



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, Z Roberts Smith, 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 25 June 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 21 MAY 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 May 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 May 2018.
6. **FINANCE BUSINESS**
 - 6.1 **Review of Asset Register**
 - 6.2 **Annual Return**
 - 6.3 **Council's Insurance**
7. **FINANCE CORRESPONDENCE**
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).

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

Finance Report June 2018

6. FINANCE BUSINESS

6.1 Review of Asset Register

Members will recall that the Asset Register is now reviewed twice a year, in June prior to the Council's insurance renewal and in October following the insurance renewal. This is to ensure correct insurance cover is provided. The RFO has updated the document to include any items over £100 purchased during the year, and any end-of-life items disposed of have been removed. A copy of the document is available at Doggetts Barn. A copy of the Asset Management Policy is attached for information.

Do members approve the review of the Asset Register?

Do members suggest any adjustments to the Asset Management Policy? Do members approve the review of the Asset Management Policy?

6.2 Annual Return

The Annual Return was sent electronically to PKF Littlejohn (the External Auditor) at the beginning of June. 'The Notice Exercise of Public Rights and Publication of Unaudited Annual Return' has been placed on the website and notice board, including the documentation specified by the External Auditor in line with the Governance and Accountability instructions.

6.3 Council's Insurance

Members will recall that the Council's Insurance is due for renewal on 20 July 2018, just before the next Finance Committee meeting. In July 2017, the Council renewed with Aviva committing to a three year term which expires in 2020, benefitting from stable rating and savings over the period. The RFO has been in contact with the broker discussing changes to policy prior to renewal and it is anticipated the the figure for the coming year will be in the region of £11,150. This is £360 more than last year which is a result of index linking, and changes to sums insured . The solar panels on the Sports Pavilion were added to the policy earlier this year. A Low Claims Rebate of £446.14 has been indicated but this may be lost if a claim for the Flail mower does go through insurance.

Members are requested to note the renewal of the Council's insurance.

7. FINANCE CORRESPONDENCE

None

8. PRESS RELEASE

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

RFO

20 June 2018

5.1 Financial Summary - Cashbook

Summary between 01/04/18 and 31/05/18 inclusive.

Balances at the start of the year

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	£248,058.95
Barclays General Reserves	-£18,703.40
Lloyds TSB - Deposit Acc	£300,000.00
Total	£605,079.20

RECEIPTS	Net	Vat	Gross
Council	£16,429.13	£0.00	£16,429.13
Open Spaces	£135,955.86	£542.59	£136,498.45
Central Services	£140,464.40	£0.00	£140,464.40
Emergency Planning Committee	£137.50	£0.00	£137.50
Community Warden	£3,500.00	£0.00	£3,500.00
Total Receipts	£296,486.89	£542.59	£297,029.48

PAYMENTS	Net	Vat	Gross
Council	£18,318.60	£829.32	£19,147.92
Open Spaces	£35,002.90	£2,134.95	£37,137.85
Central Services	£75,828.36	£8,771.36	£84,599.72
Emergency Planning Committee	£26.00	£0.00	£26.00
Community Warden	£3,303.71	£108.39	£3,412.10
Total Payments	£132,479.57	£11,844.02	£144,323.59

Closing

Ordinary Accounts

Barclays General Account	£28,689.24
Lloyds General Account	£45,891.30
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£253,980.91
Barclays General Reserves	£129,023.64
Lloyds TSB - Deposit Acc	£300,000.00

Total **£757,785.09**

5.2 Received Income Transactions

between 01/05/18 and 19/06/18 Start of year 01/04/18

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Heading	Details
DC180501	01/05/18	32714		£80.75	£0.00	£80.75	310/4	Rent of Mowshurst Garage
DC180502	02/05/18	32656		£38.00	£0.00	£38.00	305	Yew Tree Stone Memorial fee commission
DC180502	02/05/18	32716		£32.80	£0.00	£32.80	240	Hire of Rickards Hall Hire Of Rickards Hall
DC180504	04/05/18	32717		£295.00	£0.00	£295.00	115	Great Stone Bridge Trust Family Fun days contribution
DC180511	11/05/18	32659		£14,892.05	£0.00	£14,892.05	215	HM Customs & Excise VAT refund 01/01/18 - 31/03/18
10207	17/05/18	32697		£25.00	£0.00	£25.00	305	Cemetery Fees
10207	17/05/18	32698		£25.00	£0.00	£25.00	305	Cemetery Fees
10207	17/05/18	32699		£25.00	£0.00	£25.00	305	Cemetery Fees
10207	17/05/18	32700		£228.30	£0.00	£228.30	305	Cemetery Fees
10207	17/05/18	32701		£726.20	£0.00	£726.20	305	Cemetery Fees
10207	17/05/18	32702		£399.60	£0.00	£399.60	220/1	Contribution for Medical Health
10208	17/05/18	32704		£759.80	£17.75	£742.05	325/1	Sale of Brown Sacks
10208	17/05/18	32705		£111.20	£5.25	£105.95	325/1	Sale of Brown Sacks
DC180518	18/05/18	32718		£18.70	£0.00	£18.70	310/3/1	Allotment Holders Allotment Rent
DC180525	25/05/18	32719		£241.90	£0.00	£241.90	240	Evolution Dance Academy Hire of Rickards Hall
DC180529	29/05/18	32720		£70.60	£0.00	£70.60	240	PCC Of Edenbridge Hire of Rickards
10206	05/06/18	32703		£124.34	£2.75	£121.59	325/1	Sale of Brown Sacks
10209	07/06/18	32706		£911.80	£25.17	£886.63	325/1	Sale of Brown Sacks
10210	08/06/18	32707		£49.20	£0.00	£49.20	240	Edenbridge Voluntary Transport Hire of Rickards Hall Services
10210	08/06/18	32708		£66.80	£0.00	£66.80	240	2nd Edenbridge Brownies Hire of Rickards Hall
10210	08/06/18	32709		£97.08	£0.00	£97.08	240	Edenbridge & District Twinning Hire of Rickards Hall
10210	08/06/18	32710		£211.80	£0.00	£211.80	240	New Life Church Biggin Hill Hire of Rickards Hall
10210	08/06/18	32711		£16.40	£0.00	£16.40	240	Church House Pre-School Hire of Rickards Hall
10210	08/06/18	32712		£169.80	£0.00	£169.80	305	Cemetery Fees
10210	08/06/18	32713		£113.20	£0.00	£113.20	305	Cemetery Fees
10211	14/06/18	32721		£201.10	£2.00	£199.10	325/1	Sale of Brown Sacks
10212	15/06/18	32722		£633.00	£0.00	£633.00	305	Cemetery Fees
10212	15/06/18	32723		£478.05	£0.00	£478.05	305	Cemetery fees
10212	15/06/18	32724		£93.20	£0.00	£93.20	305	Cemetery fees
10212	15/06/18	32725		£93.20	£0.00	£93.20	305	Cemetery fees
Total				£22,784.60	£55.67	£22,728.93		

5.3 Paid Expenditure Transactions

between 01/05/18 and 19/06/18

Start of year 01/04/18

Cheque	Paid date	Tn no Order	Gross	Vat	Net	Details	Heading
100105	03/05/18	38731	£260.00	£0.00	£260.00	Repairs to noticeboard	3110/1
D180529	29/05/18	38783	£17.92	£2.99	£14.93	O2	3010/6/1
DC180503	03/05/18	38791	-£38.23	-£6.37	-£31.86	World of Power	4040
DC180503	03/05/18	38797	-£311.04	£0.00	-£311.04	Besure Security Systems	2020/7
DD180416	16/05/18	38793	£42.60	£7.10	£35.50	Sage Software Limited	2020/6
DD180501	01/05/18	38781	£258.00	£0.00	£258.00	Sevenoaks District Council	3010/1/4
DD180501	01/05/18	38784	£403.00	£0.00	£403.00	Sevenoaks District Council	2010/1
DD180501	01/05/18	38785	£185.00	£0.00	£185.00	Sevenoaks District Council	3010/1/2
DD180501	01/05/18	38788	£317.00	£0.00	£317.00	Sevenoaks District Council	3010/1/1
DD180501	01/05/18	38789	£258.00	£0.00	£258.00	Sevenoaks District Council	2210/1/1
DD180501	01/05/18	38790	£904.13	£0.00	£904.13	Aviva	2050/1
DD180515	15/05/18	38782	£50.00	£8.33	£41.67	Petrocell Holdings Ltd	3070/5
DD180516	16/05/18	38779	£933.40	£155.57	£777.83	E-On UK Plc	3130
DD180517	17/05/18	38780	£9.71	£1.62	£8.09	O2	2010/6/3
DD180521	21/05/18	38792	£101.80	£16.97	£84.83	Petrocell Holdings Ltd	3070/5
DD180523	23/05/18	38786	£143.00	£0.00	£143.00	Sevenoaks District Council	3010/1/3
DD180523	23/05/18	38787	£180.00	£0.00	£180.00	Sevenoaks District Council	2220/1/1
DD180524	24/05/18	38794	£143.44	£23.91	£119.53	Focus 4 U	2010/6/1
IB180517	17/05/18	38708	£736.23	£0.00	£736.23	KCC Pension Fund	2000/2
IB180517	17/05/18	38798	£5,222.40	£0.00	£5,222.40	KCC Pension Fund	2000/2
IB180517R 2000/1/1	17/05/18	38795	£4,209.07	£0.00	£4,209.07	Inland Revenue	2000/2
IB180522sal 2000/1/1	22/05/18	38796	£14,641.92	£0.00	£14,641.92	Salaries	

Total £28,667.35 £210.12 £28,457.23

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year

01/04/18

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
38799	IB180626	£5.70	2065	22/05/18	Bradford Electrical - Silicone	
38800	IB180626	£28.83	3050/14/6	07/06/18	Bradford Electrical - Hanging baskets, liners & tomarite	
38801	IB180626	£10.50	3050/14/2	12/06/18	Bradford Electrical - Compost	
38802	IB180626	£8.00	3050/14/2	07/06/18	Bradford Electrical - 2 50 ltr M/P Compost	£53.03
		£53.03			Bradford Electrical - Total	
38804	IB180626	£250.00	3000/3	30/05/18	Craigdene Ltd - Ground staff training	£250.00
		£250.00			Craigdene Ltd - Total	
38807	IB180626	£30.00	2020/1	06/06/18	- Window cleaning Doggetts Barn	£30.00
		£30.00			- Total	
38805	IB180626	£877.29		01/06/18	Glasdon U K Ltd -	
	1	£438.64	3110/1		Metal guppy bin & fixing system	
	2	£438.65	1040		Metal guppy bin & fixing system	
38806	IB180626	£137.01	1040	16/05/18	Glasdon U K Ltd - Metal guppy bin top	£1,014.30
		£1,014.30			Glasdon U K Ltd - Total	
38808	IB180626	£304.32	3050/14/2	07/06/18	How Green Nursery - Compost & plants	£304.32
		£304.32			How Green Nursery - Total	
38809	IB180626	£22.65	3000/5	07/06/18	Jewson - Earplugs/safety equipment	
38810	IB180626	£6.94	3000/5	21/05/18	Jewson - Earplugs/safety equipment	
38811	IB180626	£2.70	3000/5	21/05/18	Jewson - Hot bed handles	
38812	IB180626	£11.86	4040	21/05/18	Jewson - Performance brush	
38813	IB180626	£17.50	3050/4	18/05/18	Jewson - Postcrete	£61.65
		£61.65			Jewson - Total	
38814	IB180626	£72.00	2000/11	01/06/18	Kent Association Of Local Councils - Planning course	£72.00
		£72.00			Kent Association Of Local Councils - Total	

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
38815	IB180626	£80.88	2210/4	16/05/18	Kent County Council Commercial Services - Mop head & toilet rolls	£80.88
		£80.88			Kent County Council Commercial Services - Total	
38817	IB180626	£148.01	2065	18/05/18	LockRite - Repairs to pavilion door	£148.01
		£148.01			LockRite - Total	
Marine Warehouse Ltd - Throwline				38818	IB180626	£33.98
				38818		£33.98
		£33.98			Marine Warehouse Ltd - Total	
38816	IB180626	£150.30	2000/12	19/06/18	- Travel Leadership conference	£150.30
		£150.30			- Total	
		£77.40			Parker Bell - Total	
38820	IB180626	£146.77	2210/2/1	19/06/18	Rentokil Specialist Hygiene - Water saver	
38821	IB180626	£466.72	2210/2/1	25/05/18	Rentokil Specialist Hygiene - Washroom contract	
		£613.49			Rentokil Specialist Hygiene - Total	
38822	IB180626	£204.00	3030/5	31/05/18	RWE Rural Services - Tree works	£204.00
		£204.00			RWE Rural Services - Total	
38823	IB180626	£1,065.00	3050/11/8	30/05/18	Sevenoaks Direct Services - Garden waste sacks	
		£1,065.00			Sevenoaks Direct Services - Total	
38824	IB180626	£117.60	3110/1	13/06/18	Sevenoaks Glazing - Glazed unit - Sports pavilion	
		£117.60			Sevenoaks Glazing - Total	
38825	IB180626	£381.00	2000/11	18/05/18	SLCC Enterprises Ltd - Leadership in action conference	£381.00
		£381.00			SLCC Enterprises Ltd - Total	
38826	IB180626	£24.61	4050/1	31/05/18	Solo Protect - Lone working device	£24.61

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year

01/04/18

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£24.61			Solo Protect - Total	
38827	IB180626	£155.70	1040	11/05/18	Streetlights - Lighting Repairs	£155.70
		£155.70			Streetlights - Total	
38828	IB180626	£45.00		12/06/18	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	
38803	IB180626	£784.20	2220/2/3	28/05/18	The Colvin Cleaning Group - Rickards Hall	
cleaning	£784.20					
		£784.20			The Colvin Cleaning Group - Total	
38829	IB180626	£144.00	3000/9	07/06/18	The Preventative Healthcare Company Limited - Ground staff hearing tests	
38830	IB180626	£144.00	3000/9	07/06/18	The Preventative Healthcare Company Limited - Ground staff hearing tests	
38831	IB180626	£144.00	3000/9	07/06/18	The Preventative Healthcare Company Limited - Ground staff hearing tests	
£432.00		£432.00			The Preventative Healthcare Company Limited - Total	
38832	IB180626	£38.59	2040/2	04/06/18	Viking Direct Ltd - Paper & stationery items	£38.59
		£38.59			Viking Direct Ltd - Total	
38833	IB180626	£43.87		25/05/18	Vodafone -	£43.87
	1	£24.36	4020		Community Warden Phone	
	2	£19.51	2010/9		Property manager phone	
		£43.87			Vodafone - Total	
Total		£6,180.93				

5.5 Direct Debits May 2018

Date	Supplier	Amount
	Aviva	904.13
	SDC - Non Domestic Rates Mowshurst Barn	185.00
	SDC - Non Domestic Rates Car park & Public Toilets	516.00
	SDC - Non Domestic Rates Doggetts Barn	403.00
	SDC - Non Domestic Rates Depot	317.00
16	E ON Street Lights	933.40
	Petrocell	50.00
	o2 Broadband iPad	9.71
4	Sage Software	42.60
20	Petrocell	101.80
23	SDC - Non Domestic Rates Rickards Hall	180.00
	SDC - Non Domestic Rates Market Yard	143.00
24	Focus 4 U	143.44
29	o2 ground staff mobile	17.92
15	Inland Revenue	4209.07
15	KCC Pension	5958.63
27	Salaries	14231.08

5.6 Fund Transfer

Capital Reserves

Transfer In: £9,460.10 End of Year Balances
 £350.19 Community Warden Surplus

Transfer Out: £3,898.33 Bollards Marsh Green

Revenue reserves

Transfer In: £248,649 First half of Precept

Transfer Out: £30,000

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 2018 and 31 May 2018 Transactions with a ledger date prior to 1 April are excluded (actual amounts shown are net amounts) The balance is based on the 2018/19 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		18,762.00	9,381.00	9,381.00	Working Balance		30,000.00	0.00	30,000.00
Working Balance		30,000.00	0.00	30,000.00	Contingencies		7,725.00	0.00	7,725.00
Contingencies		0.00	0.00	0.00	Grants		7,500.00	0.00	7,500.00
Grants		0.00	295.00	-295.00	Depreciation - Equipment/tools		13,260.00	420.27	12,839.73
C Depreciation Fund		0.00	0.00	0.00	Edenbridge Twinning Association		500.00	500.00	0.00
Capital Fund		30,033.00	0.00	30,033.00	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		53,174.75	6,753.13	46,421.62	Capital Fund		1,850.00	3,898.33	-3,898.33
Capital TR Inc Precept		0.00	0.00	0.00	Summer Playscheme		960.00	0.00	1,850.00
					Bonfire Clean Up		3,500.00	0.00	960.00
					Legal & Professional fees				
					CIL		53,174.75	0.00	53,174.75
		131,969.75	16,429.13	115,540.62			131,969.75	18,318.60	113,651.15
Income for Central Services		Budget	Actual	Balance	Expenditure for Central Services		Budget	Actual	Balance
Allocation from Precept		181,320.00	90,660.00	90,660.00	Staff Costs		166,350.00	21,422.33	144,927.67
Precept 10 Year Building Plan		12,852.00	6,426.00	6,426.00	Utilities		9,070.00	959.97	8,110.03
precept 30 Year Building Plan		23,027.00	11,513.50	11,513.50	Services		9,615.00	2,532.56	7,082.44
Interest (Barclays Base Rate Reward)		200.00	0.00	200.00	Equipment /Tools		3,800.00	572.36	3,227.64
Interest precept		50.00	0.00	50.00	Materials		1,000.00	176.40	823.60
VAT Reclaimed		25,000.00	0.00	25,000.00	Buildings		7,500.00	1,140.14	6,359.86
Sundry Receipts		2,925.00	407.85	2,517.15	10 Year Buildings Maintenance Plan		12,285.00	245.68	12,039.32
Interest Lloyds Fixed Term Deposit		1,000.00	0.00	1,000.00	Reserves TR 10 Year Buildings Maintenance P		567.00	0.00	567.00
Charity Account Transfers		19,000.00	0.00	5,045.34	30 Year Buildings Maintenance Plan		0.00	0.00	0.00
Church House		6,190.00	22.50	6,167.50	Reserves TR 30 Year Buildings Maintenance P		23,027.00	0.00	23,027.00
Rickards Hall Lettings		13,000.00	1,521.76	11,478.24	Buildings Materials		2,000.00	0.00	2,000.00
W1 Hall Admin		1,970.00	0.00	1,970.00	Other		6,850.00	105.40	6,744.60
Reserves 10 Year Maintenance Plan TF		0.00	0.00	0.00	Charity Account Transfers		19,000.00	0.00	19,000.00
Reserves 30 Year Maintenance Plan TF		0.00	0.00	0.00	Church House		3,250.00	153.64	3,096.36
					Public Toilets		9,000.00	602.85	8,397.15
					Rickards Hall		13,220.00	1,194.37	12,025.63
		286,534.00	110,551.61	175,982.39			286,534.00	29,105.70	257,428.30

Income for Open Spaces		Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	152,092.00	76,046.00	76,046.00	76,046.00	Staff Costs	106,625.00	16,751.34	89,873.66
Precept 10 yr Maintenance	42,230.00	21,115.00	21,115.00	21,115.00	Utilities	12,315.00	1,933.92	10,381.08
Precept 30 yr Maintenance	59,740.00	29,870.00	29,870.00	29,870.00	Services	14,880.00	210.00	14,670.00
10 yr Sundry receipt	0.00	0.00	0.00	0.00	Equipment/Tools	4,250.00	208.67	4,041.33
Cemetery Fees	11,000.00	1,622.50	1,622.50	9,377.50	Materials	17,230.00	1,013.01	16,216.99
Rents	14,993.00	3,568.35	3,568.35	11,424.65	Buildings	2,100.00	461.64	1,638.36
Maintenance Services	5,465.00	666.79	666.79	4,798.21	Vehicles	9,550.00	2,828.12	6,721.88
Solar Panels	850.00	0.00	850.00	850.00	Contingencies	3,000.00	0.00	3,000.00
Sundry Receipts	9,500.00	1,727.81	1,727.81	7,772.19	Others	1,000.00	139.60	860.40
Reserves 10 Year Maintenance Plan TF	2,373.00	0.00	0.00	2,373.00	Small Projects	3,000.00	800.00	2,200.00
30 Year Maintenance Plan TF	0.00	0.00	0.00	0.00	Vandalism	4,000.00	260.00	3,740.00
					Footpaths Equipment	200.00	0.00	200.00
					Public Street Lighting	9,500.00	777.83	8,722.17
					Public Street Lighting Contract	6,250.00	3,213.60	3,036.40
					10 Year Maintenance Plan	44,603.00	0.00	44,603.00
					Reserves TR Balancing 10 Yr Plan	0.00	0.00	0.00
					30 Yr Maintenance Plan	23,175.00	0.00	23,175.00
					Reserves TR Balancing 30 Yr Plan	36,565.00	0.00	36,565.00
	298,243.00	134,616.45	134,616.45	163,626.55		298,243.00	28,597.73	269,645.27
Income for Emergency Planning					Expenditure for Emergency Planning			
Allocation from Precept	275.00	137.50	137.50	137.50	Equipment/Tools	100.00	26.00	74.00
Sundry Receipts	0.00	0.00	0.00	0.00	Others	175.00	0.00	175.00
					Training	0.00	0.00	0.00
	275.00	137.50	137.50	137.50		275.00	26.00	249.00

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

Income for Community Warden	Budget	Actual	Balance	Expenditure for Community Warden	Budget	Actual	Balance
Precept (ETC Cont)	7,000.00	3,500.00	3,500.00	Staff Costs	14,500.00	2,149.70	12,350.30
Moat Housing	0.00	0.00	0.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	0.00	0.00	0.00	Phone	280.00	20.60	259.40
Westerham	0.00	0.00	0.00	CRB Check	0.00	0.00	0.00
John Coldman trust	2,000.00	0.00	2,000.00	Sundries	240.00	-31.86	271.86
Police	0.00	0.00	0.00	Clothing & Supplies	310.00	20.51	289.49
Great Stone Bridge Trust	3,000.00	0.00	3,000.00	Vehicle Running Costs	1,500.00	283.21	1,216.79
KCC	0.00	0.00	0.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	7,575.00	0.00	7,575.00	Training	120.00	0.00	120.00
Sundry Receipts	0.00	0.00	0.00	CW Reserves	0.00	0.00	0.00
	19,575.00	3,500.00	16,075.00		19,575.00	2,442.16	17,132.84
Nett Balance	736,596.75	265,234.69	471,362.06	Nett Expenditure	736,596.75	78,490.19	658,106.56

-6,680.98

Edenbridge Town Council
Asset Management Policy
(adopted January 2009)



1. The minimum value of an item that will be included in the Asset Register will be £100. Items valued at less than £100 will not be added to the Asset Register and will not be added to the insurance schedule.
2. Assets, other than buildings, vehicles, street furniture, play ground equipment and out door furniture, shall be insured at their replacement value
3. Insurance valuations shall normally be reviewed annually and set at the rate advised by the insurance company when the Policy is renewed. Renewal occurs in July each year.
4. New street furniture, playground equipment and other uninsured items will be added to the Asset Register. As a general rule street furniture, playground equipment and outdoor furniture will not be insured, since the cost of the insurance is prohibitive.
5. Customised items of street furniture will be considered on an individual basis, to decide if insurance cover is appropriate.
6. Buildings and property will be revalued by a suitably qualified Quantity Surveyor every ten years, or when felt to be appropriate by the Finance Committee. The next revaluation is scheduled to take place in 2020.
7. Insurance valuations for property shall be limited to the rebuilding cost of the property.
8. All capital items, other than property shall be written off using a straight line depreciation method, over their determined life.
9. New assets will be assessed at the time of purchase to determine their expected life span. These Assets will be expected, in general, to reflect the life spans of the existing assets as detailed below.

The life spans of assets currently on the register are:

Power tools	3 years
Computers and electronics	5 years
Mechanical Tools	5-10 years
Mowers	5-10 years
Vehicles	20 years
Furniture	10 to 35 years

10. All assets will be allocated a unique asset number. This will be a six digit number with the first two digits being a location code and the last four digits being a unique number for assets at the specified location.
11. An annual stock take of the assets will be undertaken to be completed by the end of September each year
12. Wherever possible all Assets shall be security marked.
13. The method for Assets valuation is to ensure a consistent approach is taken. The Asset valuation for the Annual Accounts is prepared on the basis of a nominal £1 value for all Community Assets. Insurance values are used for land, buildings and other assets with a value of over £100.