

**Minutes of the meeting of the FINANCE AND GOVERNANCE COMMITTEE held in Rickards Hall at 6.30 pm on Monday 27 September 2021**

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Present: Cllrs, S Compton A Layland, N Lloyd (Chairman), S McGregor, S Sumner (Vice Chairman).

In attendance: Town Clerk, Responsible Finance Officer, Planning and Administration Officer. No members of the press or public were present.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Aldridge, Baker and Todd.

**2. DECLARATION OF INTEREST OR PREDETERMINATION**

None

**3. TO CONFIRM THE MINUTES OF THE FINANCE COMMITTEE HELD ON 26 July 2021**

**Resolved:** that the minutes of the Finance and Governance Committee meeting held on 26 July 2021 be duly signed by the Chairman as a true and accurate record of the meeting; pages 9566-9567.

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

Nothing to report.

**5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS (Financial report pack)**

**To approve the Financial Income and Expenditure Statements as of the 30 June 2021**

**5.1. To ratify the expenditure up to 31 August 2021**

Members,

**Ratified:** the Expenditure to the 31 August 2021.

**5.2. To approve the list of expenditure for payment**

Members,

**Resolved:** the list of expenditure payments.

**5.3. To receive the income up to 31 August 2021**

Members,

**Resolved:** the Income to the 31 August 2021.

**5.4. To review the Consolidated Balance Sheet**

Members,

**Resolved:** the Consolidated Balance to the 31 August 2021.

**5.5. To review the Financial I&E Budget Comparisons report**

Members,

**Resolved:** the Financial I&E Budget to the 31 August 2021.

**5.6 To confirm the Bank Reconciliation statements and Procurement Card for July and August 2021**

Cllr Lloyd confirmed he had seen the reconciliations. Members,

**Ratified:** the Bank Reconciliation statements and Procurement Card for July and August 2021.

**5.7. To approve and accept the transfers into, out of and between bank accounts**

Members,

**Ratified:** the transfers into, out of and between bank accounts.

**5.8. To note and advise on invoices outstanding over 3 months**

Nothing to report

**5.9. To review Expenditure over £500 up to 31 August 2021**

Members,

**Resolved:** the Expenditure over £500 up to 31 August 2021.

## **6. FINANCIAL BUSINESS**

### **6.1. Covid 2020/21 Accounts; Resident Shopping outstanding**

Members received an update on outstanding invoices for residents shopping during Covid-19 pandemic lockdown. Due to unforeseeable and unfortunate reasons with a couple of the residents, it was unlikely that the invoices can be settled. It was also noted that the income and expenditure for shopping had been recorded in 2020/21 accounts. Members unanimously,

**Resolved:** to recommend to full Council to bring this matter to a close, and to cancel the invoices.

### **6.2. Grant applications**

Members **noted** that the applications for Council Grants for this year had opened and the closing date was 01 November 2021.

### **6.3. Rates for the Market Yard Car Park**

The Non-Domestic Rating (Public Lavatories) Act 2021 received Royal Assent on 29 April. This gives 100% relief from business rates for stand-alone public toilets and is available to whoever operates the toilets, and whether or not a charge is made for admission. The relief is to be backdated to 1 April 2020 and billing authorities should have put in place arrangements to award the relief. The Town Clerk had written to Sevenoaks District Council (SDC) to request the refund. However, SDC had replied: The issue with Edenbridge is that the toilet block is included in the assessment for the Car park and Premises. The legislation itself states “(4I) Where, on a chargeable day, the hereditament consists wholly or mainly of public lavatories, the chargeable amount for the chargeable day is zero.” The Clerk had already taken advice from KALC and will take this matter up with NALC. In the meantime, the RFO would also confirm with the Valuation Office Agency (VOA).

Members expressed their disappointed and noted that this would impact the Council’s budgets as it had expected not to have to continue to pay the annual business rates of £4,000.

## **7. GOVERNANCE**

### **7.1. AGAR Return**

Members received the External Auditors report: The AGAR was not accurately completed before submission for review:

- The smaller authority has not restated the 2019/20 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners’ Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability.

The Town Clerk explained that this referred to the Assets. The valuation figure for the buildings assets had been used, which was the more accurate method. Previously, the insurance value had been used. It was unfortunate the wording ‘not accurately’ had been used, and that the Auditor had seen the Assets Register and had advised the Council could use the ‘valuation’ figure as its reasonable valuation method.

## **8. FINANCE CORRESPONDENCE**

None.

## **9. PRESS RELEASE**

None.

## **10. DATE OF NEXT MEETING – 15 November 2021 (draft budget)**