.89	£226.83	£242,054.72
Emergency Planning Committee	£275.00	£0.00	£275.00
Community Warden	£16,000.00	£0.00	£16,000.00
<b>Total Receipts</b>	<b>£575,272.16</b>	<b>£2,184.66</b>	<b>£577,456.82</b>

PAYMENTS	Net	Vat	Gross
Council	£32,226.05	£1,816.22	£34,042.27
Open Spaces	£160,307.79	£12,997.39	£173,305.18
Central Services	£166,329.46	£5,455.51	£171,784.97
Emergency Planning Committee	£131.14	£2.83	£133.97
Community Warden	£12,523.62	£149.82	£12,673.44
<b>Total Payments</b>	<b>£371,518.06</b>	<b>£20,421.77</b>	<b>£391,939.83</b>

Closing Balances

### Ordinary Accounts

Barclays General Account	£23,296.06
Lloyds General Account	£44,987.60
Petty Cash	£200.00

### Short Term Investment Accounts

Barclays Capital Reserves	£231,595.41
Barclays General Reserves	£167,760.14
Lloyds TSB - Deposit Acc	£300,000.00
<b>Total</b>	<b>£767,839.21</b>

## 5.2 Received Income Transactions

between 01/12/17 and 16/01/18

Start of year 01/04/17

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Details	
10177	01/12/17	32535		£50.85	£0.00	£50.85	Hire of Rickards Hall	Hire of Rickards Hall
10177	01/12/17	32536		£63.00	£0.00	£63.00	Hire of Rickards Hall	Hire of Rickards Hall
10177	01/12/17	32537		£72.03	£0.00	£72.03	Hire of Rickards Hall	Hire of Rickards Hall
10177	01/12/17	32538		£330.52	£0.00	£330.52	Hire of Rickards Hall	Hire of Rickards Hall
10177	01/12/17	32539		£76.10	£0.00	£76.10	Cemetery Fees	Cemetery Fees
10178	01/12/17	32533		£15.00	£0.00	£15.00	Cemetery Fees	Cemetery Fees
10178	01/12/17	32534		£248.34	£11.92	£236.42	Sale of Black Sacks	
10179	22/12/17	32547		£76.10	£0.00	£76.10	Abbey Funeral Services	Cemetery Fees
10179	22/12/17	32548		£54.40	£0.00	£54.40	Abbey Funeral Services	Cemetery Fees
10179	22/12/17	32549		£89.60	£0.00	£89.60	Cemetery Fees	
10179	22/12/17	32550		£698.20	£0.00	£698.20	Cemetery Fees	
10179	22/12/17	32551		£89.60	£0.00	£89.60	Alex Jones Funeral Directors	Cemetery Fees
10179	22/12/17	32552		£25.00	£0.00	£25.00	Cemetery Fees	Cemetery Fees
10179	22/12/17	32553		£89.60	£0.00	£89.60	S Smith & Son	Cemetery Fees
10179	22/12/17	32554		£89.60	£0.00	£89.60	Alex Jones Funeral Directors	Cemetery Fees
10179	22/12/17	32555		£89.60	£0.00	£89.60	Alex Jones Funeral Directors	Cemetery Fees
10179	22/12/17	32556		£228.30	£0.00	£228.30	Cemetery Fees	Cemetery Fees
10179	22/12/17	32557		£268.80	£0.00	£268.80	Cemetery Fees	Cemetery Fees
10180	22/12/17	32558		£5.75	£0.00	£5.75	UK Power Networks	Wayleaves Four Elms Road
10180	22/12/17	32559		£1,000.00	£0.00	£1,000.00	Eden Valley Museum Trust	Quarterly Rent
10180	22/12/17	32560		£22.50	£0.00	£22.50	Eden Valley Museum Trust	Pest control
10180	22/12/17	32561		£31.50	£0.00	£31.50	Hire of Rickards Hall	Hire of Rickards Hall
10180	22/12/17	32562		£66.80	£0.00	£66.80	2nd Edenbridge Brownies	Hire of Rickards Hall
10181	22/12/17	32563		£96.06	£3.75	£92.31	Sale of Black Sacks	
10182	11/01/18	32569		£1,065.40	£177.57	£887.83	W I Hall Management Committee	Half Yearly Admin fees
10182	11/01/18	32570		£211.80	£0.00	£211.80	New Life Church Biggin Hill	Hire of Rickards Hall
10182	11/01/18	32571		£25.00	£0.00	£25.00	Cemetery Fees	Cemetery fees
10183	11/01/18	32572		£206.20	£16.75	£189.45	Sale of Black Sacks	

## 5.2 Received Income Transactions

between 01/12/17 and 16/01/18

Start of year 01/04/17

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Details	
DC171201	01/12/17	32564		£77.65	£0.00	£77.65	Rent of Mowshurst Garage	310/4
DC171215	15/12/17	32567		£619.90	£103.32	£516.58	Sevenoaks District Council	315/2
DC171218	18/12/17	32566		£521.80	£0.00	£521.80	Scottish Power	320
IB171207	07/12/17	32565		£698.20	£0.00	£698.20	Cemetery Fees	305
IB171219	19/12/17	32568		£147.80	£24.63	£123.17	Citizens Advice Bureau	220/2
							Maintenance Contract	
							Solar Panels income	
							Cemetery fees	
							Payroll services	
<b>Total</b>				£7,451.00	£337.94	£7,113.06		

## 5.3 Paid Expenditure Transactions

between 13/12/17 and 16/01/18

Start of year 01/04/17

Cheque	Paid date	Tn no Order	Gross	Vat	Net	Details	Heading
DD171222	22/12/17	38399	£136.84	£22.81	£114.03	Focus 4 U	2010/6/1
DD171215	15/12/17	38384	£932.57	£155.43	£777.14	E-On UK Plc	3130
DD171215	15/12/17	38387	£5.78	£0.96	£4.82	Petrocell Holdings Ltd	3070/3
DD171219	19/12/17	38385	£9.34	£1.56	£7.78	O2	2010/6/3
DD171227	27/12/17	38391	£130.00	£0.00	£130.00	Sevenoaks District Council	3010/1/3
DD171227	27/12/17	38392	£175.00	£0.00	£175.00	Sevenoaks District Council	2220/1/1
DD171229	29/12/17	38388	£17.23	£2.87	£14.36	O2	3010/6/1
IB171017	19/12/17	38401	£3,557.05	£0.00	£3,557.05	Inland Revenue	2000/1/1/1
IB171217	17/12/17	38400	£4,613.85	£0.00	£4,613.85	KCC Pension Fund	2000/2
DD171218	18/12/17	38397	£39.00	£6.50	£32.50	Sage Software Limited	2020/6
DD171220	20/12/17	38398	£38.24	£6.37	£31.87	Edgar's Water	2070/3
IB171220Sal	20/12/17	38402	£13,114.03	£0.00	£13,114.03	Salaries	2000/1/1/1
IB171220x	20/12/17	38379	£9.36	£0.00	£9.36	Travel SDC Chairman's Christmas cards	2000/12
IB171220x	20/12/17	38380	£35.00	£0.00	£35.00	Refreshments	2070/4
IB171220x	20/12/17	38381	£43.83	£0.00	£43.83	Lunch for staff training day	2070/3
IB171220x	20/12/17	38382	£948.00	£158.00	£790.00	County Clean Environmental Services Ltd	3140/5/2
<b>Total</b>			£23,805.12	£354.50	£23,450.62		

## 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
38403	IB180124	£306.00	2020/6	02/01/18	360 Solutions - Website domain	£306.00
		£306.00			360 Solutions - Total	
38404	IB180124	£42.00	2060/5	18/12/17	Besure Security Systems - Replacement battery - depot alarm	£42.00
		£42.00			Besure Security Systems - Total	
38406	IB180124	£9.98	2065	08/12/17	Bradford Electrical - 2 Light bulbs	
38407	IB180124	£24.99	1040	08/12/17	Bradford Electrical - Secateurs	£34.97
		£34.97			Bradford Electrical - Total	
38405	IB180124	£252.00	3030/4	15/12/17	BSP ( Knockholt) Ltd - Skip hire	£252.00
		£252.00			BSP ( Knockholt) Ltd - Total	
38412	IB180124	£30.00	2020/1	08/01/18	Window cleaning Doggett's Barn	£30.00
		£30.00			Total	
38409	IB180124	£200.27	2060/7	27/12/17	Dave Cole Electrical Installations Ltd - Lighting repairs Rickards Hall	
38410	IB180124	£214.74	2060/7	04/01/18	Dave Cole Electrical Installations Ltd - Lighting repairs Pavilion	£415.01
		£415.01			Dave Cole Electrical Installations Ltd - Total	
38440	IB180124	£311.04	2060/5	16/01/18	Eden Valley Museum Trust - Contribution towards alarm maintenance	£311.04
		£311.04			Eden Valley Museum Trust - Total	
38411	IB180124	£318.00		12/12/17	Gillett & Johnston -	£318.00
1		£240.00	3140/22/9		Annual service Jubilee clock	
2		£78.00	3140/23		Annual service Jubilee clock	
		£318.00			Gillett & Johnston - Total	
38413	IB180124	£1,579.20		30/11/17	Hever Landscapes Ltd -	£1,579.20
1		£261.60	3030/20		Churchyard mowing	
2		£189.60	3030/20		Churchyard mowing	
3		£1,128.00	1010		Cemetery mowing October	
		£1,579.20			Hever Landscapes Ltd - Total	
38414	IB180124	£27.52	2060/7	12/12/17	Jewson - Evo stick Fire retardant foam	
38415	IB180124	£7.81	3050/4	08/12/17	Jewson - Novipro cloth tape	
38416	IB180124	£19.71	3050/4	07/12/17	Jewson - Raw plug screws, Drill bit & washers & Bolts	
38417	IB180124	£7.81	3050/4	04/12/17	Jewson - Novipro stripping scraper	
38418	IB180124	£52.81	3050/4	12/12/17	Jewson - Vehicle first aid kit & torch	
38419	IB180124	£4.79	3000/5	18/12/17	Jewson - Foam anti cut gloves	£120.45
		£120.45			Jewson - Total	
38420	IB180124	£10.08	3090/2	12/12/17	Kent County Council Commercial Services - Eye wash	£10.08
		£10.08			Kent County Council Commercial Services - 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
38421	IB180124	£330.00	2020/1	08/01/18	Kmb Autos Limited - Cleaning Doggett's Barn	£330.00
		£330.00			Kmb Autos Limited - Total	
38422	IB180124	£84.00	4080	07/01/18	Medi Aid (UK) Ltd - First Aid Course	£84.00
		£84.00			Medi Aid (UK) Ltd - Total	
38438	IB180124	£79.09	1100	11/01/18	Neighbourhood Plan thank you event	£79.09
		£79.09			Total	
38434	100100	£240.00	3070/2	08/01/18	Post Office Ltd - Vehicle tax Landrover	
38435	100100	£240.00	4060	08/01/18	Post Office Ltd - Vehicle tax Community Warden van	£480.00
		£480.00			Post Office Ltd - Total	
		£313.96			Robson Newman Ltd - Total	
38439	IB180124	£121.31	3040/2	12/01/18	S&N Machinery - Equipment repairs	£121.31
		£121.31			S&N Machinery - Total	
38437	IB180124	£8,222.40		22/12/17	Safeplay Playground Maintenance Services Ltd -	£8,222.40
1		£2,120.40	3140/4/5		Playground Repairs Recreation Ground	
2		£204.00	3140/8/3		Playground Repairs Marsh Green	
3		£1,818.00	3140/16/1		Playground Repairs Stangrove Park	
4		£4,080.00	3140/23		Playground Repairs Spitals Cross	
		£8,222.40			Safeplay Playground Maintenance Services Ltd - Total	
38425	IB180124	£709.80	3030/1	27/12/17	Sevenoaks Direct Services - Emptying dog bins	
38427	IB180124	£195.00	3050/11/8	14/12/17	Sevenoaks Direct Services - Garden waste sacks	£904.80
		£904.80			Sevenoaks Direct Services - Total	
		£77.04			Sevenoaks District Council - Total	
38430	IB180124	£24.13	4050/1	31/12/17	Solo Protect - Lone working device	£24.13
		£24.13			Solo Protect - Total	
38428	IB180124	£1,800.00	1040	09/01/18	SSP Specialised Sports Products Ltd - repair to rubber mulch surface Marsh Green PG	£1,800.00
		£1,800.00			SSP Specialised Sports Products Ltd - Total	
38429	IB180124	£45.00		07/12/17	Surekill Pest Control Services -	£45.00
1		£22.50	2200/2		Pest Control Church House	
2		£22.50	2220/2/1		Pest Control Rickards Hall	
		£45.00			Surekill Pest Control Services - Total	
38408	IB180124	£784.20	2220/2/3	28/12/17	The Colvin Cleaning Group - Cleaning Rickards Hall	£784.20
		£784.20			The Colvin Cleaning Group - Total	
38431	IB180124	£60.59	2040/2	15/12/17	Viking Direct Ltd - Stationery items	
38432	IB180124	£27.59	2040/2	15/12/17	Viking Direct Ltd - Envelopes	£88.18
		£88.18			Viking Direct 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	Details	Cheque
				date		Total
38436	IB180124	£646.80		12/01/18	Vkhp-Consulting -	£646.80
	1	£323.40	3140/5/3		Inspection of Churchyard /Mkt Yd wall	
	2	£323.40	3140/14/2		Inspection of Churchyard /Mkt Yd wall	
		£646.80			Vkhp-Consulting - Total	
38433	IB180124	£47.13		25/12/17	Vodafone -	£47.13
	1	£27.62	4020		Community Warden Phone	
	2	£19.51	2010/9		Property Manager phone	
<b>Total</b>		<b>£17,466.79</b>				

## 5.5 Direct Debits December 2017

<b>Date</b>	<b>Supplier</b>	<b>Amount</b>
1	Aviva	904.13
	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
1	British Gas Electricity The Depot	145.34
13	o2 Broadband iPad	9.34
15	E ON Street Lights	932.57
15	Petrocell	5.78
16	Sage Software	39.00
20	Water Wellbeing	38.24
23	SDC - Non Domestic Rates Rickards Hall	175.00
	SDC - Non Domestic Rates Market Yard	130.00
24	Focus 4 U	136.84
29	o2 groundstaff mobile	17.23
15	Inland Revenue	3557.05
15	KCC Pension	4613.85
27	Salaries	13114.03
1	Office of Communications	112.50

## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: £72.21 Neighbourhood Plan Event

### **Revenue reserves**

Transfer In: Nil

Transfer Out: £25,000.00

## **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 31 December 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	4,158.03	3,341.97
Contingencies		0.00	0.00	0.00	Grants		7,500.00	6,272.00	1,228.00
Grants		0.00	1,270.00	-1,270.00	Depreciation - Equipment/tools		13,000.00	2,561.36	10,438.64
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	814.10	9,185.90
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	917.31	7.69
					CIL		41,746.88	0.00	41,746.88
		<b>126,321.88</b>	<b>42,272.87</b>	<b>84,049.01</b>			<b>126,321.88</b>	<b>29,872.80</b>	<b>96,449.08</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	118,201.85	39,278.15
Precept 10 Year Building Plan		12,600.00	12,600.00	0.00	Utilities		9,445.00	6,302.43	3,142.57
precept 30 Year Building Plan		22,575.00	22,575.00	0.00	Services		7,155.00	5,241.12	1,913.88
Interest (Barclays Base Rate Reward)		200.00	0.00	200.00	Equipment /Tools		4,300.00	1,876.08	2,423.92
Interest precept		150.00	0.00	150.00	Materials		1,200.00	714.21	485.79
VAT Reclaimed		30,000.00	11,107.02	18,892.98	Buildings		7,750.00	5,443.45	2,306.55
Sundry Receipts		3,115.00	1,996.56	1,118.44	10 Year Buildings Maintenance Plan		11,500.00	1,614.59	9,885.41
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	4,198.49	1,991.51	Reserves TR 30 Year Buildings Maintenance P		43,575.00	43,575.00	0.00
Rickards Hall Lettings		15,000.00	9,218.30	5,781.70	Buildings Materials		2,000.00	206.31	1,793.69
WI Hall Admin		1,900.00	0.00	1,900.00	Other		7,670.00	3,565.86	4,303.39
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	2,334.31	1,065.69
					Public Toilets		9,020.00	5,676.44	3,343.56
					Rickards Hall		13,500.00	7,260.05	6,239.95
		<b>313,670.00</b>	<b>273,274.75</b>	<b>40,395.25</b>			<b>313,670.00</b>	<b>203,111.70</b>	<b>110,558.30</b>

<b>Income for Open Spaces</b>		Budget	Actual	Balance	<b>Expenditure for Open Spaces</b>	Budget	Actual	Balance
Allocation from Precept	141,436.00	141,436.00	0.00	0.00	Staff Costs	104,050.00	72,172.01	31,877.99
Precept 10 yr Maintenance	41,000.00	41,000.00	0.00	0.00	Utilities	11,440.00	9,522.27	1,917.73
Precept 30 yr Maintenance	58,000.00	58,000.00	0.00	0.00	Services	13,655.00	8,121.18	5,533.82
10 yr Sundry receipt	0.00	0.00	0.00	0.00	Equipment/Tools	4,000.00	2,063.79	1,936.21
Cemetery Fees	12,000.00	9,333.90	2,666.10	0.00	Materials	17,130.00	11,441.07	5,688.93
Rents	15,309.00	11,539.74	3,769.26	0.00	Buildings	2,100.00	1,507.83	592.17
Maintenance Services	5,180.00	3,773.13	1,406.87	0.00	Vehicles	9,450.00	5,001.25	4,448.75
Solar Panels	850.00	825.53	24.47	0.00	Contingencies	3,000.00	3,941.00	-941.00
Sundry Receipts	9,250.00	8,950.10	299.90	0.00	Others	1,000.00	642.54	357.46
Reserves 10 Year Maintenance Plan TF	34,930.00	34,930.00	0.00	0.00	Vandalism	3,500.00	3,766.27	-266.27
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	6,320.80	2,179.20
					Public Street Lighting Contract	6,000.00	6,000.00	0.00
					10 Year Maintenance Plan	75,930.00	25,223.00	50,707.00
					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>155,730.44</b>	<b>162,224.56</b>

<b>Income for Emergency Planning</b>		Budget	Actual	Balance	<b>Expenditure for Emergency Planning</b>	Budget	Actual	Balance
Allocation from Precept	275.00	275.00	0.00	0.00	Equipment/Tools	100.00	18.64	81.36
Sundry Receipts	0.00	0.00	0.00	0.00	Others	175.00	112.50	62.50
					Training	0.00	0.00	0.00
						<b>275.00</b>	<b>131.14</b>	<b>143.86</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	Staff Costs	13,750.00	10,764.09	2,985.91
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	165.99	74.01
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	290.78	9.22
Police	0.00	0.00	0.00	Clothing & Supplies	310.00	160.88	149.12
Great Stone Bridge Trust	2,000.00	3,250.00	-1,250.00	Vehicle Running Costs	1,500.00	791.38	708.62
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				
	<b>19,500.00</b>	<b>16,000.00</b>	<b>3,500.00</b>		<b>19,500.00</b>	<b>12,173.12</b>	<b>7,326.88</b>
<b>Nett Balance</b>	<b>777,721.88</b>	<b>641,611.02</b>	<b>136,110.86</b>	<b>Nett Expenditure</b>	<b>777,721.88</b>	<b>401,019.20</b>	<b>376,702.68</b>

## Future Expenditure

### January -April

Total monthly salary costs (£25,000)	£100,000.00
Monthly invoices & direct debits (£20,000)	£80,000.00
Additional unexpected expenditure January - April	£60,000.00
Open Spaces 10 Yr Maintenance Plan (inc Cemetery wall)	£50,000.00
Playground Repairs -not in plan	£5,000.00
Streetlights	£22,500.00
Public Toilets (CIL money)	£40,000.00
Property Maintenance Plan (10yr Plan)	£10,000.00
Doggetts Barn walls/ oak frames etc (30Yr Plan)	£40,000.00
Doggetts Barn internal walls/carpet	£10,000.00
	<b>£417,500.00</b>



## Deposit Facility for Parish/Town Councils

We are aware that a number of Parish and Town Councils may have funds on deposit that are not required immediately and that these funds may not be attracting the best rate of interest available.

We are able to offer a facility whereby your precept is paid at the end of July and December instead of the usual April and September. Interest would be calculated for the intervening months and added to the precept payment. Parish and Town Council funds would be amalgamated into an existing District Council bank account currently paying 0.25%. However, please bear in mind that this rate may vary over the forthcoming year. Should a Parish or Town Council require access to its funds prior to the rescheduled payment dates, then no interest would be paid for that period.

Please would you indicate your preference on the reply slip below and return it with your precept details by the end of January 2018. In the absence of a reply, I shall assume that you are content with the usual payment arrangements (i.e. 50% at the end of April and 50% at the end of September).

If you have any further questions about the facility, please contact Roy Parsons on 01732 227204 (e-mail: [roy.parsons@sevenoaks.gov.uk](mailto:roy.parsons@sevenoaks.gov.uk)).

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Name of Parish/Town Council: \_\_\_\_\_

Please pay the 2018/19 precept on the following dates:

1. 50% on 30th April 2018 and 50% on 28th September 2018 (usual arrangement)
2. 50% on 30th April 2018 and 50% on 31st December 2018
3. 50% on 31st July 2018 and 50% on 28th September 2018
4. 50% on 31st July 2018 and 50% on 31st December 2018
5. 100% on 28th September 2018
6. 100% on 31st December 2018

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

(Tick one box only)

No interest will be paid on Option 1. A variable rate of interest will be paid on Options 2 to 6. No interest will be paid if access to funds is required prior to the agreed payment dates.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parish/Town Clerk)

Please return this slip to: Roy Parsons, Finance Section, Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG by no later than 31st January 2018.

### Investments as at 17 January 2018

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	12313296000
Lloyds Fixed Term Deposit	£250,000.00	10-Jan-18	12 months	10-Jan-19	0.85%	2,125.00	13197481000

### Bank Account balances at 17 January 2018

Barclays General	23,296.06
Barclays Reserves	399,355.55
Lloyds General	44,987.60
Petty Cash	200.00
Available funds	£467,839.21

**Available funds at end of January** £467,839.21

Investments 300,000.00

**Council Total Funds as at 17 January 2018** £767,839.21

Leases and Agreements held by Edenbridge Town Council

W.I. Hall	Community	1998		2048	E/B Town Village Hall Charity	
Church House	Community	2000		2025	Eden Valley Museum Trust	
Mowshurst Field & Club House	Community	2017		2042	Nomads Football Club	
Blossoms Park	Community	2011		2034	Cricket Club	
E/B Town Band	Community	1987		2047	E/B Town Band	
Mowshurst Garage	Community	Annual review			Local Resident	
Market	Thursday Market	April 2013		March 2018	Ritagate Ltd Trading as Bray Associates	
Land in Doggetts Courtyard	( for positioning of hut)	Annual review			Forge singers	
Mowshurst Barn	Community					
Lingfield Rd Recreation Ground	(Pavilion and Pitches)	April 2011		April 2031	Edenbridge Rugby Football Club	
Mill Leat		May 1998		ongoing	Penro Estates	