



# 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 26 February 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 22 JANUARY 2018**
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 January 2018.  
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 January 2018.
6. **FINANCE BUSINESS**
  - 6.1 **Review of Financial Risk Assessment**
  - 6.2 **Review of Financial Regulations**
  - 6.3 **KALC – Best Practice Workshop**
  - 6.4 **Request for funding – Edenbridge Community Christmas Association**
  - 6.5 **Request for funding – HOUSE project**
  - 6.6 **Funding for Election**
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).

**4. Finance Report February 2018**

**MATTERS ARISING**

**4.1 Fixed Term Deposit**

Following the decision at January Finance Committee meeting, £50,000 has been invested in a fixed term deposit with Lloyds for 12 months at 0.85%.

**6. FINANCE BUSINESS**

**6.1 Review of Financial Risk Assessment**

Members will recall that the Risk Assessment document was updated a few years ago. A copy of the Financial Risk Assessment is attached for members' information. No amendments are proposed at this time.

**Do members confirm this review of the Financial Risk Assessment?**

**6.2 Review of Financial Regulations**

The Financial Regulations were updated in line with the current Model Financial Regulations provided by National Association of Local Councils issued in January 2016. They were adopted by the Council in May 2017. Some further amendments have been made which were Approved at February Council meeting. The Financial Regulations are on the website, or a hard copy is available with the plans for members to view.

**Do members confirm this review of the Financial Regulations?**

**6.3 KALC – Best Practice Workshop**

Kent Association of Local Councils (KALC) has forwarded information regarding 'Preparing for your Audit – Best practice workshop'. One of the events is being held at Langton Green Village Hall and the RFO has reserved a place to attend. This is an evening seminar from 6pm- 8.30pm and the cost is £30 plus VAT.

**Do members agree that the RFO should attend?**

**6.4 Request for Funding – Edenbridge Community Christmas Association**

Following Edenbridge Community Christmas Association presentations at recent Council meetings, they have now made a written request to the Council for funding for one off testing of lights. The amount requested is £1,500. Members will recall £1,200 had been allocated for Christmas lights at the Grants meeting last October, and Eden Valley Chamber of Commerce has advised it will require £500 of this. There is a further £28 remaining in the Grants budget heading. Recommendations for where the remaining £772 may be found will be circulated following a meeting with Cllrs M Mc Arthur, J Scholey, the Clerk and RFO.

**Do members agree to funding coming from the suggested Budget headings?**

**6.5 Request for Funding – HOUSE project**

A request for additional funding for HOUSE project was discussed at February Council meeting. The Council has already made a payment of £7,500 under a Service Level Agreement in this Financial year, and has committed to a further £7,500 in April for 2018/19. This request is for the shortfall of £2,106.02 to take 10 young people to France and to stage an exhibition at a local Community Centre. Recommendations for where the funding may be found will be circulated following a meeting with Cllrs M Mc Arthur, J Scholey, the Clerk and RFO.

**What action do members wish to propose?**

**6.6 Funding for Election**

The Clerk has been advised that the cost for the forthcoming Election is likely to be £13,000. This is an unexpected and unbudgeted large expense. Recommendations for where the funding may be found will be circulated following a meeting with Cllrs M Mc Arthur, J Scholey, the Clerk and RFO.

**What action do members wish to propose?**

**7. FINANCE CORRESPONDENCE**

**7.1 Thank you letter for Grants**

A thank you letter has been received from Edenbridge Voluntary Transport Services expressing their thanks to the Council for the grant of £1,000 enabling them to continue providing door to door medical transport for residents. 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  
21 February 2018

# 5.1 Financial Summary - Cashbook

Summary between 01/04/17 and 31/01/18 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	£275,579.13	£1,810.33	£277,389.46
Central Services	£246,231.47	£404.40	£246,635.87
Emergency Planning Committee	£275.00	£0.00	£275.00
Community Warden	£17,343.00	£0.00	£17,343.00
<b>Total Receipts</b>	<b>£581,701.47</b>	<b>£2,409.73</b>	<b>£584,111.20</b>

PAYMENTS	Net	Vat	Gross
Council	£34,909.07	£2,345.27	£37,254.34
Open Spaces	£180,011.38	£14,911.63	£194,923.01
Central Services	£183,539.77	£5,990.07	£189,529.84
Emergency Planning Committee	£296.14	£2.83	£298.97
Community Warden	£16,702.66	£172.44	£16,875.10
<b>Total Payments</b>	<b>£415,459.02</b>	<b>£23,422.24</b>	<b>£438,881.26</b>

Closing Balances

## Ordinary Accounts

Barclays General Account	£8,009.01
Lloyds General Account	£44,987.60
Petty Cash	£200.00

## Short Term Investment Accounts

Barclays Capital Reserves	£231,595.41
Barclays General Reserves	£142,760.14
Lloyds TSB - Deposit Acc	£300,000.00

**Total** **£727,552.16**

## 5.2 Received Income Transactions

between 01/01/18 and 20/02/18

Start of year 01/04/17

Paying Heading ref.	Receive ddate	Tn no	Invoice	Gross	Vat	Net	Details	
10184	18/01/18	32573		£118.55	£0.00	£118.55	Eden Valley Museum Trust	Hire of Rickards Hall
10184	18/01/18	32574		£25.00	£0.00	£25.00	Cemetery Fees	Cemetery fees
10184	18/01/18	32575		£25.00	£0.00	£25.00	Cemetery Fees	Cemetery fees
10185	18/01/18	32576		£217.94	£18.25	£199.69	Sale of Black Sacks	
10186	25/01/18	32577		£90.20	£0.00	£90.20	Edenbridge & District	hire of Rickards Hall
10187	25/01/18	32578		£150.34	£12.50	£137.84	Sale of Black Sacks	
10188	01/02/18	32580		£600.00	£0.00	£600.00	Nomads Football Club	Half yearly rent
10188	01/02/18	32581		£15.75	£0.00	£15.75	Church House Pre-School	Hire of Rickards Hall
10188	01/02/18	32582		£211.80	£0.00	£211.80	New Life Church Biggin Hill	Hire of Rickards Hall
10189	01/02/18	32583		£64.26	£6.50	£57.76	Sale of Black Sacks	
10189	01/02/18	32584		£109.25	£0.00	£109.25	Hire of Rickards Hall	Hire of Rickards Hall
DC180102	02/01/18	32589		£80.75	£0.00	£80.75	Rent of Mowshurst Garage	
DC180105	05/01/18	32590		£1,343.00	£0.00	£1,343.00	KCC Members Grants	Community warden activities & anti-graffiti
DC180117	17/01/18	32585		£31.50	£0.00	£31.50	West Kent Extra	Hire of Rickards Hall
DC180118	03/01/18	32588		£266.50	£0.00	£266.50	Evolution Dance Academy	Hire of Rickards Hall
DC180118	18/01/18	32586		£172.20	£0.00	£172.20	Evolution Dance Academy	Hire of Rickards Hall
TR180131	31/01/18	32579		£2,625.00	£0.00	£2,625.00	Community Warden Steering	Management Costs
<b>Total</b>				<b>£5,147.04</b>	<b>£37.25</b>	<b>£6,109.79</b>		

## 5.3 Paid Expenditure Transactions

Start of year 01/04/17

between 01/01/18 and 20/02/18

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
100100	24/01/18	38434		£240.00	£0.00	£240.00	Post Office Ltd	3070/2
100100	24/01/18	38435		£240.00	£0.00	£240.00	Post Office Ltd	4060
100101	17/01/18	38463		£137.50	£0.00	£137.50	Radio Supplier of Great Britain	5011
100102	26/01/18	38464		£27.50	£0.00	£27.50	Radio Supplier of Great Britain	5011
100103	08/02/18	38465		£50.00	£0.00	£50.00	The Shelter Box Trust	2070/4
DC180125	25/01/18	38462		£127.58	£21.26	£106.32	Focus 4 U	2010/6/1
DD180102	02/01/18	38450		£246.00	£0.00	£246.00	Sevenoaks District Council	3010/1/4
DD180102	02/01/18	38453		£391.00	£0.00	£391.00	Sevenoaks District Council	2010/1
DD180102	02/01/18	38454		£179.00	£0.00	£179.00	Sevenoaks District Council	3010/1/2
DD180102	02/01/18	38457		£308.00	£0.00	£308.00	Sevenoaks District Council	3010/1/1
DD180102	02/01/18	38458		£246.00	£0.00	£246.00	Sevenoaks District Council	2210/1/1
DD180102AV	02/01/18	38447		£904.13	£0.00	£904.13	Aviva	2050/1
DD180103	03/01/18	38460		£98.15	£16.36	£81.79	Petrocell Holdings Ltd	3070/5
DD180103	19/01/18	38451		£51.58	£8.60	£42.98	Petrocell Holdings Ltd	3070/5
DD180116	16/01/18	38448		£963.67	£160.61	£803.06	E-On UK Plc	3130
DD180116	16/01/18	38459		£39.00	£6.50	£32.50	Sage Software Limited	2020/6
DD180117	17/01/18	38449		£9.34	£1.56	£7.78	O2	2010/6/3
DD180123	23/01/18	38455		£130.00	£0.00	£130.00	Sevenoaks District Council	3010/1/3
DD180123	23/01/18	38456		£175.00	£0.00	£175.00	Sevenoaks District Council	2220/1/1
DD180126	26/01/18	38452		£17.23	£2.87	£14.36	O2	3010/6/1
DD180131	31/01/18	38461		£83.86	£13.98	£69.88	Petrocell Holdings Ltd	3070/5
DD180131	31/01/18	38479		£40.00	£6.67	£33.33	PTA Motoring Centres	3070/3
IB180117	17/01/18	38476		£4,613.85	£0.00	£4,613.85	KCC Pension Fund	2000/2
IB180124	24/01/18	38478		£13,376.21	£0.00	£13,376.21	Salaries	2000/1/1/1
IB180124x	25/01/18	38441		£876.00	£146.00	£730.00	Cleansing Services Group	2210/2/3
IB180124x	25/01/18	38442		£179.99	£30.00	£149.99	Industrial Tool Supplies (London) Ltd	1040
IB180124x	25/01/18	38443		£72.00	£12.00	£60.00	Pretty Perfect Group Ltd	2020/6
IB180208	08/02/18	38467		£714.00	£119.00	£595.00	Ecogas	2060/2
IB180208	08/02/18	38468		£135.07	£0.00	£135.07	SES Business Water	3010/4/4/2
IB180208	08/02/18	38469		£30.37	£0.00	£30.37	SES Business Water	3010/4/2
IB180208	08/02/18	38470		£49.16	£0.00	£49.16	SES Business Water	3010/4/1
IB180208	08/02/18	38471		£78.70	£0.00	£78.70	SES Business Water	2220/1/4
IB180208	08/02/18	38472		£195.47	£0.00	£195.47	SES Business Water	2210/1/3

## 5.3 Paid Expenditure Transactions

Start of year 01/04/17

between 01/01/18 and 20/02/18

Cheque	Paid date	Tn no Order	Gross	Vat	Net	Details	Heading
IB180208	08/02/18	38473	£37.08	£0.00	£37.08	SES Business Water	Water supply Doggetts barn 2010/4
IB180208	08/02/18	38474	£161.92	£0.00	£161.92	SES Business Water	Water supply Blossoms Park Toilets 3010/4/5
IB180213	13/02/18	38475	£321.65	£0.00	£321.65	SES Business Water	Water supply Swan Lane Allotments 3010/4/4/1
IB180213	13/02/18	38480	£9,288.00	£1,548.00	£7,740.00	UK Power Networks (wayleaves)	10 street Columns 3145
IB180220	20/02/18	38518	£615.05	£102.51	£512.54	HP Inc.UK Limited	Ink cartridge for printer 2030/1
IB181017	17/01/18	38477	£3,557.05	£0.00	£3,557.05	Inland Revenue	2000/1/1/1
TR180131	31/01/18	38446	£2,625.00	£0.00	£2,625.00	Edenbridge Town Council	Community Warden management costs 4010
<b>Total</b>			<b>£41,631.11</b>	<b>£2,195.92</b>	<b>£39,435.19</b>		

# 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
38492	IB180228	£22.13	3050/4	13/02/18	A W Champion Ltd - Treated Redwood	
38493	IB180228	£53.54	3050/4	13/02/18	A W Champion Ltd - Treated Redwood & postcrete	
38494	IB180228	£25.72	3050/4	14/02/18	A W Champion Ltd - Hardwood faced plywood	£101.39
		£101.39			A W Champion Ltd - Total	
38481	IB180228	£53.65	3050/4	22/01/18	Bradford Electrical - Jeyes fluid	£53.65
		£53.65			Bradford Electrical - Total	
38482	IB180228	£238.80	2000/11	15/02/18	British Red Cross - First Aid Course	£238.80
		£238.80			British Red Cross - Total	
38483	IB180228	£252.00	3030/4	29/01/18	BSP ( Knockholt) Ltd - Skip Hire	£252.00
		£252.00			BSP ( Knockholt) Ltd - Total	
38484	IB180228	£101.44	3010/5/1	02/02/18	Business Stream - Waste water services Depot	
38485	IB180228	£100.39	2220/1/5	02/02/18	Business Stream - Waste water services Rickards Hall	
38486	IB180228	£283.91	2210/1/4	02/02/18	Business Stream - Waste water services Public Toilets	
38487	IB180228	£53.70	2010/5	02/02/18	Business Stream - Waste water services Doggetts Barn	
38488	IB180228	£269.93	3010/5/3/1	02/02/18	Business Stream - Waste water services Blossoms Park toilets	£809.37
		£809.37			Business Stream - Total	
38489	IB180228	£283.76	2030/3	14/02/18	Canon (uk) Ltd - Photo copier rental	
38490	IB180228	£359.05	2030/3	29/01/18	Canon (uk) Ltd - Copying costs	£642.81
		£642.81			Canon (uk) Ltd - Total	
38491	IB180228	£796.43	3070/5	06/02/18	Certas Energy - Gasoil for tractor	£796.43
		£796.43			Certas Energy - Total	
38498	IB180228	£30.00	2020/1	06/02/18	Window cleaning	£30.00
38497	IB180228	£69.99	3000/5	18/01/18	Fairalls - Waterproof rigger boots	£69.99
		£69.99			Fairalls - Total	
38499	IB180228	£0.77	3070/3	27/01/18	Harwoods of Edenbridge - Screw	£0.77
		£0.77			Harwoods of Edenbridge - Total	
38500	IB180228	£129.01		19/01/18	Jewson -	
1		£48.41	3000/5		Black holster Trousers	
2		£80.60	3050/4		Sadolin & building materials	
38501	IB180228	-£57.00	3050/4	08/02/18	Jewson - Building materials returned	£72.01
		£72.01			Jewson - Total	
38519	IB180228	£36.00	2000/11	01/02/18	Kent Association Of Local Councils - GDPR Workshop	£36.00
		£36.00			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
38502	IB180228	£43.20	2220/4	08/02/18	Kent County Council Commercial Services - Paper hand towels	
38503	IB180228	£23.40	2040/2	06/02/18	Kent County Council Commercial Services - Copier Paper	
38504	IB180228	£17.70		26/01/18	Kent County Council Commercial Services -	
1		£17.70	3050/4		Refuse sacks	
38505	IB180228	£72.42		23/01/18	Kent County Council Commercial Services -	£156.72
1		£52.74	1040		Litter pickers	
2		£10.20	1040		Villeda mop bucket & ringer	
3		£9.48	2220/4		Toilet rolls	
		£156.72			Kent County Council Commercial Services - Total	
38508	IB180228	£194.68	3040/2	21/07/17	Leppards (Of Hever) Ltd - Repairs to Gang mower	£194.68
		£194.68			Leppards (Of Hever) Ltd - Total	
		£6.00			Land Registry - Total	
38496	IB180228	£3.60	2000/12	24/01/18	Travel - Tourism Forum	£3.60
38509	IB180228	£171.71	2060/4	17/01/18	Pickerings Lifts - Lift servicing	
38510	IB180228	£206.06	2060/4	31/01/18	Pickerings Lifts - Lift servicing	£377.77
					Pickerings Lifts - Total	£377.77
38512	IB180228	£29.46	3040/2	18/01/18	S&N Machinery - Chain oil,bolts & grease	£29.46
		£29.46			S&N Machinery - Total	
38513	IB180228	£117.30	1040	24/01/18	Streetlights - Lighting repairs	
38514	IB180228	£177.00	1040	16/01/18	Streetlights - Lighting repairs	
38515	IB180228	£117.30	1040	15/01/18	Streetlights - Lighting repairs	£411.60
		£411.60			Streetlights - Total	
38511	IB180228	£45.00		30/01/18	Surekill Pest Control Services -	£45.00
1		£22.50	2200/2		Pest control Museum	
2		£22.50	2220/2/1		Pest control Rickards Hall	
		£45.00			Surekill Pest Control Services - Total	
38495	IB180228	£784.20	2220/2/3	28/01/18	The Colvin Cleaning Group - Cleaning Rickards Hall	£784.20
		£784.20			The Colvin Cleaning Group - Total	
38507	IB180228	£115.56	2000/11	15/02/18	The Minstrels - Refreshments Emergency Planning Training	£115.56
		£115.56			The Minstrels - Total	
38517	IB180228	£116.16	2060/7	07/02/18	TrueBuild - Repairing leak at Sports Pavilion	£116.16
		£116.16			TrueBuild - Total	
38516	IB180228	£43.51		25/01/18	Vodafone -	£43.51
1		£24.00	4020		Community warden phone	
2		£19.51	2010/9		Property manager phone	
		£43.51			Vodafone - Total	
<b>Total</b>		<b>£5,387.48</b>				

## 5.5 Direct Debits January 2018

<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	Petrocell	98.15
13	o2 Broadband iPad	9.34
15	E ON Street Lights	963.67
16	Sage Software	39.00
19	Petrocell	51.58
23	SDC - Non Domestic Rates Rickards Hall	175.00
	SDC - Non Domestic Rates Market Yard	130.00
24	Focus 4 U	127.58
29	o2 groundstaff mobile	17.23
31	Petrocell	40.00
31	Petrocell	83.86
15	Inland Revenue	3557.05
15	KCC Pension	4613.85
27	Salaries	13376.21

## **5.6 Fund Transfer**

### **Capital Reserves**

Transfer In: Nil

Transfer Out: Nil

### **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 January 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	5,098.03	2,401.97
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	4,232.17	8,767.83
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	886.31	9,113.69
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>32,555.82</b>	<b>93,766.06</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	130,740.81	26,739.19
Precept 10 Year Building Plan	12,600.00	12,600.00	0.00	Utilities	9,445.00	6,823.79	2,621.21
precept 30 Year Building Plan	22,575.00	22,575.00	0.00	Services	7,155.00	5,948.62	1,206.38
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	787.69	412.31
VAT Reclaimed	30,000.00	11,107.02	18,892.98	Buildings	7,750.00	6,012.06	1,737.94
Sundry Receipts	3,115.00	4,621.56	-1,506.56	10 Year Buildings Maintenance Plan	11,500.00	2,329.40	9,170.60
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	10,109.05	4,890.95	Buildings Materials	2,000.00	214.63	1,785.37
WI Hall Admin	1,900.00	887.83	1,012.17	Other	7,670.00	3,630.06	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	2,507.67	892.33
				Public Toilets	9,020.00	6,665.15	2,354.85
				Rickards Hall	13,500.00	8,111.05	5,388.95
	<b>313,670.00</b>	<b>277,678.33</b>	<b>35,991.67</b>		<b>313,670.00</b>	<b>220,322.01</b>	<b>93,347.99</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	80,244.87	23,805.13
Precept 10 yr Maintenance	41,000.00	41,000.00	0.00	Utilities	11,440.00	10,399.63	1,040.37
Precept 30 yr Maintenance	58,000.00	58,000.00	0.00	Services	13,655.00	9,298.68	4,356.32
10 yr Sundry receipt	0.00	0.00	0.00	Equipment/Tools	4,000.00	2,164.88	1,835.12
Cemetery Fees	12,000.00	9,408.90	2,591.10	Materials	17,130.00	11,709.52	5,420.48
Rents	15,309.00	11,620.49	3,688.51	Buildings	2,100.00	1,679.78	420.22
Maintenance Services	5,180.00	3,773.13	1,406.87	Vehicles	9,450.00	5,568.17	3,881.83
Solar Panels	850.00	825.53	24.47	Contingencies	3,000.00	3,941.00	-941.00
Sundry Receipts	9,250.00	9,477.08	-227.08	Others	1,000.00	650.94	349.06
Reserves 10 Year Maintenance Plan TF	34,930.00	34,930.00	0.00	Vandalism	3,500.00	3,766.27	-266.27
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	7,123.86	1,376.14
				Public Street Lighting Contract	6,000.00	6,000.00	0.00
				10 Year Maintenance Plan	75,930.00	32,879.00	43,051.00
				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>310,471.13</b>	<b>7,483.87</b>		<b>317,955.00</b>	<b>175,434.03</b>	<b>142,520.97</b>

Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	275.00	275.00	0.00	Equipment/Tools	100.00	18.64	81.36
Sundry Receipts	0.00	0.00	0.00	Others	175.00	112.50	62.50
	<b>275.00</b>	<b>275.00</b>	<b>0.00</b>	Training	0.00	165.00	0.00
					<b>275.00</b>	<b>296.14</b>	<b>-21.14</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	11,965.00	1,785.00
Moot Housing	0.00	1,000.00	-1,000.00	Management Costs	2,625.00	2,625.00	0.00
West Kent Housing	0.00	3,500.00	-3,500.00	Phone	240.00	189.01	50.99
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	180.99	129.01
Great Stone Bridge Trust	2,000.00	3,250.00	-1,250.00	Vehicle Running Costs	1,500.00	1,031.38	468.62
KCC	0.00	1,343.00	-1,343.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	10,500.00	0.00	10,500.00	Training	775.00	70.00	705.00
Sundry Receipts	0.00	250.00	-250.00	CW Reserves	0.00	0.00	0.00
	<b>19,500.00</b>	<b>17,343.00</b>	<b>2,157.00</b>		<b>19,500.00</b>	<b>16,352.16</b>	<b>3,147.84</b>
<b>Nett Balance</b>	<b>777,721.88</b>	<b>648,040.33</b>	<b>129,681.55</b>	<b>Nett Expenditure</b>	<b>777,721.88</b>	<b>444,960.16</b>	<b>332,761.72</b>

Edenbridge Town Council Risk Assessment - Level 2 - Finance			Risk Assessment 2015			Monitoring			Residual		
Risk No	Hazard	Risk	Likelihood		Existing Controls	Date	Owner	Signature	Severity		Linked Ref No.
			Severity	Total					Severity	Total	
F1001	Insufficient funds to carry out activities	Loss of reputation Legal Challenge Loss of assets Inability to meet commitments	5	2	10 Budgeting process Precept request Contingency fund Reserve funds Financial monitoring Financial Regulations Standing Orders Internal Audit Internal Audit annual review External Audit process Use of customised financial software Monthly reporting and scrutiny and of financial records Approval of expenditure Regular bank reconciliations Two authorisations for payments Fidelity guarantee Financial monitoring Staff employment process	January	RFO		5	1	5
F1002	Lack of financial control	Loss of reputation Legal challenge Loss of assets Loss of income Fraud	5	3	15	Quarterly	RFO		5	2	10
F1003	Inadequate Security	Injury to staff Loss of income/cash	5	4	20	Quarterly	RFO		5	2	10
F1004	Fraud	Loss of reputation Loss of Council Funds Misappropriation of Investments Insolvency of Insurance Company Insufficient Cover	4	4	16				4	3	12
F1005	Vulnerability of Insurance Cover		2	2	4	Quarterly	RFO		2	1	2
F1006	Failure to maintain financial records in accordance with statutory requirements	Damage to reputation Legal Action	4	2	8	Quarterly	RFO		4	1	4
F1007	Mishandling of Tenders/Contracts	Loss of Reputation Legal action Poor value for money shady workmanship	3	3	9				3	1	3
F1008	Damage to property and equipment	Loss of income Inability to provide services Failure of computer system Loss of data	5	2	10	June & October	RFO		5	1	5
F1009	Damage to third party property or individuals, including volunteers	Insurance Claim Loss of reputation	5	2	10	July	RFO		5	1	5

Edenbridge Town Council Risk Assessment - Level 2 - Finance			Risk Assessment 2015			Monitoring			Residual			
Risk No	Hazard	Risk	Likelihood		Existing Controls	Date	Owner	Signature	Severity		Linked Ref No.	
			Severity	Total					Severity	Total		
F1010	Business continuity	Inability to carry out council activities Failure of Computer System Loss of records	4	3	12 Business Continuity Plan IT Service Contract Virus protection (automatically updated) Off site back up.	Annual review	RFO		4	1	4	
F1011	Loss of Council's funds	Misappropriation of investments	4	2	8 Monthly reports to Finance. Quarterly Internal Audits Two signatures for all payments. Blank cheques are never signed.	Monthly & quarterly	RFO		4	1	4	
F1012	Failures in Auditing Process	Damage to reputation Legal Action Fraud	4	2	8 Annual check of independence of Internal Audit Annual review of Internal Audit Monitoring and review by Council	Annually	RFO		4	1	4	



Edenbridge Town Council Risk Assessment		Finance - Sheet 2		Target			
Risk No	Risk	Future Actions Identified	Date	Owner	Council Approval	Completed	Signature
F1001	Loss of reputation Legal Challenge Loss of assets Inability to meet commitments	none		RFO			
F1002	Loss of reputation Legal challenge Loss of assets Loss of income Fraud	none		RFO			
F1003	Injury to staff Loss of income/cash	Review process for security of cash storage		RFO			
F1004	Loss of reputation Loss of Council Funds Misappropriation of Investments						
F1005	Insolvency of Insurance Company Insufficient Cover	Free legal service and advice available from NALC		RFO			
F1006	Damage to reputation Legal Action			RFO			
F1007	Loss of Reputation Legal action Poor value for money shoddy workmanship			All			
F1008	Loss of Income Inability to provide services Failure of computer system Loss of data						
F1009	Insurance Claim Loss of reputation						

Edenbridge Town Council Risk Assessment		Finance - Sheet 2		Target				
Risk No	Risk	Future Actions Identified	Date	Owner	Council Approval	Completed	Signature	
F1010	Inability to carry out council activities Failure of Computer System Loss of records							
F1011	Misappropriation of investments							
F1012	Damage to reputation Legal Action Fraud							