



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



To: Cllrs A Baker, A Damodaran, A Layland, N Lloyd, S McGregor (Chairman), 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 24 June 2019.

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 20 MAY 2019**
4. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)**
 - 4.1 **Restrictions on CIL spending**
5. **FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS**

To approve the month's Financial Statement as at 31 May 2019.
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 2019.
6. **FINANCE BUSINESS**
 - 6.1 **Review of Asset Register**
 - 6.2 **Council's Insurance**
 - 6.3 **Council's Investment Maturing**
 - 6.4 **Amendment to Annual Governance and Accountability Return (AGAR) 2018/19**
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).

Finance Report June 2019

4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)

4.1 Restrictions on CIL spending

Following May Finance Committee, meeting the RFO sent an email to Sevensoaks District Council asking if restrictions on spending applied to any interest received on CIL monies which have been invested. A response is awaited.

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. The sundial gifted to the Council, now on Great Stone Bridge land, has been added to the Asset Register under the Gifts and memorabilia section.

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 Council's Insurance

Members may recall that the Council's Insurance is due for renewal on 20 July 2019, just before the next Finance Committee meeting. The RFO has been in contact with the broker discussing changes to the policy prior to renewal. In July 2017, the Council renewed with Aviva committing to a three year term which expires in 2020. The broker has advised the Council that renewing the current 3 year long term agreement on 20 July 2019, a year early, would ensure stable rating and savings over the period. They have obtained a quote from Royal Sun Alliance Plc (RSA) under their Councilguard scheme, and the cost for the coming year will be £10,105.68 which is less than last year's figure (£11,240.66). The amount of cover includes £650,000 Fidelity Insurance and £10,000 Employers Liability Insurance. The cost also includes a free valuation for all the Council buildings. The broker is planning to visit the Council in August and go through the insurance with the RFO and Chairman of the Finance Committee, and also discuss Crime and Cyber cover.

Do members wish to renew with RSA for a 3 year Long Term Agreement to benefit from future savings over the next 3 years and, if so, do members wish to avail of the free Buildings Valuation offered?

6.3 Council's Investment Maturing

The Council has a fixed term deposit of £150,000 due to mature on 10 July 2019. £100,000 of the monies is CIL funds and it would be more transparent if CIL money was kept as a separate investment. The remaining £50,000 would then remain in the Lloyds General Account and could be transferred into the Barclays General Reserves to attract some interest once the signatories for the mandates have been updated which is an ongoing task.

A further £50,000 invested will mature on 13 August 2019.

Rates quoted by Lloyds (at the time of writing) are as follows but can not be guaranteed:

0.90%	investments for 3 months
1.00%	investments for 6 months
1.05%	investments for 9 months
1.25%	investments for 12 months

Do members agree to reinvest £100,000 of CIL funds and, if so, for how long?

6.4 Amendment to Annual Governance and Accountability Return (AGAR) 2018/19
Whilst making a final check on the documentation required by the External Auditor, it came to light that a box had been ticked in error on the Internal Auditor's section on the AGAR. The Internal Auditor will be coming into the office this week to make the amendment.

7. FINANCE CORRESPONDENCE

7.1 Thank you letter

Members will be pleased to note a letter has been received from Edenbridge & District Twinning Association, thanking the Council for the £500 Service Level Agreement payment made for 2019/20. A copy of the letter is available at Doggetts Barn.

8. PRESS RELEASE

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

RFO

18 June 2019

5.1 Financial Summary - Cashbook

Summary between 01/04/19 and 31/05/19 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays General Account	£33,876.70
CIL	£0.00
Lloyds General Account	£148,441.30
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£274,372.72
Barclays General Reserves	£110,586.72
Lloyds TSB - Deposit Acc	£400,000.00
Total	£967,477.44

RECEIPTS	Net	Vat	Gross
Council	£6,808.50	£0.00	£6,808.50
Open Spaces	£147,670.30	£325.39	£147,995.69
Central Services	£124,299.48	£276.56	£124,576.04
Emergency Planning Committee	£180.00	£0.00	£180.00
Community Warden	£3,500.00	£0.00	£3,500.00
CIL	£36,168.75	£0.00	£36,168.75
Total Receipts	£318,627.03	£601.95	£319,228.98

PAYMENTS	Net	Vat	Gross
Council	£15,253.68	£250.73	£15,504.41
Open Spaces	£47,916.08	£4,166.37	£52,082.45
Central Services	£51,086.68	£1,882.15	£52,968.83
Community Warden	£2,943.71	£69.13	£3,012.84
CIL	£19,940.00	£3,988.00	£23,928.00
Total Payments	£137,140.15	£10,356.38	£147,496.53

Closing

Ordinary Accounts

Barclays General Account	£36,751.40
CIL	£325,016.86
Lloyds General Account	£148,441.30
Petty Cash	£200.00

Short Term Investment Accounts

Barclays Capital Reserves	£174,372.72
Barclays General Reserves	£54,427.61
Lloyds TSB - Deposit Acc	£400,000.00

Total **£1,139,209.89**

5.2 Received Income Transactions

between 01/05/19 and 31/05/19

Start of year 01/04/19

Paying ref.	Received date	Invoice	Gross	Vat	Net Ctfee	Details
DC190501	01/05/19		£83.40	£0.00	£83.40	Rent of Mowshurst Garage
10272	08/05/19		£67.80	£0.00	£67.80	Hire of Rickards Hall
10272	08/05/19	3923	£2,250.60	£0.00	£2,250.60	Cemetery Fees
10272	08/05/19	Mis669	£1,370.61	£0.00	£1,370.61	Ritagate Ltd T/A Bray
10272	08/05/19	RH1272	£36.50	£0.00	£36.50	Edenbridge Conservatives
10272	08/05/19	RH1274	£219.00	£0.00	£219.00	Grace Community Church
10272	08/05/19	RH1275	£135.60	£0.00	£135.60	E/B Fuchsia & Pelargonium
10273	09/05/19		£235.94	£3.50	£232.44	Sale of Brown Sacks
10273	09/05/19	3922	£25.00	£0.00	£25.00	Cemetery Fees
DC190513	13/05/19	Mis663	£6,805.34	£0.00	£6,805.34	HM Customs & Excise
DC190515	15/05/19		£385.20	£0.00	£385.20	Cemetery fees
DC190515	15/05/19	Mis666	£826.55	£137.76	£688.79	Freshwater Group of Companies maintenance
DC190517	17/05/19		£96.30	£0.00	£96.30	Cemetery fees
DC190520	20/05/19	RH1281	£322.05	£0.00	£322.05	Evolution Dance Academy
10275	22/05/19		£892.74	£8.75	£883.99	Sale of Brown Sacks
10275	22/05/19	3924	£25.00	£0.00	£25.00	Cemetery fees
10274	22/05/19	3925	£58.50	£0.00	£58.50	S Smith & Son
10274	22/05/19	3926	£58.50	£0.00	£58.50	Alex Jones Funeral Directors
DC190528	28/05/19		£1,269.75	£0.00	£1,269.75	Cemetery fees
DC190528	28/05/19	3927	£1,481.55	£0.00	£1,481.55	Cemetery fees
DC190529	29/05/19		£35.60	£0.00	£35.60	Allotment Holders
10278	31/05/19		£449.72	£6.75	£442.97	Sale of Brown Sacks
10277	31/05/19	Mis659	£4.20	£0.00	£4.20	Historical Society
DC190528	31/05/19	Mis672	£1,000.00	£0.00	£1,000.00	Eden Valley Museum Trust
DC190531	31/05/19	RH1270	£67.80	£0.00	£67.80	Eden Valley Museum Trust
10277	31/05/19	RH1277	£273.75	£0.00	£273.75	Grace Community Church
10277	31/05/19	RH1282	£92.30	£0.00	£92.30	Twinning Association
10277	31/05/19	RH1283	£50.85	£0.00	£50.85	Edenbridge Voluntary TransportHire of Rickards Hall Services
10277	31/05/19	RH1284	£49.40	£0.00	£49.40	Robyn's Way Management Co
10277	31/05/19	RH1286	£33.90	£0.00	£33.90	E/B Fuchsia & Pelargonium
Total			£18,713.28	£156.76	£18,556.52	

5.3 Paid Expenditure Transactions

between 01/05/19 and 31/05/19 Start of year 01/04/19

Cheque	Paid date	Tn no Order	Gross	Vat	Net Cttee	Details
100119	09/05/19	39779	£67.80	£0.00	£67.80 CS	Refund of duplicate payment 2070/5
Bcard190516	16/05/19	39841	£289.50	£48.25	£241.25 CS	Cartridge People.Com printer cartridges
DC190509	09/05/19	39816	£46.06	£0.00	£46.06 CS	Barclays Bank charges
DD170519	17/05/19	39820	£50.17	£8.36	£41.81 OS	Petrocell Holdings Ltd Ground staff fuel
DD190501	01/05/19	39817	£264.00	£0.00	£264.00 CS	Sevenoaks District Council N D rates C Pk & Toilets
DD190501	01/05/19	39818	£412.00	£0.00	£412.00 CS	Sevenoaks District Council N D rates Doggetts Barn
DD190501	01/05/19	39819	£324.00	£0.00	£324.00 OS	Sevenoaks District Council N D rates Depot
DD190501	01/05/19	39821	£189.00	£0.00	£189.00 OS	Sevenoaks District Council N D Rates Mowshurst B
DD190501	01/05/19	39822	£264.00	£0.00	£264.00 OS	Sevenoaks District Council N D Rates C Pk & Toilets
DD190501	01/05/19	39836	£882.66	£0.00	£882.66	Aviva Insurance
DD190515	15/05/19	39823	£947.82	£157.97	£789.85 OS	E-On UK Plc Public Street lighting
DD190516	16/05/19	39824	£42.60	£7.10	£35.50 CS	Sage Software Limited Payroll Software
DD190522	22/05/19	39825	£71.43	£0.00	£71.43 OS	SES Business Water Water supply F C Allot
DD190522	22/05/19	39826	£6.00	£0.00	£6.00 OS	SES Business Water S/P Cemetery
DD190522	22/05/19	39827	£10.00	£0.00	£10.00 OS	SES Business Water Water Supply Cemetery
DD190522	22/05/19	39828	£15.00	£0.00	£15.00 CS	SES Business Water Water Supply Rickards H
DD190522	22/05/19	39829	£30.98	£0.00	£30.98 CS	SES Business Water Water Supply P Toilets
DD190522	22/05/19	39830	£7.00	£0.00	£7.00 CS	SES Business Water Water supply Doggetts B
DD190522	22/05/19	39831	£22.33	£0.00	£22.33 OS	SES Business Water Water supply Blossoms P
DD190522	22/05/19	39832	£30.00	£0.00	£30.00 OS	SES Business Water Water supply S Lane All
DD190522	22/05/19	39838	£181.02	£8.62	£172.40 CS	British Gas Electricity Doggetts Barn
DD190523	23/05/19	39833	£184.00	£0.00	£184.00 CS	Sevenoaks District Council N D Rates Rickards Hall
DD190523	23/05/19	39834	£155.00	£0.00	£155.00 OS	Sevenoaks District Council N D Rates Market Yard
DD190524	24/05/19	39837	£148.84	£24.81	£124.03	Focus 4 U
DD190529	29/05/19	39835	£24.46	£4.08	£20.38 OS	O2 Ground staff mobile
DD190531	31/05/19	39842	£125.68	£20.95	£104.73 OS	Petrocell Holdings Ltd Ground staff fuel
DD190531	31/05/19	39844	£120.00	£20.00	£100.00 OS	PTA Motoring Centres Replacement tyres
IB190515	15/05/19	39778	£2,235.48	£0.00	£2,235.48	NFU Mutual Insurance Vehicle insurance
IB190515R	15/05/19	39839	£4,294.36	£0.00	£4,294.36	Inland Revenue
IB190515Pen	15/05/19	39840	£5,487.48	£0.00	£5,487.48	KCC Pension Fund Pension contributions
IB190522	22/05/19	39713	£336.23	£56.04	£280.19 OS	Kidman's Repair materials
IB190522	22/05/19	39725	£1,128.30	£188.05	£940.25 CNCL	Sevenoaks Direct Services Bonfire clean up

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5.3 Paid Expenditure Transactions

between 01/05/19 and 31/05/19 Start of year 01/04/19

Cheque	Paid date	Tn no	Order	Gross	Vat	Net Cttee	Details
IB190522	22/05/19	39726		£296.20	£0.00	OS	Faculty lodgement fee
IB190522	22/05/19	39727		£311.04	£0.00	CS	Diocesan Registry Eden Valley Museum Trust 40% of Besure invoices
IB190522	22/05/19	39780		£6.00	£1.00	CS	Bradford Euronics Centre 2 x 8w tubes
IB190522	22/05/19	39781		£252.00	£42.00	OS	BSP (Knockholt) Ltd Skip hire
IB190522	22/05/19	39782		£416.81	£69.47	CS	Canon (uk) Ltd Photocopying costs
IB190522	22/05/19	39783		£235.00	£0.00	OS	The Cobblers Shop Padlocks & chains
IB190522	22/05/19	39784		£815.40	£135.90	CS	The Colvin Cleaning Group Rickards Hall Cleaning
IB190522	22/05/19	39785		£115.00	£0.00	OS	Guildford College of Further & Higher Education Tree Mgmt Course Window cleaning Doggetts Barn
IB190522	22/05/19	39786		£30.00	£0.00	CS	
IB190522	22/05/19	39787		£10.94	£1.82	OS	Jewson Cementone
IB190522	22/05/19	39788		£18.17	£3.03	OS	Jewson Postrete
IB190522	22/05/19	39789		£5.99	£1.00	OS	Jewson Graffiti Remover
IB190522	22/05/19	39790		£63.43	£10.57	OS	Jewson sadolin & brushes
IB190522	22/05/19	39791		£48.72	£8.12	OS	Jewson Yale padlock
IB190522	22/05/19	39792		£77.76	£12.96	OS	KCC Com Serv Black sacks & handwash
IB190522	22/05/19	39793		£59.98	£10.00	OS	Marine Warehouse Ltd Throwline
IB190522	22/05/19	39794		£3,486.96	£581.16	CS	PS Technology Computer contract
IB190522	22/05/19	39795		£462.00	£77.00	OS	Rigby Taylor Ltd Pitchmarker
IB190522	22/05/19	39796		£560.00	£0.00	OS	Sevenoaks Direct Services Garden sacks
IB190522	22/05/19	39797		£352.80	£58.80	CS	SLCC Enterprises Ltd Job advertising
IB190522	22/05/19	39798		£290.00	£0.00	OS	S&N Machinery Repairs to mower
IB190522	22/05/19	39799		£40.07	£0.00	OS	S&N Machinery 40-2 Bump head & engine
IB190522	22/05/19	39800		£390.00	£65.00	OS	Sevenoaks Glazing Repairs pavilion window
IB190522	22/05/19	39801		£25.22	£4.20	CW	Solo Protect Lone working device
IB190522	22/05/19	39802		£3,972.00	£662.00	OS	Streelights Part 1 of M contract
IB190522	22/05/19	39803		£45.00	£0.00	OS	Surekill Pest Control Services £45.00
IB190522	22/05/19	39804		£8.40	£1.40	CS	TrueBuild Toilet flush syphon
IB190522	22/05/19	39805		£122.36	£20.39	CNCL	Viking Direct Ltd Hoover -Rickards Hall
IB190522	22/05/19	39806		£41.01	£6.84	OS	Vodafone £34.17
IB190522	22/05/19	39809		£35.00	£5.83	OS	Jewson Postrete, & wood
IB190522	22/05/19	39810		£117.00	£19.50	OS	Pallet Handling Penhurst Ltd Fencing items
IB190522	22/05/19	39811		£64.19	£10.70	CS	Viking Direct Ltd Copier paper
IB190522	22/05/19	39812		£8.60	£1.43	OS	Bradford Electrical Scourers & cleaning materials

5.3 Paid Expenditure Transactions

01/05/19 and 31/05/19 Start of year 01/04/19

between

Cheque	Paid date	Tn no Order	Gross	Vat	Net Cttee	Details
IB190522c	22/05/19	39813	£200.00	£0.00	£200.00 CS	Westerham Town Council
IB190522CIL	22/05/19	39807	£23,928.00	£3,988.00	£19,940.00 CIL	R D F Group
IB190528kcc	28/05/19	39815	£103.45	£17.24	£86.21 CNCL	KCC Cashiers Team
IB190528p11d	28/05/19	39721	£1,053.46	£0.00	£1,053.46 CS	HM Customs & Excise
IB190528pl	28/05/19	39814	£1,070.00	£0.00	£1,070.00 CS	Sevenoaks District Council
IB190529Sal	29/05/19	39843	£15,685.73	£0.00	£15,685.73	Salaries
						Independent assessor
						Public Toilets
						Emergency c out S lights
						Class 1A NICs
						Premises Licence

Total £73,500.65 £6,406.88 £67,093.77

5.4 Edenbridge Town Council

Expenditure transactions - approval list Start of year 01/04/19

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
39845	IB190625	£29.99	3055/2	04/06/19	Bradford Electrical - Basket liners & Tomorite	
39846	IB190625	£4.99	3055/2	04/06/19	Bradford Electrical - Hanging Basket	£34.98
		£34.98			Bradford Electrical - Total	
39851	IB190625	£144.00	3050/6	09/05/19	- Screened soil	£144.00
		£144.00			Total	
39852	IB190625	£30.00	2020/1	04/06/19	- Window cleaning Doggetts Barn	£30.00
		£30.00			Total	
39847	IB190625	£554.82	2060/1	28/05/19	Dave Cole Electrical Installations Ltd - Various works at Pavilion	£554.82
		£554.82			Dave Cole Electrical Installations Ltd - Total	
39849	100120	£105.00	3090/2	15/06/19	Edenbridge Allotment Gardens - EAGA membership for Marlpit Hill allotment holders	£105.00
		£105.00			Edenbridge Allotment Gardens - Total	
39850	IB190625	£5,976.00	1100	29/05/19	Ernest Doe Power - Spearhead flail mower Q125	£5,976.00
		£5,976.00			Ernest Doe Power - Total	
39853	IB190625	£41.70	3055/2	05/06/19	How Green Nursery - Lavender plants	
39854	IB190625	£211.80	3055/2	05/06/19	How Green Nursery - Various Bedding plants	£253.50
		£253.50			How Green Nursery - Total	
39883	IB190625	£102.67	2000/5	31/05/19	Indeed - Job advertising	
39884	IB190625	£17.33	2000/5	31/05/19	Indeed - Job advertising	£120.00
		£120.00			Indeed - Total	
39855	IB190625	£5.42	3050/4	22/05/19	Jewson - White spirit	
39856	IB190625	£155.33	3050/4	21/05/19	Jewson - Sadoline, hammerite, brush etc	
39857	IB190625	£55.44	3050/4	30/05/19	Jewson - Sadoline	
39858	IB190625	£95.47	3000/5	30/05/19	Jewson - Safety boots & safety glasses	
39859	IB190625	£8.16	3050/4	31/05/19	Jewson - Stripping scraper knife	
39860	IB190625	£27.72	3050/4	31/05/19	Jewson - Sadoline	
39861	IB190625	£13.18		16/05/19	Jewson -	£360.72
1		£2.39	3000/5		Heavy duty big wipes	

5.4 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/19

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
2	£10.79		3050/4		Hot bed handle 150mm	
		£360.72			Jewson - Total	
39862	IB190625	£60.00	2000/11	11/06/19	Kent Association Of Local Councils - Dynamic Councillor training	
39863	IB190625	£60.00	2000/11	11/06/19	Kent Association Of Local Councils - Dynamic Councillor training	£120.00
		£120.00			Kent Association Of Local Councils - Total	
39864	IB190625	£76.86		31/05/19	Kent County Council Commercial Services -	£76.86
1		£47.88	3050/4		Refuse sacks & toilet tissue	
2		£28.98	2040/1		Paper hand towels	
		£76.86			Kent County Council Commercial Services - Total	
		£297.00			Local Authority Publishing Co. Ltd - Total	
39867	IB190625	£37.80	3000/4	22/05/19	- Travel - training course	£37.80
		£37.80			- Total	
39868	IB190625	£100.00	3080/1/1	15/06/19	Open Spaces Society - Donation	£100.00
		£100.00			Open Spaces Society - Total	
39869	IB190625	£490.06	2210/2/1	29/05/19	Rentokil Specialist Hygiene - Washroom & toilet contract	
39870	IB190625	£154.10	2210/2/1	10/06/19	Rentokil Specialist Hygiene - Water saver contract	£644.16
		£644.16			Rentokil Specialist Hygiene - Total	
39874	IB190625	£126.38	3040/1	03/06/19	S&N Machinery - Strimmer line, trimmer line etc	
39875	IB190625	£41.32	3040/1	17/05/19	S&N Machinery - Various Parts	
39876	IB190625	£62.60		17/05/19	S&N Machinery -	£230.30
1		£27.60	3000/5		Ear plugs	
2		£35.00	3040/1		Stihl chain & oil	
		£230.30			S&N Machinery - Total	
39871	IB190625	£241.05	2040/1	12/06/19	Sevenoaks Direct Services - Blue trade sacks	
39872	IB190625	£560.00	3050/11/8	24/05/19	Sevenoaks Direct Services - Garden waste sacks	£801.05
		£801.05			Sevenoaks Direct Services - Total	
39873	IB190625	£978.00	3110/1	20/06/19	Sevenoaks Glazing - Repair to windows Sports Pavilion	£978.00

5.4 Edenbridge Town Council

Expenditure transactions - approval list Start of year 01/04/19

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£978.00			Sevenoaks Glazing - Total	
39877	IB190625	£25.22	4050/1	31/05/19	Solo Protect - Lone working device	£25.22
		£25.22			Solo Protect - Total	
39878	IB190625	£117.90	1040	02/05/19	Streetlights - Lighting repairs	£117.90
		£117.90			Streetlights - Total	
39879	IB190625	£45.00		15/05/19	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	
39848	IB190625	£815.40	2220/2/3	28/05/19	The Colvin Cleaning Group - Rickards Hall Cleaning	£815.40
		£815.40			The Colvin Cleaning Group - Total	
39865	IB190625	£10.00	3090/1	01/05/19	The Kent Men of The Trees - Entry Fee	£10.00
		£10.00			The Kent Men of The Trees - Total	
39880	IB190625	£140.40	3080/1/1	06/06/19	TrueBuild - Repairs - Swan lane Allotments	£140.40
		£140.40			TrueBuild - Total	
39881	IB190625	-£4.94	4020	03/06/19	Vodafone - Credit received	
39882	IB190625	£40.65		23/06/19	Vodafone -	£35.71
1		£21.70	4020		Community Warden phone	
2		£18.95	2010/9		Propeety manager phone	
		£35.71			Vodafone - Total	
Total		£12,053.82				

5.5 Direct Debits May 2019

Date	Supplier	Amount
1	Aviva	882.66
	SDC Non Domestic rates Mowshurst Barn	189.00
	SDC Non Domestic rates Car Park & Toilets	528.00
	SDC Non Domestic rates Doggetts Barn	412.00
	SDC Non Domestic rates Depot	324.00
4	Bank charges	46.06
15	E.On	947.82
16	Sage Software	42.60
	Barclaycard	289.50
17	Petrocell	50.17
22	SES Business Water - SP Cemetery	6.00
	SES Business Water - Swan Lane Allotments	30.00
	SES Business Water - Rickards Hall	15.00
	SES Business Water -Public Toilets	30.98
	SES Business Water - Doggetts Barn	7.00
	SES Business Water - Depot	10.00
	SES Business Water - Blossoms Pk Toilets	22.33
	SES Business Water - Forge Croft Allotments	71.43
	British Gas Electricity Doggetts Barn	181.02
23	SDC Non Domestic rates Rickards Hall	184.00
	SDC Non Domestic rates Market & premises	155.00
25	Focus 4 U Telephone/broadband	148.84
27	o2 ground staff mobile	24.46
31	Petrocell	120.00
	Petrocell	125.68
On-line payments		
19	Inland Revenue	4,294.36
19	KCC Pension	5,487.48
23	Salaries	14,531.34

5.6 Fund Transfer

Capital Reserves

Transfer In: Nil

Transfer Out:	Ernest Doe	Flail	£4,980.00
	Southern Motor Group	Van	£13,000.00

Revenue reserves

Transfer In: £256,617.00 Precept

Transfer Out: £45,000.00

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

5.8 Invoices outstanding for more than 3months

12/02/19	Mis 652	£3,212.40
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5.9 Financial Comparisons

Comparisons between 1 April 2019 and 31 May 2019 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		12,617.00	6,308.50	6,308.50	Working Balance		30,000.00	0.00	30,000.00
Working Balance		30,000.00	0.00	30,000.00	Contingencies		10,000.00	0.00	10,000.00
Contingencies		0.00	500.00	-500.00	Grants		7,725.00	0.00	7,725.00
Grants		0.00	0.00	0.00	Depreciation - Equipment/tools		14,511.00	313.43	14,197.57
C Depreciation Fund		0.00	0.00	0.00	Edenbridge Twinning Association		500.00	500.00	0.00
Capital Fund		45,214.00	0.00	45,214.00	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		5,000.00	0.00	5,000.00
CIL				0.00	Capital Fund		0.00	0.00	0.00
Capital TR Inc Precept		0.00	0.00	0.00	Summer Playscheme		2,000.00	0.00	2,000.00
					Bonfire Clean Up		990.00	0.00	990.00
					Legal & Professional fees		3,605.00	0.00	3,605.00
					CIL		0.00	0.00	0.00
		87,831.00	6,808.50	81,022.50			87,831.00	14,313.43	73,517.57
Income for Central Services		Budget	Actual	Balance	Expenditure for Central Services		Budget	Actual	Balance
Allocation from Precept		196,615.00	98,307.50	98,307.50	Staff Costs		176,690.00	30,208.12	146,481.88
Precept 10 Year Building Plan		11,884.00	5,942.00	5,942.00	Utilities		9,660.00	1,154.62	8,505.38
precept 30 Year Building Plan		15,433.00	7,716.50	7,716.50	Services		10,120.00	4,106.80	6,013.20
Interest (Barclays Base Rate Reward)		0.00	0.00	0.00	Equipment /Tools		4,100.00	583.81	3,516.19
Interest precept		0.00	0.00	0.00	Materials		1,050.00	294.74	755.26
VAT Reclaimed		25,000.00	0.00	25,000.00	Buildings		8,700.00	1,087.60	7,612.40
Sundry Receipts		2,925.00	72.00	2,853.00	10 Year Buildings Maintenance Plan		19,635.00	0.00	19,635.00
Interest Lloyds Fixed Term Deposit		2,200.00	0.00	2,200.00	Reserves TR 10 Year Buildings Maintenance P		0.00	0.00	0.00
Charity Account Transfers		19,500.00	0.00	5,045.34	30 Year Buildings Maintenance Plan		41,000.00	0.00	41,000.00
Church House		6,285.00	1,022.50	5,262.50	Reserves TR 30 Year Buildings Maintenance P		0.00	0.00	0.00
Rickards Hall Lettings		12,000.00	2,075.73	9,924.27	Buildings Materials		2,200.00	0.00	2,200.00
WJ Hall Admin		2,040.00	0.00	2,040.00	Other		7,350.00	1,500.20	5,849.80
Reserves 10 Year Maintenance Plan TF		7,751.00	0.00	7,751.00	Charity Account Transfers		19,500.00	0.00	19,000.00
Reserves 30 Year Maintenance Plan TF		25,567.00	0.00	25,567.00	Church House		3,460.00	210.82	3,249.18
					Public Toilets		9,625.00	614.67	9,010.33
					Rickards Hall		14,110.00	1,275.41	12,834.59
		327,200.00	115,136.23	212,063.77			327,200.00	41,036.79	286,163.21

Income for Open Spaces	Budget	Actual	Balance	Expenditure for Open Spaces	Budget	Actual	Balance
Allocation from Precept	164,990.00	82,495.00	82,495.00	Staff Costs	116,425.00	17,135.00	99,290.00
Precept 10 yr Maintenance	53,205.00	26,602.50	26,602.50	Utilities	13,490.00	2,091.72	11,398.28
Precept 30 yr Maintenance	51,130.00	25,565.00	25,565.00	Services	5,545.00	210.00	5,335.00
10 yr Sundry receipt	0.00	0.00	0.00	Equipment/Tools	6,500.00	405.48	6,094.52
Cemetery Fees	10,000.00	6,830.05	3,169.95	Materials	14,035.00	1,266.35	12,768.65
Rents	16,480.00	2,174.11	14,305.89	Hanging Baskets & Plants	6,065.00	0.00	6,065.00
Maintenance Services	5,465.00	688.79	4,776.21	Buildings	2,225.00	349.40	1,875.60
Solar Panels	900.00	0.00	900.00	Vehicles	10,150.00	2,601.25	7,548.75
Sundry Receipts	9,670.00	1,649.06	8,020.94	Contingencies	4,000.00	235.00	3,765.00
Reserves 10 Year Maintenance Plan TF	0.00	0.00	0.00	Others	1,120.00	95.00	1,025.00
30 Year Maintenance Plan TF	61,190.00	0.00	61,190.00	Small Projects	4,000.00	0.00	4,000.00
				Vandalism	5,000.00	374.98	4,625.02
				Footpaths Equipment	200.00	0.00	200.00
				Public Street Lighting	10,000.00	789.85	9,210.15
				Public Street Lighting Contract	6,800.00	3,310.00	3,490.00
				10 Year Maintenance Plan	38,583.00	0.00	38,583.00
				10 Year Plan Contingencies	1,950.00	0.00	1,950.00
				Reserves TR Balancing 10 Yr Plan	14,622.00	0.00	14,622.00
				30 Yr Maintenance Plan	112,320.00	0.00	112,320.00
				Reserves TR Balancing 30 Yr Plan	0.00	0.00	0.00
	373,030.00	146,004.51	227,025.49		373,030.00	28,864.03	344,165.97

Income for Emergency Planning	Budget	Actual	Balance	Expenditure for Emergency Planning	Budget	Actual	Balance
Allocation from Precept	360.00	180.00	180.00	Equipment/Tools	110.00	0.00	110.00
Sundry Receipts	0.00	0.00	0.00	Others	235.00	0.00	235.00
	360.00	180.00	180.00	Training	15.00	0.00	0.00
					360.00	0.00	360.00

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	14,950.00	2,201.80	12,748.20
Moat Housing	1,000.00	0.00	1,000.00	Management Costs	2,625.00	0.00	2,625.00
West Kent Housing	3,500.00	0.00	3,500.00	Phone	280.00	18.38	261.62
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	0.00	240.00
Police	0.00	0.00	0.00	Clothing & Supplies	315.00	21.02	293.98
Great Stone Bridge Trust	3,000.00	0.00	3,000.00	Vehicle Running Costs	1,500.00	0.00	1,500.00
KCC	0.00	0.00	0.00	Vehicle Purchase	0.00	0.00	0.00
From Reserves	3,530.00	0.00	3,530.00	Training	120.00	0.00	120.00
Sundry Receipts	0.00	0.00	0.00	CW Reserves	0.00	0.00	0.00
	20,030.00	3,500.00	16,530.00		20,030.00	2,241.20	17,788.80

Nett Balance

808,451.00 271,629.24 536,821.76 Nett Expenditure

808,451.00 86,455.45 721,995.55

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.