



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 23 April 2018.

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 26 MARCH 2018**
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 March 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 March 2018.
6. **FINANCE BUSINESS**
 - 6.1 **Renewal of Council's Vehicle Insurance**
 - 6.2 **Review of the Council's Insurance Provider**
 - 6.3 **Review of Investments**
 - 6.4 **Service Level Agreements (SLAs)**
 - 6.5 **Precept**
 - 6.6 **Internal Auditor's Report**
7. **FINANCE CORRESPONDENCE**
 - 7.1 **Section 137 Expenditure for 2018/19**
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).

Finance Report April 2018

5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS

The RFO is simultaneously working on the Financial year end alongside current committee preparation. There are still a few more March entries to be included on the system. It is hoped a more up to date version of the Financial Comparisons will be tabled at the meeting.

6. FINANCE BUSINESS

6.1 Renewal of Council's Vehicle Insurance

The renewal of the Council's vehicle insurance is due on 12 May. The RFO contacted NFU Mutual (our present insurance company) a few weeks ago, asking for a competitive quote as the Council has been a loyal customer for many years, and they are the only company that will provide cover for all the vehicles under a multi vehicle policy. Some companies deal with agricultural businesses and farmers, but are unable to quote for the Council, and other companies do not cover agricultural vehicles. NFU Mutual has provided a quote of £2,894.05 to insure all five Council vehicles on a comprehensive basis. A mutual bonus saving of £550.00 is included, due to being a customer for over five years. This year the figure is £275.87 more than last year, as the new Head Groundsman is in a different age bracket.

Do members agree to renew with NFU Mutual, a local company, having provided a favorable quote again this year?

6.2 Review of the Council's Insurance Provider

Members will recall that last July the Council agreed to a three year long term agreement, suggested by the provider, to benefit from stable ratings and substantial savings to the Council over the next three years. The contract is with Aviva, who provide good service and value for money. The Council has received rebates for the past five years, being classed as a low claim customer each preceding year, amounting to approximately £450 - £500 each time. The present insurer provides a facility for interest free monthly instalment payments.

Members are asked to note this review of the Council's insurance provider.

6.3 Review of Investments

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

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

6.4 Service Level Agreements (SLA's)

The SLA's with Eden Valley Museum Trust, Edenbridge & District Twinning Association and the HOUSE Project with West Kent Communities for 2017/18 requested full reports on how funds were spent and targets achieved be submitted to the Council by 31 March 2018. All organisations have provided this information, which demonstrates they fulfilled the requirements and had very busy and successful years. Payments for this year's SLA's are included on the April list of payments for approval. Copies of the reports are attached for members' information.

6.5 Precept

The first half of the precept (£248,649) is due to be paid into the bank account on 30 April.

Do members agree to transfer the precept money into the Barclays Reserve account (0.25%) until the year end has been completed and funds allocated?

6.6 Internal Auditor's Report

The Internal Auditor carried out an audit on 29 March 2018. He forwarded his report to Cllr M McArthur, as Chairman of the Council, and a copy is attached for members' information.

Do members propose any actions following receipt of the Internal Auditor's report?

7. FINANCE CORRESPONDENCE

7.1 Section 137 Expenditure for 2018/19

NALC have notified the Council that the Department for Communities and Local Government have confirmed that the appropriate sum for parish councils in England for Section 137 for 2018/19 will be £7.86 per elector.

8. PRESS RELEASE

Are there any items on the Agenda for which members would like to issue a press release?

Daphne Slater

18 April 2018

5.1 Financial Summary - Cashbook

Summary between 01/04/17 and 31/03/18 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
Total	£582,322.22

RECEIPTS	Net	Vat	Gross
Council	£42,872.87	£195.00	£43,067.87
Open Spaces	£283,604.63	£2,084.29	£285,688.92
Central Services	£261,728.47	£404.40	£262,132.87
Emergency Planning Committee	£275.00	£0.00	£275.00
Community Warden	£17,343.00	£0.00	£17,343.00
Total Receipts	£605,823.97	£2,683.69	£608,507.66

PAYMENTS	Net	Vat	Gross
Council	£48,914.40	£4,291.92	£53,206.32
Open Spaces	£232,862.73	£21,632.31	£254,495.04
Central Services	£248,026.81	£9,471.80	£257,498.61
Emergency Planning Committee	£241.03	£2.83	£243.86
Community Warden	£19,971.76	£335.09	£20,306.85
Total Payments	£550,016.73	£35,733.95	£585,750.68

Closing

Ordinary Accounts

Barclays General Account	£29,632.35
Lloyds General Account	£45,891.30
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£249,325.95
Barclays General Reserves	-£19,970.40
Lloyds TSB - Deposit Acc	£300,000.00

Total	£605,079.20
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5.2 Received Income Transactions

between 01/03/18 and 31/03/18

Start of year 01/04/17

Paying ref.	Received date	Invoice	Gross	Vat	Net Cttee	Details
DC180301	01/03/18		£80.75	£0.00	£80.75	Rent of Mowshurst Garage
DC180305	05/03/18		£37.10	£0.00	£37.10	Allotment Holders
DC180309	09/03/18		£663.40	£107.45	£555.95	Sevenoaks District Council
DC180312	12/03/18		£37.40	£0.00	£37.40	Allotment Holders
DC180312	12/03/18	RH1175	£266.50	£0.00	£266.50	Evolution Dance Academy
10194	14/03/18		£179.98	£7.25	£172.73	Sale of Black Sacks
10193	14/03/18	3830	£726.20	£0.00	£726.20	Alex Jones Funeral Directors
10193	14/03/18	3831	£79.15	£0.00	£79.15	S Smith & Son
10193	14/03/18	Mis595	£515.75	£0.00	£515.75	Great Stone Bridge Trust
10193	14/03/18	Mis599	£22.50	£0.00	£22.50	Eden Valley Museum Trust
10193	14/03/18	Mis603	£1,000.00	£0.00	£1,000.00	Eden Valley Museum Trust
10193	14/03/18	Mis604	£600.00	£0.00	£600.00	Nomads Football Club
10194	14/03/18	RH1161	£70.60	£0.00	£70.60	Hire of Rickards Hall
10193	14/03/18	RH1162	£158.85	£0.00	£158.85	Hire of Rickards Hall
10193	14/03/18	RH1168	£70.60	£0.00	£70.60	Edenbridge & District Twinning
DC180319	19/03/18		£618.70	£0.00	£618.70	KCC Members Grants
DC180319	19/03/18		£106.60	£0.00	£106.60	Evolution Dance Academy
DC180323	23/03/18	RH1175	£37.40	£0.00	£37.40	Allotment Holders
10195	26/03/18		£18,697.86	£0.00	£18,697.86	Trustees of Public Recreation
DC180323	27/03/18		£34.40	£0.00	£34.40	Allotment Holders
10197	28/03/18		£219.04	£9.10	£209.94	Sale of Black Sacks
10196	28/03/18	3832	£25.00	£0.00	£25.00	Cemetery Fees
10196	28/03/18	3833	£93.20	£0.00	£93.20	Cemetery Fees
10196	28/03/18	3834	£93.20	£0.00	£93.20	Cemetery Fees
10196	28/03/18	3835	£1,434.15	£0.00	£1,434.15	Cemetery Fees
10198	28/03/18	3836	£726.20	£0.00	£726.20	Cemetery Fees
10198	28/03/18	3837	£93.20	£0.00	£93.20	Cemetery Fees
10198	28/03/18	mis1169	£32.80	£0.00	£32.80	Forge Singers
10198	28/03/18	mis1176	£41.00	£0.00	£41.00	Forge Singers
10196	28/03/18	Mis601	£3.50	£0.00	£3.50	Historical Society
10196	28/03/18	Mis602	£16.80	£0.00	£16.80	Historical Society
10196	28/03/18	RH1158	£16.40	£0.00	£16.40	Church House Pre-School
10197	28/03/18	RH1166	£49.20	£0.00	£49.20	Hire of Rickards Hall
10196	28/03/18	RH1173	£115.70	£0.00	£115.70	E/B Fuchsia & Pelargonium
10199	29/03/18		£130.82	£7.13	£123.69	Sale of Black Sacks
Total			£27,061.15	£130.93	£26,930.22	

5.3 Paid Expenditure Transactions

between 01/03/18 and 17/04/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
100104	28/03/18	38591		£1.00	£0.17	£0.83	Wilko	washing up bowl 2070/5
100104	28/03/18	38592		£9.95	£0.00	£9.95	Waitrose	Coffee & orange juice 2070/3
100104	28/03/18	38593		£15.00	£0.00	£15.00	Hospice in the Weald	Christmas decorations 2070/5
100104	28/03/18	38594		£2.99	£0.50	£2.49	Lorimar's Ltd	Marker pen for cemetery book 2040/2
100104	28/03/18	38595		£4.71	£0.00	£4.71	Post Office Ltd	Overseas stamps _ chairman's cards 2070/4
100104	28/03/18	38596		£13.10	£0.00	£13.10	Waitrose	Coffee, teabags & milk 2070/3
100104	28/03/18	38597		£1.10	£0.00	£1.10	Waitrose	Milk 2070/3
100104	28/03/18	38598		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38599		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38600		£4.98	£0.00	£4.98	B&M	Key fobs 2030/1
100104	28/03/18	38601		£8.10	£1.35	£6.75	TrueBuild	Toilet handle 2065
100104	28/03/18	38602		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38603		£15.00	£0.00	£15.00	Tesco	Coffee & biscuits EP Training 5000/1
100104	28/03/18	38604		£16.85	£0.00	£16.85	Cobblers	key cutting 2065
100104	28/03/18	38605		£10.80	£0.00	£10.80	Kent & Surrey Golf Club	Coffee 5000/1
100104	28/03/18	38606		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38607		£1.59	£0.00	£1.59	Tesco	Milk & Biscuits 5000/1
100104	28/03/18	38608		£11.90	£0.00	£11.90	Cobblers	Key cutting 2065
100104	28/03/18	38609		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38610		£3.35	£0.00	£3.35	Waitrose	Toilet rolls 2070/5
100104	28/03/18	38611		£1.10	£0.00	£1.10	Waitrose	Milk 2070/5
100104	28/03/18	38612		£1.09	£0.00	£1.09	Tesco	Milk 2070/5
100104	28/03/18	38613		£5.00	£0.00	£5.00	Sevenoaks District Council	Parking for Planning Meeting 2000/11
100104	28/03/18	38614		£1.50	£0.25	£1.25	Bradford Electrical	Key hooks 2065
100104	28/03/18	38615		£1.09	£0.00	£1.09	Tesco	Milk 2070/3
100104	28/03/18	38616		£13.40	£0.00	£13.40	Tesco	Milk & biscuits various meetings 2070/3
100104	28/03/18	38617		£0.99	£0.00	£0.99	Oxfam	Black Tie 2070/5
DD180301AV	01/03/18	38638		£904.13	£0.00	£904.13	Aviva	Gas Bill Church House 2050/1
DD180302	02/03/18	38653		£1,130.65	£188.44	£942.21	British Gas	Gas bill Doggetts Barn 2010/3
DD180302	02/03/18	38654		£271.44	£45.24	£226.20	British Gas	Electricity bill Doggetts Barn 2010/3
DD180302	02/03/18	38655		£249.76	£41.63	£208.13	British Gas	Electricity bill Rickards Hall 2220/1/2
DD180302	02/03/18	38656		£251.82	£41.97	£209.85	British Gas	Electricity bill Public Toilets 2210/1/2
DD180302	02/03/18	38657		£69.84	£11.64	£58.20	British Gas	Electricity bill Depot 3010/2/1
DD180302	02/03/18	38658		£180.88	£30.15	£150.73	British Gas	

5.3 Paid Expenditure Transactions

between 01/03/18 and 17/04/18

Start of year 01/04/17

Cheque	Paid date	Tn no	Order	Gross	Vat	Net	Details	Heading
DD180315	15/03/18	38639		£870.41	£145.07	£725.34	E-On UK Plc	3130
DD180319	19/03/18	38640		£9.34	£1.56	£7.78	O2	2010/6/3
DD180323	23/03/18	38650		£127.44	£21.24	£106.20	Focus 4 U	2010/6/1
DD180328	28/03/18	38643		£17.23	£2.87	£14.36	O2	3010/6/1
IB180215	15/03/18	38680		£3,458.85	£0.00	£3,458.85	Inland Revenue	2000/1/1/1
IB180215	15/03/18	38681		£4,717.82	£0.00	£4,717.82	KCC Pension Fund	2000/2
DD180316	16/03/18	38651		£39.00	£6.50	£32.50	Sage Software Limited	2020/6
DD180320	20/03/18	38652		£38.24	£6.37	£31.87	Edgar's Water	2070/3
IB180328	27/03/18	38590		£292.79	£0.00	£292.79	SES Business Water	3010/4/1
IB180328Sal	28/03/18	38678		£12,635.69	£0.00	£12,635.69	Salaries	2000/1/1/1
IB180329	29/03/18	38618		£264.00	£44.00	£220.00	Screened soil & sand	3050/6
IB180329	29/03/18	38619		£9.81	£0.00	£9.81	Travel to SDC	
IB180329	29/03/18	38620		£591.60	£98.60	£493.00	Furnitubes International Ltd	2000/12
IB180329	29/03/18	38621		£72.00	£12.00	£60.00	Kent Association Of Local Councils	3140/4/7
IB180329	29/03/18	38622		£163.80	£0.00	£163.80	Travel to various meetings	2000/11
IB180329	29/03/18	38623		£1,262.70	£210.45	£1,052.25	S R Mercer Groundworks Ltd	2000/12
IB180329	29/03/18	38624		£16.95	£0.00	£16.95	World of Power	1100
IB180329	29/03/18	38625		£637.99	£106.33	£531.66	Rawlins	3040/2
IB180329	29/03/18	38626		£1,050.00	£175.00	£875.00	PSTechnology	4040
IB180329	29/03/18	38627		£2,514.60	£419.10	£2,095.50	Safeplay Playground Maintenance Services Ltd	1040
IB180329	29/03/18	38628		£709.80	£118.30	£591.50	Sevenoaks Direct Services	1040
IB180329	29/03/18	38629		£64.86	£0.00	£64.86	S&N Machinery	3030/1
IB180329	29/03/18	38630		£508.72	£0.00	£508.72	S&N Machinery	3040/2
IB180329	29/03/18	38631		£24.61	£4.10	£20.51	Solo Protect	3040/2
IB180329	29/03/18	38632		£19.80	£0.00	£19.80	Travel to First Aid Course	4050/1
IB180329	29/03/18	38633		£2,862.00	£477.00	£2,385.00	Streetsights	2000/12
IB180329	29/03/18	38634		£17,688.00	£2,948.00	£14,740.00	Streetsights	3145
IB180329	29/03/18	38635		£44.23	£7.37	£36.86	Vodafone	3145
IB180329	29/03/18	38636		£500.00	£0.00	£500.00	Eden Valley Chamber of Commerce	4020
IB180329	29/03/18	38637		£900.86	£129.16	£771.70	Rigby Taylor Ltd	1030
Total				£55,321.70	£5,294.36	£50,027.34	Grant for Christmas lighting & Tree Line marker	3050/14/6

5.4 Edenbridge Town Council

Expenditure transactions - payments approval list

Start of year

01/04/17

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque
38682	IB180425	£832.44	2020/6	02/02/18	Edge IT Systems Ltd - Annual Finance & Cemetery fees	£832.44
38673	IB180425	£52.32	3000/5	19/03/18	Fairalls - Dickies boots	£52.32
38664	IB180425	£65.99	3040/2	20/03/18	World of Power - Pressure washer gun	£705.21
38674	IB180425	£6.60	3050/4	20/03/18	Jewson - Cable ties & jubilee clips	£44.26
38675	IB180425	£14.30	3040/1	20/03/18	Jewson - Novip flat hose	£44.26
38676	IB180425	£17.61	3000/5	20/03/18	Jewson - Safety glasses, ear defenders & latex gloves	£44.26
38661	IB180425	£144.00	2060/1	23/03/18	Heat Company Ltd - Gas boiler inspection	£144.00
38663	IB180425	£37.26		23/03/18	Kent County Council Commercial Services -	£37.26
1		£9.48	2220/4		Toilet Rolls Rickards Hall	
2		£27.78	3090/2		Cleaning materials Depot	
38660	IB180425	£225.00	2060/7	26/03/18	Happy Drains Ltd - Clearing gully -Doggetts Barn	£225.00
38683	IB180425	£223.20	2060/3	26/03/18	Besure Security Systems - Maintenance contract - fire alarm	£223.20
38669	IB180425	£639.22	4040	27/03/18	World of Power - Pressure washer Community Warden (grant)	£705.21
38670	IB180425	£3,119.76	3140/5/3	27/03/18	Valley Builders - Cemetery wall repairs	£48,068.16
38671	IB180425	£44,948.40		27/03/18	Valley Builders - Buildings repairs Doggetts Barn & Church House	£48,068.16
1		£29,220.40	2063		Buildings works	
2		£15,728.00	2062		Buildings works	
38677	IB180425	£5.75	3050/4	27/03/18	Jewson - Speed drive screws	£44.26
38666	IB180425	£260.00	3050/11/8	28/03/18	Sevenoaks Direct Services - Garden sacks	£260.00
38667	IB180425	£104.56	2060/2	28/03/18	TrueBuild - Replacing immersion heater at Depot	£385.36
38668	IB180425	£280.80	2060/2	28/03/18	TrueBuild - Replacing water heaterd Doggetts Barn	£385.36
38665	IB180425	£27.90	2000/12	29/03/18	Travel - Barclays seminar	£27.90
38672	IB180425	£252.00	3030/4	30/03/18	BSP (Knockholt) Ltd - Skip hire	£252.00
38662	IB180425	£360.00	2020/1	31/03/18	Kmb Autos Limited - Cleaning Doggetts Barn	£360.00
38688	IB180425	£311.04	2060/5	31/03/18	Eden Valley Museum Trust - Contribution towards alarm maintenance	£311.04
36859	IB180425	£81.00		30/03/18	Tesco Chairman's Allowance	
Total		£52,009.15				

5.4 Future Expenditure

Start of year 01/04/17

Invoice no	Invoice date	Gross	Vat	Net	Details
Earth Anchors Ltd					
EA30962	12/04/18	£237.54	£39.59	£197.95	Dog bin
	Total	£237.54	£39.59	£197.95	
Eden Valley Museum Trust					
	01/04/18	£6,000.00	£0.00	£6,000.00	Service Level Agreement 2018/19
	Total	£6,000.00	£0.00	£6,000.00	
Edenbridge & District Twinning Assoc					
	01/04/18	£500.00	£0.00	£500.00	Service Level Agreement 2018/19
	Total	£500.00	£0.00	£500.00	
Edenbridge Town Village Hall Charity					
WI1225	06/04/18	£26.00	£0.00	£26.00	Annual storage Emergency planning Committee
	Total	£26.00	£0.00	£26.00	
HM Land Registry					
	09/04/18	£18.00	£0.00	£18.00	Title & plans Church Cottage
	Total	£18.00	£0.00	£18.00	
Institute Of Cemetery And Crematorium Management					
4175/2018/1901/04/18		£90.00	£0.00	£90.00	Annual membership
	Total	£90.00	£0.00	£90.00	
	11/04/18	£236.15	£0.00	£236.15	NPPF Seminar for ETC
	Total	£236.15	£0.00	£236.15	
	10/04/18	£48.60	£0.00	£48.60	Travel Audit Best Practice Workshop
	Total	£48.60	£0.00	£48.60	
PSTechnology					
6755	07/04/18	£3,291.12	£548.52	£2,742.60	Computer service contract
	Total	£3,291.12	£548.52	£2,742.60	
Surekill Pest Control Services					
	03/04/18	£45.00	£0.00	£45.00	
	Total	£45.00	£0.00	£45.00	
Viking Direct Ltd					
196232	03/04/18	£38.92	£6.49	£32.43	Paper & stationery
	Total	£38.92	£6.49	£32.43	
West Kent Extra					
	01/04/18	£7,500.00	£0.00	£7,500.00	Service Level Agreement HOUSE Project 2018/19
	Total	£7,500.00	£0.00	£7,500.00	

5.5 Direct Debits March 2018

Date	Supplier	Amount
1	Aviva	904.13
2	British Gas - electricity Doggetts Barn	249.76
	British Gas - Electricity Rickards Hall	251.82
	British Gas - Electricity Public Toilets	69.84
	British Gas - Electricity Depot	180.88
	British Gas - Doggetts Barn Gas	271.44
	British Gas - Church Hse /Rickarsd Hall gas	1130.65
15	E ON Street Lights	870.41
16	Sage Software	39.00
19	o2 Broadband iPad	9.34
	Water wellbeing	38.24
24	Focus 4 U	127.44
28	o2 groundstaff mobile	17.23
15	Inland Revenue	3458.85
15	KCC Pension	4717.82
27	Salaries	12635.69

5.6 Fund Transfer

Capital Reserves

Transfer In: Nil

Transfer Out: £1,052.25 S R Mercer
Stangrove Park Bollards

Revenue reserves

Transfer In: Nil

Transfer Out: £105,000.00

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 March 2018 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				Expenditure for the Council			
	Budget	Actual	Balance		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	7,476.05	23.95
Contingencies	0.00	0.00	0.00	Grants	7,500.00	7,500.00	0.00
Grants	0.00	1,870.00	-1,870.00	Depreciation - Equipment/tools	13,000.00	13,079.23	-79.23
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	6,000.00	0.00
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	1,938.56	8,061.44
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
	126,321.88	42,872.87	83,449.01		126,321.88	46,561.15	79,760.73
Income for Central Services				Expenditure for Central Services			
	Budget	Actual	Balance		Budget	Actual	Balance
Allocation from Precept	165,365.00	165,365.00	0.00	Staff Costs	157,480.00	156,683.95	796.05
Precept 10 Year Building Plan	12,600.00	12,600.00	0.00	Utilities	9,445.00	8,584.92	860.08
precept 30 Year Building Plan	22,575.00	22,575.00	0.00	Services	7,155.00	7,127.32	27.68
Interest (Barclays Base Rate Reward)	200.00	0.00	200.00	Equipment /Tools	4,300.00	2,929.28	1,370.72
Interest precept	150.00	0.00	150.00	Materials	1,200.00	850.52	349.48
VAT Reclaimed	30,000.00	18,138.17	11,861.83	Buildings	7,750.00	7,379.28	370.72
Sundry Receipts	3,115.00	4,795.56	-1,680.56	10 Year Buildings Maintenance Plan	11,500.00	9,248.29	2,251.71
Interest Lloyds Fixed Term Deposit	1,000.00	3,543.08	-2,543.08	Reserves TR 10 Year Buildings Maintenance P	1,100.00	1,100.00	0.00
Charity Account Transfers	12,000.00	18,697.86	-6,697.86	30 Year Buildings Maintenance Plan	22,575.00	22,574.34	0.66
Church House	6,190.00	6,133.37	56.63	Reserves TR 30 Year Buildings Maintenance P	43,575.00	29,350.33	14,224.67
Rickards Hall Lettings	15,000.00	13,216.20	1,783.80	Buildings Materials	2,000.00	255.84	1,744.16
WI Hall Admin	1,900.00	887.83	1,012.17	Other	7,670.00	4,310.89	3,359.11
Reserves 10 Year Maintenance Plan TF	0.00	0.00	0.00	Charity Account Transfers	12,000.00	18,680.98	-6,680.98
Reserves 30 Year Maintenance Plan TF	43,575.00	43,575.00	0.00	Church House	3,400.00	2,831.89	568.11
				Public Toilets	9,020.00	7,733.56	1,286.44
				Rickards Hall	13,500.00	9,881.29	3,618.71
	313,670.00	309,527.07	4,142.93		313,670.00	289,522.68	24,147.32

Income for Open Spaces			Expenditure for Open Spaces					
	Budget	Actual	Balance			Budget	Actual	Balance
Allocation from Precept	141,436.00	141,436.00	0.00	Staff Costs		104,050.00	95,603.16	8,446.84
Precept 10 yr Maintenance	41,000.00	41,000.00	0.00	Utilities		11,440.00	11,941.41	-501.41
Precept 30 yr Maintenance	58,000.00	58,000.00	0.00	Services		13,655.00	10,520.18	3,134.82
10 yr Sundry receipt	0.00	0.00	0.00	Equipment/Tools		4,000.00	3,731.28	268.72
Cemetery Fees	12,000.00	13,021.80	-1,021.80	Materials		17,130.00	13,838.17	3,291.83
Rents	15,309.00	15,030.30	278.70	Buildings		2,100.00	2,023.68	76.32
Maintenance Services	5,180.00	5,492.92	-312.92	Vehicles		9,450.00	7,526.15	1,923.85
Solar Panels	850.00	825.53	24.47	Contingencies		3,000.00	3,941.00	-941.00
Sundry Receipts	9,250.00	10,080.79	-830.79	Others		1,000.00	674.09	325.91
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	8,652.26	-152.26
				Public Street Lighting Contract		6,000.00	6,000.00	0.00
				10 Year Maintenance Plan		75,930.00	51,586.44	24,343.56
				Reserves TR Balancing 10 Yr Plan		0.00	0.00	0.00
				30 Yr Maintenance Plan		28,000.00	28,008.00	-8.00
				Reserves TR Balancing 30 Yr Plan		30,000.00	0.00	30,000.00
	317,955.00	319,817.34	-1,862.34			317,955.00	247,819.52	70,135.48
Income for Emergency Planning				Expenditure for Emergency Planning				
	Budget	Actual	Balance			Budget	Actual	Balance
Allocation from Precept	275.00	275.00	0.00	Equipment/Tools		100.00	46.03	53.97
Sundry Receipts	0.00	0.00	0.00	Others		175.00	167.50	7.50
	275.00	275.00	0.00	Training		0.00	27.50	0.00
						275.00	241.03	33.97

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	14,366.82	-616.82
Moat 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	249.61	-9.61
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	1,355.12	-1,055.12
Police	0.00	0.00	0.00	Clothing & Supplies	310.00	222.01	87.99
Great Stone Bridge Trust	2,000.00	3,250.00	-1,250.00	Vehicle Running Costs	1,500.00	1,265.38	234.62
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
	19,500.00	17,343.00	2,157.00		19,500.00	20,153.94	-653.94
Nett Balance	777,721.88	689,835.28	87,886.60	Nett Expenditure	777,721.88	604,298.32	173,423.56

Investments as at 31 March 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-18	12 months	13-Feb-19	0.85%	425.00	13269049000
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 31 March 2018

Barclays General	29,632.35
Barclays Reserves	229,355.55
Lloyds General	45,891.30
Petty Cash	200.00
Available funds	£305,079.20

Available funds at end of January

£305,079.20

Investments

300,000.00

Council Total Funds as at 17 January 2018

£605,079.20

EDENBRIDGE TOWN COUNCIL

SERVICE LEVEL AGREEMENT

FINAL REPORT

31 March 2018

1. INTRODUCTION

- 1.1 Edenbridge Town Council (ECT), as a funder of Eden Valley Museum (EVM), has a service level (SLA) agreement with EVM from 1 April 2017 to 31 March 2018, as part of which EVM is required to report on progress against performance objectives set in the SLA.

Funding was paid in April 2017 and an interim report on progress submitted by 30 September 2017.

- 1.2 The purpose of this Final Report is to advise ECT on how the SLA funds have been spent and report on EVM's actual performance against objectives.

2. BACKGROUND AND CURRENT STATUS

- 2.1 EVM was formed in July 1997 to develop and run a Museum for Edenbridge and the surrounding area.
- 2.2 Granted charity status in November 1997, EVM's objectives are for the advancement of the education of the public in the history of Edenbridge, the Eden Valley and the surrounding areas in particular, but not exclusively, by the provision and maintenance of a museum.
- 2.3 The Museum is housed in Church House, a medieval building leased from ECT, and is open to the public for a total of 18 hours per week from September to May and 20½ per week from June to August. The Museum is closed during January and on Good Friday.
- 2.3 The Museum's collection, all of which relates to local history, currently consists of objects, photographs, oral history reminiscences and a large amount of archival material mainly from the Historical Society and two local collector's archives.
- 2.4 The collection is managed by a contracted part-time Collections Coordinator assisted by members of the Curatorial Committee and volunteers. The Trust also contracts a part-time House Manager, who is responsible for operation of the Museum's facilities. A Learning & Outreach Officer was contracted during 2017 to develop a suite of education materials and encourage wider community engagement with the Museum's collections.

2.5 EVM's Vision Statement:

The Eden Valley Museum Trust seeks to develop the Museum as a local history centre that is committed to providing a source of evidence, enlightenment and enjoyment for the local community, tourists and researchers. The Trust will strive to be a valuable resource for all.

3. SPENDING REVIEW

- 3.1 EVMT continues its engagement with the local community by the provision of well-attended exhibitions and talks and works hard to maintain costs in support of its continuing level of service and development plans.
- 3.2 In addition to ECT funding for 2017/18 and income from membership fees, EVMT also received grants from private charitable trusts and individuals, as well as project-specific grants from local organisations such as the Chamber of Commerce and Waitrose.

3.3 Gold Coin Hoard Project -

A rare hoard of 10 gold coins recently discovered in Chiddingstone has been purchased by Eden Valley Museum.

Fundraising Campaign

The Museum has launched a fundraising campaign to raise money to cover the costs of the purchase of the coins and of setting up a new display area in which to house them. Our target is £13,000.

Grant Funding

The museum has secured grant funding of £11,315 from South East Museums Development Programme, Arts Council England/V&A Museum Purchase Grant Fund* and the Headley Trust towards the costs of this project.

Local Support

To encourage local support for this campaign, badges at £1 each are available together with the opportunity to help finance the project through cash and online donations. There will also be a programme of talks and events taking place in 2018.

Schools & Education

Our gold coins will be on permanent display in the Museum for children to see from 11 April 2018. Pupils studying the Iron Age at Key Stage 1 and 2 can discover how our coins were minted, find out how the design of the coins developed and consider why the obverse side of the coins are blank. Our coin hoard, which was found in Chiddingstone, can support local history study within the National Curriculum.

- 3.4 Please refer to **Appendix 1** for details of EVMT spending 2017/18.

4. APPRAISAL OF PERFORMANCE AGAINST OBJECTIVES

4.1 **Stage at least one major exhibition**

- 4.1.1 EVMT's major exhibition during 2017 was *'Digging up the Past: the Civil War that Split the Eden Valley 1642-1660'*. Launched to coincide with the Museum's February opening, the panels told the story of the English Civil War in the Eden Valley and was inspired by a donation of artefacts discovered by a metal detectorist at Starborough Castle. The exhibition and associated archaeological finds proved very popular with visitors who were invited to decide whether they would have been a Cavalier or a Roundhead after reading about the effects of the Civil War on local communities and great houses.
- 4.1.2 The Museum's new major exhibition, *'We Will Remember Them: The Great War 1914-1918'* opened on 1 February 2018. The exhibition commemorates the end of World War One, the Armistice and the Peace celebrations. The project took four years to research and all the villages of the Eden Valley are represented. Local residents also contributed their personal stories and memorabilia. The exhibition has so far generated a lot of interest and a number of visitors have already provided further information about the photographs on display. Groups from Edenbridge School and the Edenbridge Youth Forum have also visited. The opening event, a talk entitled *'Artists of the First World War – Triumph of the Avant-Garde'* by art historian, Martin Heard proved to be very popular and all the tickets for this event were sold.

4.2 Stage at least one temporary exhibition

EVMT staged the following temporary exhibitions during 2017/18:

- 4.2.1 *Crested China – a Potted History*, a variety of early 20th century small china objects featuring the Edenbridge Crest with some stamped 'Made for the Chronicle Office Edenbridge'. A swan, an elephant, a lighthouse, and a WWI tank are just a few examples from an eclectic collection loaned to the Museum by local resident

Old Bill – "Well if you knows of a better 'ole go to it", a display of pottery and postcards bearing humorous cartoons by Bruce Bairnsfather about life in the trenches loaned by a local resident. The display, which will return again in June with new items coincided with the current WWI exhibition.

- 4.2.2 The Museum's current temporary exhibition marking the 100th anniversary of the formation of the Royal Air Force in 1918 launched on 31 March 2018. The exhibition, which comprises a timeline of photographs and memorabilia was mounted by EVMT member, F. A number of local people also contributed to the displays.

4.3 Progress the development of the outreach service, by engagement with a diverse range of potential recipients

- 4.3.1 As referenced in EVMT's Interim Report, the Museum saw a significant development of its outreach services in 2017/18 resulting from initiatives and learning materials introduced by the Learning & Outreach Officer and subsequently developed by staff and volunteers.
- 4.3.2 On 1 April 2017, EVMT launched its membership of Wheels of Time, a scheme designed to encourage children to visit 25 participating museums and heritage sites in Kent. As a new member, EVMT welcomed an increase in visits by children and families throughout the year and will be continuing its membership to build upon this initial success. In March, the museum attended the Wheels of Time Launch in Sittingbourne. During the event, museums exchanged ideas on how to engage children better with displays. EVMT is currently compiling visitor quizzes with a view to attracting more families to the museum.
- 4.3.3 The Museum was host to a number of visiting school groups during 2017/18. A museum trail linking different collection items has been introduced, together with a workshop plan and accompanying resources. The Museum was also delighted to host a work experience volunteer from Weald Grammar School in July 2017 and a graduate volunteer in 2018 who produced further research on the construction of Church House.

Outreach and Website The museum attended the Sevenoaks Festive Volunteers Fair in December which was organised by Kent consortium, *Stronger Kent Communities* and took place at the Stag Theatre, Sevenoaks. Our stall, which comprised promotional material about our events and volunteering opportunities generated a great deal of interest and attracted thirty four visitors. We met the Chairman of Sevenoaks District Council,

who subsequently opened our WWI exhibition and from Stronger Kent Communities who informed us about *Funding for All*, an online resource for heritage grant funding.

The museum was also represented at the British Legion Information and Advice day which was held in March at the Eden Centre in Edenbridge. We met the Director of Home Instead Senior Care Tunbridge Wells, Symone Salwan who also coordinates the Dementia friendly group, Forget-Me-Not Café. The museum has arranged to give an object handling session to groups in both Edenbridge and Westerham during April and May.

The website has been recently redesigned to include details about our Gold Coin Hoard Appeal and new volunteering opportunities within the museum.

4.4 Raise the profile of the town by promoting the Museum and town as an appealing heritage destination for tourists

- 4.4.1 The Museum ran a successful programme of Summer Family Fun events during the school holidays to attract a new audience to both the Museum and town. Marketed via a leaflet campaign with schools and new social media channels including Hoop, a mobile app for families that lists activities for children, each event linked to the Eden Valley's heritage. The first Family Fun Day on 27 July 2017 attracted over 130 visitors to the museum and was followed by record attendance at five workshops, with a large number of visitors not having previously visited the Museum.
- 4.4.2 As in previous years, the Museum ran its summer programme of free guided walks of the historic centre of Edenbridge. These were well attended by a mixture of local residents and visitors to the town. The last of the Museum's four guided walks around Historic Edenbridge took place on 9 September 2017. The walks will begin again on 9th June and an enquiry about group bookings has already been made by the Lingfield Women's Fellowship.
- 4.4.3 Museum representatives attended several local fetes including Edenbridge Hospital Fete, Penshurst Fete, Crockham Hill Fete and Four Elms Fete. A number of people engaged with the Museum, discovering more about the programme of events on offer and enjoying artefacts related to the local area.
- 4.4.4 Eden Valley Museum's Gold Coin Hoard project has significantly raised the profile of the museum and garnered the attention of journalists worldwide.

4.4.5 Visitor numbers

Total number of visitors for 2018 – 36

Total number of visitors to Eden Valley Museum during 2017 - 2,717 – representing an increase of 29% since 2016

Total number of hits for social media during 2017 – 50,356 – representing an increase of 276% since 2016

Total numbers for outreach and activities for 2017 – 391 – representing an increase of 151% since 2016

Visitor Engagement

A programme of talks and events is planned for the coming year in order to generate local interest in our new acquisition. A talk by the Academic Director of the Sussex School of Archaeology, [redacted], entitled, 'Primitive Currencies and the Origins of Coinage' will take place in June and a further talk on the subject of coin hoards by British Museum Iron Age coin hoard expert, [redacted] is planned for later in the year. The antiques dealer, [redacted], has kindly agreed to work with us on an Antiques Roadshow styled fundraising event for the gold coins.

5. FURTHER INFORMATION

- 5.1 Additional information concerning the EVMT and the Museum can be found via the website at <http://www.evmt.org.uk>

EDENBRIDGE & DISTRICT TWINNING ASSOCIATION

Year End Report pursuant to Clause 9 of Service Level Agreement dated 26th April 2017

The events and activities of the Association for the year 1st April 2017 to 31st March 2018 were :-

Over the weekend of 31st March to 2nd April a party of nine from Edenbridge travelled in two cars to MSA for the customary annual walking weekend.

On Saturday 29th April we held a "Vintage Tea Room" in Rickards Hall which was extremely well supported by the people of Edenbridge and resulted in a boost to the Association's funds in the sum of £350.00.

On 12th May a party of 19 "Twinners" from MSA together with 12 Jeannettes (The French equivalent of our Brownies) , 2 Caravelles (Girl Guides) and 3 leaders arrived by coach. The Jeannettes, Caravelles and their Leaders spent the weekend enjoying various activities with the Edenbridge Brownies organized by Terri Scanes whilst the adults together with the Edenbridge "Twinners" visited the church at Penshurst and Penshurst Place. On Saturday evening we entertained our French visitors with a meal in Rickards Hall followed on Sunday by a farewell "brunch " at which we were entertained by Marlings Morris dancing group.

The Association's Chairman together with the Chairman of Edenbridge Town Council were invited to join in the celebrations of the 50th anniversary of MSA's twinning with Barsinghausen in Germany. Unfortunately the Chairperson of the Town Council was not able to go but Peter Stevens did and was entertained very lavishly. As is customary on these occasions gifts were exchanged between the participating Twinning Association and Commissions.

Over the weekend of 29th September to 1st October a party of 19 from Edenbridge travelled to MSA by car for a "Mini Visit" On the Saturday we were taken by coach to Mers les Bains, Le Treport and Eu three very interesting and picturesque towns on the Channel coast.

Our annual Joint Committee Meeting with members of the MSA Twinning Commission was hosted in Edenbridge on 21st October when the programme of events and activities for 2018 were discussed and agreed.

On 26th November the Association had a stall at the French market which was both promotional and fund raising as we ran a tombola which cleared a profit of £170.00.

Our AGM followed by a social evening was held on 29th November. The existing officers and committee were re-elected and two new committee members were welcomed onto the committee. The event was well supported by Edenbridge "Twinners" including several "new faces".

We held our now usual Pre Season Supper for Edenbridge "Twinners" on 26th January 2018. This was well supported and the fund raising raffle raised £ 70.00 .

The final event of the SLA year was the 2018 edition of the walking weekend from 23rd to 25th March. The contingent from MSA comprised 11 who were joined by 24 or so Edenbridge "Twinners" for the Saturday two part walk with lunch in between. Another well supported activity which, it was heartening to see, attracted some four or five new participants. In the evening, by way of a new departure, we organized a quiz accompanied by a Ploughman's Supper which was very well received by the 39 attendees. A raffle was also held which produced a profit of 80.00

In addition to the various fund raising activities mentioned in the foregoing, Terri Scanes has continued to attend the Bridges monthly table top sale on behalf of the Association which has brought in additional monies totaling some £140.00 for the year.

A copy of the Association's signed accounts is attached showing our income and expenditure for the year ending 31st October 2017. As will be seen from these and from the information above our fundraising activities have generated in the order of £640.00.

We continue to promote the Association at every opportunity which appears to have borne fruit as we have had a number of new participants attending various activities and events this year

We believe we have achieved our targets as set out in the Service Level Agreement and will continue in our endeavours for the coming year.

Chairman

30th March 2018

1. Background

Edenbridge Town Council has contributed towards the costs of the HOUSE Project at the Eden Centre since it opened in 2013. Since April 2017 a Service Level Agreement (SLA) has been in place between Edenbridge Town Council and West Kent Extra. This report gives an update on progress against the following agreed objectives and activities for the first six months of the SLA:

- To deliver the HOUSE Project at the Eden Centre in accordance with the funding proposal.
- To manage and support staff to deliver a professional service.
- To deliver 144 HOUSE sessions at the Eden Centre.
- To evaluate health outcomes in accordance with the funding proposal
- To secure all match funding required to run the project.
- To work in partnership with West Kent Extra staff delivering Kent County Council's Youth Services contract.

The project continues to be very successful in meeting the needs of young people aged 11 to 19 in Edenbridge and the surrounding areas. The period covered by this report (April 2017 to March 2018) has been one of the busiest periods since the project was launched in 2013. We have seen a significant increase in the number of children aged 11-13 and have set up new activities (e.g. a homework club) to meet their needs. There have been on average 230 attendances each month.

A group of young people have become interested in exploring the history of the First World War. We have supported them to develop a new project which will include a trip to France later in 2018. We are very grateful for the additional contribution of £2,106.02 from Edenbridge Town Council towards this trip.

The HOUSE project is recognised as a model of good practice in youth work. In February 2017, we won the 'Excellent in Youth Involvement' award from TPAS (the national tenant engagement organisation) for the Southern Region.

2. Objectives/activities

This section gives a progress report against each of the six objectives and activities

To deliver the HOUSE Project at the Eden Centre in accordance with the funding proposal

In accordance with the funding proposal, Edenbridge Town Council's grant has contributed towards the running costs of Edenbridge HOUSE, a public health youth project in Edenbridge and the surrounding villages. We delivered three evening HOUSE sessions a week and ran a programme of training courses, social events and day trips.

To manage and support staff to deliver a professional service

During the period of this report the HOUSE project was overseen by [REDACTED], Youth Services Manager. [REDACTED] has now left West Kent and the new post holder (who started in March 2018) is [REDACTED]. [REDACTED] Youth Worker in Charge, is responsible for day-to-day management of the service. [REDACTED] is supported by two Sessional Youth Workers.

We ensure that all staff have regular training on the following core topics: Safeguarding, First Aid, Health and Safety, Equality and Diversity, sexual health, C Card and smoking cessation. We also provide regular updates on various aspects of youth work good practice.

To deliver 144 HOUSE sessions at the Eden Centre

This year we delivered 150 HOUSE sessions, so we exceeded our target of 144 sessions.

Since July we have provided an additional outreach service in Edenbridge. On Monday evenings two youth workers have engaged with young people on the streets. We address issues such as anti-social behaviour and signpost young people to local services. We have had positive feedback from housing officers and local police about this service. Anecdotal evidence suggests that anti-social behaviour has reduced since this service began.

To evaluate health outcomes in accordance with the funding proposal

In accordance with the funding proposal, we measure the outcomes in three main ways. Firstly, we will evaluate particular activities to see if they have contributed towards the outcomes. Secondly, we will meet the young people's steering group monthly to consult them on what services or activities are working well in the project. Thirdly, our Youth Services Manager conducts further in-depth interviews with HOUSE participants.

Our evaluation shows that the HOUSE project continues to support participants to:

- Have increased understanding of the risks of drugs, alcohol and smoking, leading to reductions in use.
- Have increased understanding of sexual health issues/relationships, leading to reductions in sexually transmitted infections and teenage pregnancies.
- Have increased resilience and self-confidence, and be able to make more informed choices leading to healthier lifestyles.
- Be more engaged in targeted positive activities, resulting in healthier lifestyles.

The following case studies highlight the health benefits of attending HOUSE. The first case study shows how the long-term support offered by staff to individual young people can help them to face issues such as bullying. The second case

study shows how we support young people to develop their own projects to address the health needs they have identified.

Case Study 1

Hannah is a 17-year-old Edenbridge resident who has been regularly attending the HOUSE project since 2014. When she started coming to HOUSE, Hannah had low self-esteem and found it hard to engage with young people and staff. She had been bullied at school for over two years.

The HOUSE project gave Hannah a safe space to take part in a wide range of activities, such as football and music sessions. Hannah also attended various specialist workshops on health and relationship issues. She is a talented singer and developed the self-confidence to perform in public. The HOUSE staff and other young people also supported her to address the bullying issues she had been facing at school.

Hannah said: "HOUSE helped me to cope with the problems at school and do lots of interesting stuff. I have now started studying child care at college and hope to get a job in a nursery. I don't think I would have been able to do this without the support of HOUSE staff."

Youth-Leader-in-Charge at HOUSE said: "When Hannah joined HOUSE, she found it hard to trust other people and rarely made eye contact with staff or young people. Three years later, she is like a different person. Hannah has developed her singing talent, made lots of new friends and now has a clear career path."

NB: Name has been changed for confidentiality reasons

Case Study 2

Consultation with girls attending the HOUSE project showed that they wanted to run a wellbeing day addressing issues such as relationships and self-esteem. Staff at HOUSE worked with the group to plan a girls-only wellbeing day. The idea was to run a low-cost event that could help to boost the self-esteem and wellbeing of girls. The girls co-produced the event with HOUSE staff; they helped to promote the event and get donations from local shops. The event was held on 27 May and included:

- A workshop on how to make a low-cost face pack using natural materials.
- A workshop exploring self-esteem issues.
- A healthy lunch.
- A free photo-shoot
-

Food for the event was donated by Tesco. Beauty products were provided by Boots and the Body Shop.

12 girls aged 11-14 attended the event. Evaluation showed that girls enjoyed the opportunity to talk openly in a girls only group. "I learnt that we should

accept people as they are,” said one participant. “It was great to find out how to make a face mask,” said another.



Above: Girls from HOUSE during the Wellbeing Day

All our interventions are recorded. Figures for the past year show that we are exceeding our targets for interventions in three of the five key areas:

Activity / Area of work	Annual Target	Actual annual number of interventions	Variance
No. of alcohol interventions	120	107	-13
No. of sexual health interventions	100	149	+49
No. of drug / substance misuse interventions	200	221	+21
No. of smoking interventions	100	137	+37
No. of readiness for work interventions	30	23	-7

The number of alcohol interventions is 10.8% lower than the target. This reflects lower demand for support with alcohol issues because of greater prevention work in HOUSE in recent years.

The number of readiness for work interventions is 23.33% lower than our target. This is because the profile of young people attending the HOUSE project has recently changed. We are currently supporting more 11 and 12 year olds, who need educational interventions but not readiness for work interventions.

To secure all match funding required to run the project

We have secured match funding from West Kent Housing Association, MOAT Foundation and the Great Stone Bridge Trust of Edenbridge to deliver the core service during this period covered by this interim report. We have also secured: an additional grant from the Great Stone Bridge Trust towards a Motocross event; and £500 from KCC (with support from Councillor) towards a Chessington day trip. A day trip to Brighton was funded by Access Training.

To work in partnership with West Kent Extra staff delivering Kent County Council's Youth Services contract

West Kent will be delivering KCC commissioned youth services throughout the Sevenoaks District until 2021. We run additional youth activities in Edenbridge in partnership with this service. For example, on 8 April 2017 , a youth worker funded by KCC, worked alongside HOUSE staff to deliver a youth festival at the Eden Centre. It was a very successful event attended by over 70 young people. A copy of the flyer (Appendix 1) and a press report (Appendix 2) are attached. This shows how we have added value to the HOUSE project by using links with the commissioned youth service.

3. External Funding

This has been a very successful period for the HOUSE at the Eden Centre Project. We are very grateful for the support of officers and members at Edenbridge Town Council. We thank you for your contribution of £7,500 for the financial year covered by this report (2017/18), your recent confirmation of £7,500 for financial year 2018/19 and your additional contribution of £2,106.02 towards the trip to France.

Partnership working has been essential to the success of this project and your funding has helped us to secure match-funding from West Kent, the MOAT Foundation, the Great Stone Bridge Trust, Councillor (KCC) and others. We look forward to continuing this success with external funding in 2018/19.

Funding Coordinator

07840 377816

vestkentextra.org

30 March 2018



YOUTH FEST

SATURDAY 8 APRIL
1PM-9PM

@ HOUSE IN THE EDEN
CENTRE
BRAY ROAD
EDENBRIDGE
KENT
TN8 6BY

GRAFFITI WORKSHOPS



DJ WORKSHOPS

FREE FOOD & REFRESHMENTS

GUEST VISIT FROM PRO BOXER LEWIS SYRETT

OPEN TO 11-19 Y/O

LYRIC WRITING AND PRODUCTION WORKSHOPS

FREE PRIZE DRAW ENTRY WITH EVERY WORKSHOP ATTENDED

INCLUDING LIVE PERFORMANCES FROM DJs, MCs, RAPPERS; WITH SPECIAL GUESTS

BROADCAST WITH MC S.O.S, AND

WestKent Communities
Space to grow



HOUSE IN THE EDEN CENTRE



Copy of article in Tandridge Today

Edenbridge youngsters enjoy first Youth Fest event

Edenbridge youngsters enjoy first Youth Fest event. We wanted young people in Edenbridge to realise that they should follow their dreams and work hard to achieve them

From alcohol advice to yoga, via graffiti, rap music and exotic pets, young people in Edenbridge had plenty to keep them busy at the first Youth Fest event at HOUSE in the Eden Centre.

Good weather added to the success of the day, which saw 70-plus young people aged between 11 and 19 take advantage of the free event, the first of its kind in the town.

While many boosted their fitness with a spin on the smoothie bike provided free for the day by Sevenoaks District Council, others learned about the dangers of drug and alcohol abuse from a former user turned inspirational speaker who gives talks to schools and at other events.

"Another activity that was surprisingly popular was yoga, with lots of young people having a go and really enjoying it," said West Kent lead youth worker who organised the event with colleague

"It was a great day, with good attendance and everyone really enjoying the many activities on offer."

Those activities included graffiti workshops, lots of music and a chance to get up close and personal with snakes, a bearded dragon and other reptiles thanks to HJW Exotics.

As well as a chance to have fun, it was an opportunity to pick up useful information, with Reach Out proving mental health advice and Get It on hand with sexual health guidance.

There were a number of special guests at the afternoon and evening event to inspire the youngsters

of Edenbridge to follow in their footsteps and aim for the stars.

Locally born rapper _____, now achieving nationwide success under his stage name of _____ was at the event with DJ and producer _____ and other guests including _____.

Also providing inspiration was young boxer _____ who talked to youngsters about the preparations for his first professional bout coming up on 22 April.

"We wanted young people in Edenbridge to realise that they should follow their dreams and work hard to achieve them," explained _____. "The event gave them that opportunity – and the young people took it."

Roxanne added: "The young people seemed really interested in the workshops and I'm certain everybody who came along learned something, as well as having a lot of fun."

The Edenbridge Youth Fest event is likely to be a model for similar events elsewhere as West Kent now has a Kent County Council contract to provide youth services across the Sevenoaks district.

Edenbridge Town Council: Internal Audit Assurance

The Accounts and Audit (England) Regulations 2011, imposes a duty on Local Councils to 'maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with proper practices in relation to internal control'.

The Internal Auditor must be both independent of the operations of the council and competent to carry out the role in a way that will meet the needs of the local council.

It is not an expectation or requirement that all sections be completed. It is within the powers of the Internal Auditor to request any additional information and to ask any questions he/she wishes to.

	Check	Comments
Checking that significant risks are assessed to ensure objectives are achieved along with a review of the adequacy of the arrangements to manage these	29/3/18	
Has Edenbridge Town Council Risk Assessment been adopted reviewed and monitored by Council Minute No 17 Page 8 & 9 May 2017	29/3/18	Council Internal Audit Corp To Review process of management, monitoring & amendments of Governance Risk Assessment
Review of internal controls in place and their documentation	29/3/18	Assessment Undertaken by Rfo, Fin Comm, Internal Auditor & Audit Corp
Review of management arrangements regarding insurance cover Fin Comm 06/17 & 07/17 Min 6.1	29/3/18	Requested by Rfo to Fin Comm to review
Review of adequacy of insurance cover. Is there insurance cover for a Buildings ✓ b Street Furniture c Fidelity ✓ d Public Liability ✓ e Employers Liability ✓ f Civic Regalia ✓ g Building contents ✓ h Does the level of fidelity insurance cover all monies held? ✓ i Vehicles - MAI Multi Vehicle Policy	29/3/18	Aniva Town Council Scheme Rolling 3yr policy Review in Oct 18 by Fin Comm after Rfo report.
	29/3/18	MAI Annually May reviewed Fin Comm 04/17 Min 6.1
Testing of specific internal controls and reporting findings to management		
Checking that the books of accounts have been properly kept throughout the year		
Testing of Income and Expenditure from minutes to cashbook, from bank accounts to cashbook, from minutes to statements		
Are all account books maintained up to date?		
Are bank reconciliations carried out monthly?		
Have all section 137 payments been stated as such in the minutes and are all such payments within the annual limit of £7.20 (2014/15) per elector on the electoral role?		
Verifying that the annual precept request is the result of		Contd on Page 2

proper budgetary process; that budget progress has been regularly monitored and that the Council's reserves are appropriate <i>Minuted Budget for 2018/19 12/17 6.17 8785</i>	29/3/18	Draft Budget discussed together with Reserves movements to fund expenditure Monitored by Rt Hon Comm + Full Council
Are annual estimates produced for revenue and capital expenditure and formally adopted by Council? Minute No. <i>8.2 Page 8791</i> <i>10th Council Meeting 01/18</i>	29/3/18	Yes Fwd Plan 01/17 Min 7 Open Spaces 11/17 Min 8.5 Rt Hon Comm Budget 12/17 Min 6.1 - fees 12/17 Min 6.1
Is expenditure against estimates reported to Council monthly?	29/3/18	To Finance Committee
Checking a sample of payments to ensure that the Council's Financial Regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for		
Have the Financial Regulations been reviewed at the Annual Council Meeting? Minute No. <i>17 A.C.M. 08/05/17</i> <i>Page 44</i>	29/3/18	Yes at Annual Council Meeting Also updated by Rt Hon Comm 02/18 Min 6.2
Undertake half yearly checks on the bank cheque books to ensure full details of payments on cheque stubs include: a Payee b Amount c Initials of the 2 signatories		
Random half yearly checks on invoices to ensure: a Initials of the 2 signatories b Authority for purchases and services, or annotated with reference to authorised minute c Payments properly authorised by Finance Committee and signed by Chairman and one other Councillor for payment authority. d Cross referenced to cheque stubs		
Are blank cheques ever signed?	29/3/18	No
Are personal cheques cashed from Council funds or petty cash?	29/3/18	No
Has VAT reimbursement been received? (Quarterly)		
Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for		
Random half yearly check of schedule of accounts against paying book and initials in both		
Are all receipts banked at least weekly		
Check Cemetery accounts Have fees and charges been reviewed annually? Minute No. <i>6.1 Rt Hon Comm 11/17</i> <i>Page No 8768</i>	29/3/18	Yes

Check Allotment accounts Have fees and charges been reviewed annually? Minute No <i>Min 6.1 Fin Comm 11/17 Page 8768</i>	29/3/18	Yes
Has VAT been correctly accounted for?		
Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for		
Testing of petty cash a Does system operate to the maximum agreed level? b Are receipts available to support all expenditure? c Are receipts duly allocated and entered into accounts? d Are all topping up withdrawals from the bank noted in the petty cash book? e Are the entries in the petty cash book up to date? f Are petty cash payments reasonable?		
Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied		
Has an annual review of salaries and wages been carried out? Minute no. <i>23 Annual General Meeting May 2017 Page 6</i>	29/3/18	Yes minuted in A.C.M
Testing of salaries from minute book to payments		
Review of procedures for PAYE, NI and pension payments		
Checking the accuracy of the asset and investment registers	29/3/18	
Is the asset register regularly reviewed? <i>Most recent Fin Comm 10/17 Min 6.1</i>	29/3/18	Yes 1/2 yearly Junior Act. Coinciding with Insurance Renewal
Are full records held of all investments?	29/3/18	Yes i) Council ii) Charity Act
Are investment records held in a secure place?	29/3/18	Yes locked RFO Desk Drawer
Are investments reviewed regularly and cross checked to minute book? <i>Review Minute No 6.1 Fin Comm 01/18 £50000 Reinvested Min 2.1 Fin Comm 02/18</i>	29/3/18	Yes by Fin Comm on maturity + then re investment.
Are all investment instructions authorized by two signatures?	29/3/18	Discussed on maturity @ Fin Comm. Voted on & minuted.
Testing the accuracy and timeliness of periodic and year end bank account reconciliation(s)		
Check accuracy and timeliness of bank account reconciliations		
Check accuracy and timeliness of year-end bank account reconciliations		
Accounting statements prepared during the year are prepared on the correct accounting basis, agreed to the		

cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors accurately recorded		
Accounts prepared on an income and expenditure basis		
Policy for dealing with late payments in place and used correctly		
Adequate audit trail from underlying records kept		
Council forward thinking and considers impact of Localism Bill and other changes in legislation	29/3/18	Yes Through regular Forward Planning Committee Meetings
Short, medium and long term plans considered and updated at Forward Planning meetings	29/3/18	Yes. Fin Plan Comm 10/17.
Changes in legislation noted/discussed at Council meetings where appropriate	29/3/18	Discussed by appropriate committees. Brought to Town Council attention via monthly reports
Trust funds(including charitable trusts) and responsibilities as trustees are met by the Council	29/3/18	
Charitable Trust Accounts kept independently to Council accounts	29/3/18	Yes 3 separate Bk accounts
Annual General Meetings held each year for each Charity <i>Reports Adopted 11/17 Town Council Min 7:4, 7.5 & 7.6</i>	29/3/18	Yes. in October 17 Minutes prepared for Town Council in 11/17
Reports made to Charity Commission in a timely fashion	29/3/18	Submitted in accordance with deadline for Annual return
Review and testing of arrangements to prevent and detect fraud and corruption, including security of data systems		
Figures checked to computer records		
Check audit trail from underlying records and debtors and creditors accurately recorded		
Testing of specific internal controls and reporting findings to management		
Systems in place to ensure system security, including password protection.		
Review the Data Protection Policy		
Any matters of concern brought to Chairman's attention		
Check on Members' disclosures		
(Optional) in addition to the above, I carried out the following relevant testing during the year		

Evidence that the Council has reviewed its Standing Orders and Financial Regulations and that the Councils Officers and members are following correct version	29/3/18	At Annual Town Council in May
Have the Standing Orders been reviewed at the Annual Council Meeting? Minute No. 13 A.C.M. May 2018 Page 8	29/3/18	Yes
Review of minutes to ensure legal powers in place recorded and correctly applied	29/3/18	Recorded in Minutes of A.C.M. held in May
Evidence of support for Councillor and staff training assessments and financial provision for it		
Councillor training schedule updated, training offered and individual records updated		
Staff training requirements assessed, training offered and individual records updated		
Monitoring of Open Space and Property 10 year plans Through Committee Minutes + Reports to Town Council	29/3/18	Open Space Comm 11/17 Min 8.6
Monitoring of Open Space and Property 30 year plans As Above Through Comm Mins + Report to Town Council	29/3/18	Open Space Comm 01/18 Min 8.6
Monitor and check the Equalities Policy		

Additional Notes or Comments

A satisfactory internal audit.

Internal Audit completed on: 29 March 2018

Signed by .

Name in block capitals.

Result of Audit reported to Council on.

Minute No.