



Edenbridge Town Council

Town Clerk: Caroline Leet



To: Cllrs J Aldridge, A Baker, S Compton, A Damodaran, A Layland, N Lloyd (Chairman),
S McGregor, S Sumner (Vice Chairman) and B Todd.

A FINANCE AND GOVERNANCE COMMITTEE meeting will be held 7.30pm on Monday 23 May 2022 in Rickards Hall.

Members of the public are welcome to observe this meeting, please e-mail the RFO by Monday 23 May 2022 by 9am.

Lorraine Ganney RFO

18/05/22

1. ELECTION

- 1.1. Election of Chairman of the Finance and Governance Committee for the ensuing year
- 1.2. Election of Vice Chairman of the Finance and Governance Committee

2. APOLOGIES FOR ABSENCE

3. DECLARATION OF INTEREST OR PREDETERMINATION

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

4. TO CONFIRM THE MINUTES OF THE FINANCE COMMITTEE HELD ON 21 March 2022

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

6. ACTUALS 2021/22 YEAR END

- 6.1. To receive the Consolidated Balance Sheet report and to note the end-year cash balances
- 6.2. To review the Financial Income and Expenditure (I&E) budget comparisons report

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

To approve the Financial Income and Expenditure Statements as of the 30 April 2022

- 7.1. To ratify the expenditure up to 30 April 2022
- 7.2. To approve the list of expenditure for payment
- 7.3. To review Expenditure [over £500](#) up to 30 April 2022
- 7.4. To receive the income up to 30 April 2022
- 7.5. To review the Financial I&E Budget Comparisons report
- 7.6. To Review the I&E Account up to the 30 April 2022
- 7.7. To review the Consolidated Balance Sheet
- 7.8. To receive the Financial Summary Cashbook
- 7.9. To confirm the Bank Reconciliation statements and Procurement Card for March and April 2022
- 7.10. To approve and accept the transfers into, out of and between bank accounts
- 7.11. To note and advise on invoices outstanding over 3 months

8. FINANCIAL BUSINESS

- 8.1. To ratify the renewal of the Vehicle insurance with NFU Mutual
- 8.2. To note: the Council's insurance policy renewal

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

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

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

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2021/22

9.1. To note: The AGAR for the financial year up to 31 March 2022 was completed, approved by full Council (9 May) and submitted to the external audit

9.2. To note: The Notice of Public Rights and Publication of the unaudited Annual Return inspection period is 6 June to 15 July 2021 (this included the first 10 working days of July).

10. GOVERNANCE BUSINESS

10.1. To receive the Internal Auditors Report April 2022

10.2. Internal Audit Group – to set a review date

10.3. To appoint and confirm the Personnel Committee membership

10.4. To approve the amendments to the Standing Orders (items 5.1, 18 and 19) and make recommendation to Council

11. OTHER FINANCE BUSINESS

12. DATE OF NEXT MEETING – 18 July 2022

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

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

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

Responsible Finance Officer's Report to Committee May 2022

Information

The past six weeks I have been completing the end of year and the Annual Governance and Accountability Return (AGAR), which has been successfully completed and signed by the Internal Auditor (IA) who has confirmed that the financial management and internal controls are in good order. The IA attended for 5-hours providing a thorough review of the finances, financial procedures and had time to look at the risk management controls. He was satisfied that all outstanding queries from the October interim review had been addressed, and he was pleased with the reports package.

EDGE has had several carried over anomalies (previously reported to Committee). I have spent quite some time over the past few months resolving these. All have now been corrected in the year-end figures.

I have created a new report 'Income and Expenditure (I&E) Account' which consolidates the I&E heading codes and provides the actual I&E figures on a one-page report. This is different to the 'budget comparisons report' which includes debtors and creditors. This new report has been added to the Financial Reports Package (item 7) and is item 7.6 I&E Account.

Bank accounts: The full Council (May meeting) has confirmed the signatories and changes will be made over the next month or so.

The insurance renewal is due July 2022. The renewal quotation is expected in June. Full Council approved the expenditure of up to £12,500. There have been some additions to the policy in the past year. The Town Clerk and I will review the schedule, and should there be any notable changes, these will be reported to Council at its July meeting.

The insurance claim for the Depot theft in March, has been reported. They have confirmed they will cover the equipment with £50 excess on each item. The Depot replacement is currently being negotiated as it will require a heavy-duty steel security door instead of a like-for-like wooden frame. Council (May) has approved the expenditure. Some replacement equipment was purchased in the previous financial year with the insurance claim due to be paid in this year.

5. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY) – nothing to report

6. ACTUALS 2021/22 YEAR END

6.1. To receive the Consolidated Balance Sheet report and to note the end-year cash balances

The Balance sheet was reviewed by the Internal Auditor for submission for the AGAR (Annual Governance & Accountability Return). The carried forward net asset cash balances £1,041,590

6.2. To review the Financial Income and Expenditure (I&E) budget comparisons report

The end-of-year actuals can be seen with the Financial Income and Expenditure budget comparisons report – please refer to Item 8.5 which shows the closing figures for 2021/22. Chairman's report is attached.

Do Members confirm the end-of-year actuals?

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

To approve the Financial Income and Expenditure Statements up to 28 February 2022

7.1 To ratify the expenditure up to 30 April 2022

Do Members ratify the above report?

7.2 To approve the list of expenditure for payment

Do Members approve the above payment?

7.3 To review Expenditure over £500 up to 30 April 2022

Do Members/ the Committee accept the above report?

7.4 To receive the income up to 30 April 2022

Do Members receive the above report?

7.5 To receive and confirm the Financial I&E Budget Comparisons report

Do Members receive the above reports?

7.6 To receive and confirm the I&E Account up to the 30 April 2022 (new report)

Do Members receive the above Report

7.7 To receive and confirm the Consolidated Balance Sheet

Do Members confirm the above report?

7.8 To receive and confirm the Financial Summary Cashbook

Do Members confirm the above report?

7.9 To confirm the Bank Reconciliation statements and Procurement Card for March 2022

Do Members confirm and accept the above reports?

7.10 To approve and accept the transfers into, out of and between bank accounts

Do Members approve and accept the attached report?

7.11 To note and advise on invoices outstanding over 3 months

Nothing to report.

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

8.1 To ratify the renewal of the Vehicle insurance with NFU Mutual

The vehicles insurance is a saving of £500 on last year.

Do Members ratify the NFU Mutual renewal (as emailed 18 May confirming best value) and the expenditure of £1925.05

8.2 To note: the Council's insurance policy renewal

The renewal papers for the year beginning July 2022 for the buildings and other insurances is due for review in June, this is part of a 3-year agreement we have with WPS Hallam for a better deal over a 3-year period. This is the last year of the arrangement.

9. Annual Governance and Accountability Return (AGAR) 2021/22

Full end of year finances, including the consolidated balance sheet, cash book, and budget comparisons for year end 31 March 2022 were presented to full Council meeting 9 May.

9.1. To note: The AGAR for the financial year up to 31 March 2022 was completed, approved by full Council (9 May) and submitted to the external audit

9.2. To note: The Notice of Public Rights and Publication of the unaudited Annual Return inspection period is 6 June to 15 July 2021 (this included the first 10 working days of July).

This will be published on 1 June on the website and noticeboards.

10. GOVERNANCE

10.1 To receive the Internal Auditors Report April 2022

The Internal Auditor carried out a comprehensive review of the Council's accounting records and end-of-year 31 March 2022. Overall, it was a good report which shows improved procedures and items highlighted at the October interim audit having been addressed. Click [here](#) for full report.

However, it was noted that the Council does need to update its Financial and Governance Risk and review for financial controls. At the May meeting 2021 it had been resolved that Cllrs Lloyd and Sumner would work with the RFO and Town Clerk. However, due to other work commitments, new RFO and the RFO working on the financial software and anomalies, this remains outstanding. A date could be set over the early summer period. This is part of the Internal Audit Group remit.

As part of the risk controls, we were reminded that for good practice invoices and bank reconciliations should be checked by different Members and not the same three Members each month. Are any other Members available to check and initial monthly invoices?

Another item mentioned was that there is not an investment policy. An Earmarked/Capital and General Reserve Fund Policy was adopted in November 2021. This will be looked at and presented to Governance Committee in due course and following the interim review.

10.2 Internal Audit Group – to set a review date

Following a review of the Council's Financial and Governance Risk controls (date to be agreed with Cllrs Lloyd and Sumner), this should be presented to the IA Group. The IA Group should also consider any other matters it would like to look at/check. **Propose a date a date in August/September.**

10.3 To appoint and confirm the Personnel Committee membership

Terms of Reference / personnel committee states - Membership: The Committee shall consist of 7 Members appointed by the Finance and Governance (F&G) Committee, but not necessarily F&G Committee members (membership will be confirmed annually after the AMTC).

Current membership:

Angela Baker

Michael Gemmell Smith

Alan Layland

Nick Lloyd

Margot McArthur (Committee Chair)

Stuart McGregor

Bob Todd (Position held by the Chairman of the Councillor)

Do Members confirm the same membership or are there any changes?

10.4 To approve the amendments to the Standing Orders (items 5.1, 18 and 19) and make recommendation to Council

NALC has updated its Model Standing Order 18 (financial controls and procurement) to bring it into line with the procurement position post-Brexit and the recently reissued Legal Topic Note (LTN) 87, which contains the current procurement threshold figures. It has also simplified the model standing order and taken out references to the European Union. Attached is a copy of the LTN 87 for procurement.

The NALC model Standing Orders was updated April 2022; the Town Council had based its in 2020 update. Having checked there are no differences apart from Standing Order 18.

There are also some other minor recommendations:

5.1 Annual Meeting of the Town Council – some other good practice procedural housekeeping has been suggested (these were included on the agenda for the Council's Annual meeting in May).

19 Handling staff matters – typo correction in item 'e'.

Do members agree to the amendments to the Standing Orders (items 5.1, 18 and 19) as shown in red, and make recommendation to full Council to adopt the amendments?

11. FINANCE CORRESPONDENCE – None

12. DATE OF NEXT MEETING – 18 July 2021

Please note that the date of this meeting has changed from 11 to 18 July; this meeting will be following Planning Committee, 8.00 pm. It will be a Finance Committee looking at 1/4ly review.

7.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
DD040422BAR	01/04/22	42812		£35.16	£0.00	£35.16	CS	Barclays	Commission Charges 14/02 to 13/03 2070/1
DD010422VAT	01/04/22	42813		£45.90	£0.00	£45.90	CS	Vatix	Lone Worker Alarms 2005/7
DD010422SDC4	01/04/22	42816		£420.60	£0.00	£420.60	CS	Sevenoaks District Council	Rates Doggetts Barn 2010/1
DD010422SDC2	01/04/22	42817		£193.15	£0.00	£193.15	OS	Sevenoaks District Council	Rates Mowshurst Barn 3010/1/2
DD010422SDC3	01/04/22	42818		£540.25	£0.00	£540.25		Sevenoaks District Council	Rates Market Yard Car Park and Toiltes 3010/1/4
DD010422SDC1	01/04/22	42819		£332.40	£0.00	£332.40	OS	Sevenoaks District Council	Rates Depot 3010/1/1
DP010422IZETT	01/04/22	42844		£7.73	£0.00	£7.73	CS	IZettle	Card Charges March 2070/1
SO010422ACT	01/04/22	42880		£65.00	£0.00	£65.00	OS	Action With Communities In Rural Kent	2022/23 Membership 3090/1
DD060422AVI	06/04/22	42825		£1,089.23	£0.00	£1,089.23		Aviva	Health Care April 2000/7
DP130422AVI	13/04/22	42826		-£163.38	£0.00	-£163.38	CS	Aviva	Refund re Healthcare over charged 2000/7
DD140422PST	14/04/22	42841		£740.00	£123.34	£616.66		PS Technology	April Phone and IT Charges 2010/6/1
DD140422PC	14/04/22	42842		£266.35	£44.39	£221.96	OS	Mill Hill Garage (Petrocell Holdings Ltd)	Fuel for Vehicles 3070/5
IB220425NP	19/04/22	42759		£1,138.69	£189.78	£948.91	OS	N Power	Street Lighting 01/01/22 to 31/01/22 3130
IB220425NP	19/04/22	42760		£964.16	£160.69	£803.47	OS	N Power	Street Lighting 01/02/22 to 28/02/22 3130
IB220425NP	19/04/22	42761		£1,013.42	£168.90	£844.52	OS	N Power	Street Lighting 01/03/22 to 31/03/22 3130
March Credit Card	19/04/22	42786		£3,376.58	£523.52	£2,853.06		Barclaycard	March Barclay Card Spend 2040/2
DD200422SAG	20/04/22	42814		£39.00	£6.50	£32.50	CS	Sage Software Limited	Payroll Software 2020/6
DD200422PREM	20/04/22	42827		£968.70	£0.00	£968.70		Premium Credit	Buildings Insurance 3060/1/2
IB210422SAL	21/04/22	42824		£17,012.14	£0.00	£17,012.14		Salaries	Salaries April 2000/1
DD210422PST	22/04/22	42740		£2,007.00	£334.50	£1,672.50	CNCL	PS Technology	New Computer for RFO, Repair of Damaged Computer, 4 replacement Screens 1040
IB220425ME	22/04/22	42758		£535.00	£0.00	£535.00	OS	ME Training Services	Chain Saw Refresher Course 3016/1
IB220425SDC	22/04/22	42762		£60.00	£10.00	£50.00	OS	Sevenoaks District Council	Banner for the Market 3011/2

7.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading
IB220425KCC	22/04/22	42763		£99.49	£16.59	£82.90		Kent County Council Commercial Services	Cleaning Products 2220/2/3
IB220425SK	22/04/22	42764		£45.00	£0.00	£45.00	CS	Surekill Pest Control Services	Doggetts and Museum Pest Control 2220/2/1
IB220425EM	22/04/22	42765		£42.00	£0.00	£42.00		The Edenbridge Magazine	Jubilee and Rickards Hall Hire Advefrts 1171/2
IB220425WE	22/04/22	42766		£485.04	£80.84	£404.20		Wealden Embroidery & Print	Staff Uniforms 4050/2
IB220425BSP	22/04/22	42767		£276.00	£46.00	£230.00	OS	BSP (Knockholt) Ltd	Skip Hire 3030/4
IB220425CAN	22/04/22	42768		£98.70	£16.45	£82.25	CS	Canon (uk) Ltd	Photocopier Costs 01/01/22 to 31/03/22 2030/3
IB220425JEW	22/04/22	42769		£39.62	£6.60	£33.02	OS	Jewson	New Deadlocks after Breakin 3080/1/1
IB220425JEW	22/04/22	42770		£14.38	£2.40	£11.98	OS	Jewson	Postfix 3050/15
IB220425JEW	22/04/22	42771		£1.42	£0.24	£1.18	OS	Jewson	Flat Metal 3050/15
IB220425JEW	22/04/22	42772		£1.68	£0.28	£1.40	OS	Jewson	Flat Metal 3050/15
IB220425JEW	22/04/22	42773		£34.00	£5.67	£28.33	OS	Jewson	Rawplugs and Claw Hammer 3050/15
IB220425RAC	22/04/22	42774		£240.00	£40.00	£200.00	CNCL	Raccoon London Ltd	Rickards Hall Signage 1170
IB220425RAC	22/04/22	42775		£144.00	£24.00	£120.00	CS	Raccoon London Ltd	Signage for Public Toilets 2210/8
IB220425SHA W	22/04/22	42776		£132.00	£22.00	£110.00	OS	Shaw and Sons Ltd	Grants of Right Burial Book 3065
IB220425SN	22/04/22	42777		£137.39	£0.00	£137.39	OS	S&N Machinery	G B Generator Repair 3040/2
IB220425SN	22/04/22	42778		£31.00	£0.00	£31.00	OS	S&N Machinery	2 Stroke Oil 3050/15
IB220425RA	22/04/22	42787		£294.00	£49.00	£245.00	CNCL	Raccoon London Ltd	New Sign for Allotment and Blossoms Park 1170
IB210422BRA D	22/04/22	42790		£76.67	£12.77	£63.90		Bradford Electrical	Assorted Items 3050/7
IB210422BRA D	22/04/22	42791		£4.15	£0.69	£3.46	OS	Bradford Electrical	Stainless Steel Cleaner 3050/15
IB210422KID	22/04/22	42792		£181.20	£30.20	£151.00	OS	Kidmans	Ergo Helmet, Portective Gloves, 46-2 Head following break in 3080/1/1
IB210422KID	22/04/22	42793		£263.95	£43.99	£219.96		Kidmans	Stihl Hedge Cutter & Grease 3080/1/1
IB210422SP	22/04/22	42798		£26,386.80	£4,397.80	£21,989.00	CIL	Safeplay Playground Maintenance Services Ltd	Repair and renewal at the Skate Park 6000
IN210422SP	22/04/22	42799		£2,328.00	£388.00	£1,940.00	CIL	Safeplay Playground Maintenance Services Ltd	Repair and Renewal of Grind Box 6000
IB210422SP	22/04/22	42800		£2,083.20	£347.20	£1,736.00	OS	Safeplay Playground Maintenance Services Ltd	Repair of Existing Skate Park equipment 3140/9/6

7.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
IB210422KAL C	22/04/22	42802		£1,986.00	£331.00	£1,655.00	CNCL	Kent Association Of Local Councils	Subscription to KALC and NALC	1080
IB210422KC	22/04/22	42803		£2,500.00	£0.00	£2,500.00	CIL	Kent County Council	TRO Speed Limit Chage to Marlpit Hill	6000
IB210422SLC C	22/04/22	42804		£327.00	£0.00	£327.00	CS	Society Of Local Council Clerks	Membership fees for C Leet	2070/7
IB210422ED	22/04/22	42805		£1,730.76	£288.46	£1,442.30		Edge IT Systems Ltd	Edge Licences	2020/6
IB210422SN	22/04/22	42806		£1,184.74	£0.00	£1,184.74	OS	S&N Machinery	Kubota Fuyll service and Repair	3040/2
IB210422DG	22/04/22	42807		£40.00	£0.00	£40.00	CS		Window Cleaning for Doggetts	2020/1
IB210422SS	22/04/22	42808		£132.23	£22.04	£110.19		Safetyshop	Fire Door Retiiner & Extingisher	2220/4
IB210422ICC M	22/04/22	42809		£95.00	£0.00	£95.00	CS	Institute Of Cemetery And Crematorium Management	Annual Membership	2070/7
IB210422KCC	22/04/22	42810		£80.18	£13.36	£66.82	OS	Kent County Council Commercial Services	First aid, Hand Towels and Toilet paper	3090/2
IB210422DB	22/04/22	42811		£161.50	£26.92	£134.58	CNCL		2 Gazebo's for the Jubilee	1171/2
IB220422PEN	22/04/22	42822		£6,634.87	£0.00	£6,634.87		KCC Pension Fund	Staff Pensions April	2000/2
IB220422PAY E	22/04/22	42823		£5,790.46	£0.00	£5,790.46		Inland Revenue	PAYE/IN April	2000/1
DD220422SE S8	22/04/22	42828		£70.16	£0.00	£70.16	OS	SES Business Water	Water supply Forge Croft Allotments 155106	3010/4/4/2
DD220422SE S7	22/04/22	42829		£19.00	£0.00	£19.00	OS	SES Business Water	Water Supplu S/P Cemetery 155111	3010/4/2
DD220422SE S6	22/04/22	42831		£11.00	£0.00	£11.00	CS	SES Business Water	Water Supply Rickards Hall 156644	2220/1/4
DD220422SE S5	22/04/22	42832		£10.64	£0.00	£10.64	CS	SES Business Water	Water Supply Public Toilets 156785	2210/1/3
DD220422SE S4	22/04/22	42833		£6.00	£0.00	£6.00	CS	SES Business Water	Water supply Doggetts Barn 156804	2010/4
DD220422SE S3	22/04/22	42834		£14.52	£0.00	£14.52	OS	SES Business Water	Water supply Blossoms Park Toilets 158100	3010/4/5
DD220422SE S2	22/04/22	42835		£13.00	£0.00	£13.00	OS	SES Business Water	Water supply Swan Lane Allotments 159543	3010/4/4/1
DD220422SE S1	22/04/22	42836		£2.00	£0.00	£2.00	OS	SES Business Water	Water Supply Cem 155112	3010/4/2
DD250422	25/04/22	42820		£158.85	£0.00	£158.85	OS	Sevenoaks District Council	Rates Market Yard	3011/1
DD250422SD C1	25/04/22	42821		£188.25	£0.00	£188.25	CS	Sevenoaks District Council	Rates Rickards Hall	2220/1/1

7.1 Paid Expenditure Transactions

Start of year 01/04/22

paid between 01/04/22 and 30/04/22

Payment Reference	Paid date	Tn no	Order	Gross	Vat	Net	Cttee	Details	Heading	
DD260422O2	27/04/22	42801		£32.93	£5.49	£27.44	OS	O2	O2 Bill for Ground Staff April	3010/6/1
DD280422TG1	28/04/22	42837		£292.56	£13.93	£278.63	OS	Total Gas & Power	The Depot Electricity 04/01 to 03/04	3010/2/1
DD280422TG2	28/04/22	42838		£296.28	£14.11	£282.17	CS	Total Gas & Power	Doggetts Electricity 01/01 to 31/03	2220/1/2
DD280422TG3	28/04/22	42839		£622.18	£103.70	£518.48	CS	Total Gas & Power	Rickards Hall Electricity 04/01 to 03/04	2220/1/2
DD280422TG4	28/04/22	42840		£1,332.71	£222.12	£1,110.59	CS	Total Gas & Power	Public Toilets Electricity 04/01 to 03/04	2220/1/2
DD290422PC	29/04/22	42843		£143.33	£23.89	£119.44		Mill Hill Garage (Petrocell Holdings Ltd)	Fuel for Vehicles	3070/5
Total				£88,002.92	£8,157.36	£79,845.56				

7.2 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
Supplier totals will include confidential items						
42874	IB220519B ES	£1,866.00	1010	27/04/22	Besure Security Systems - Upgrade for the Intruder Alarm system to combine Museum , Ciommunity Hall and Doggetts	
42875	IB220519B ES	£1,425.00	2060/5	05/05/22	Besure Security Systems - Upgrade to Current Alarm with Monitoring	
42876	IB220519B ES	£156.00		05/05/22	Besure Security Systems - 6 Month Annual Moitoring Package for 3 sites April 2022 - Sept 2022	£3,447.00
		£3,447.00			Besure Security Systems - Total	
42858	IB220519B RA	£6.00	3050/15	09/04/22	Bradford Electrical - Screw Caps and Scissors	£6.00
		£6.00			Bradford Electrical - Total	
42857	IB220519B SP	£276.00	3030/4	27/04/22	BSP (Knockholt) Ltd - Skip Hire	£276.00
		£276.00			BSP (Knockholt) Ltd - Total	
42860	IB220519C CG	£177.60	3050/6	03/05/22	C C Goard - 4mt Screened Soil	£177.60
		£177.60			C C Goard - Total	
42867	IB220519C EC	£230.00	3080/1/1	04/05/22	Cowell & Edwards Contractors - To Dig out a root at Blossoms Park	£230.00
		£230.00			Cowell & Edwards Contractors - Total	
42882	IB220519B ON	£41.50	1171/2	16/05/22	Stationery items for the Jubilee	£41.50
		£41.50			Staff Expenses Total	
42881	IB220519E AGA	£105.00	3090/1	16/05/22	Edenbridge Allotment Gardens - Contribution form Swan Lane for Insurance 2022/23	£105.00
		£105.00			Edenbridge Allotment Gardens - Total	
42892	IB220519IP A	£100.00	1171/2	18/05/22	IPaint Faces - Face Painting for the Jubilee Event	£100.00
		£100.00			IPaint Faces - Total	
42883	IB220519J TU	£80.00	6000	16/05/22	James Turner - Update and re-working of Events In Visit Edenbridge Website	£80.00
		£80.00			James Turner - Total	
42849	IB220519J EW	£4.70	3050/4	06/04/22	Jewson - Raw Plugs	

Signature _____

Signature _____

Date _____

7.2 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
42850	IB220519J EW	£7.19	3050/4	22/04/22	Jewson - Fast Set Postfix	
42851	IB220519J EW	£57.26	3016/3	20/04/22	Jewson - Safety Boots	
42852	IB220519J EW	£39.77	3050/4	13/04/22	Jewson - Paving Flags & Raw Plugs	
42856	IB220519J EW	£43.25	3040/1	25/04/22	Jewson - Jerri Can	
42886	IB220519J EW	£8.48	3050/4	03/05/22	Jewson - Fast Set Postmix	
42887	IB220519J EW	£6.43	3050/4	04/05/22	Jewson - Rawplugs	
42888	IB220519J EW	£16.90	3050/4	04/05/22	Jewson - Rawplug	£183.98
		£183.98		Jewson - Total		
42846	IB220519K CC	£58.66		23/04/22	Kent County Council Commercial Services - Stationery	
42847	IB220519K CC	£24.00	2040/2	28/04/22	Kent County Council Commercial Services - Stationery	
42885	IB220519K CC	£71.30		11/05/22	Kent County Council Commercial Services - Stationery and Bags	£153.96
42859	IB220519K CS	£39.59	2210/4	05/05/22	Kent County Council Commercial Services - Toilet Rolls for Public Toilets	£39.59
		£193.55		Kent County Council Commercial Services - Total		
42873	IB220519K D	£1,682.00		07/04/22	Kidmans - Honda Rotary Mower & Ratchet Staps	£1,682.00
		£1,682.00		Kidmans - Total		
42854	IB220519O RI	£359.60	3050/2	25/04/22	Origin Amenity Solutions - Pitch Marking Paint	£359.60
		£359.60		Origin Amenity Solutions - Total		
42853	IB220519P H	£136.90	3050/4	22/04/22	Pallet Handling Penshurst Ltd - Fencing Items	£136.90
		£136.90		Pallet Handling Penshurst Ltd - Total		
42889	IB220519Q UA	£5,820.00	3140/24	01/04/22	Quaife Woodlands - Arboriculture Services in the Parks - Survey of the trees	£5,820.00
		£5,820.00		Quaife Woodlands - Total		
42893	IB220519R EB	£360.00	1170	09/05/22	Cartegraphy For the Town Station	£360.00

Signature _____

Signature _____

Date _____

7.2 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		£360.00			Ms Bond - Total	
42890	IB220519RI T	£1,990.80	2090	17/05/22	Rite Industrial Doors Ltd - Deposit for New Door for the Depot	£1,990.80
		£1,990.80			Rite Industrial Doors Ltd - Total	
42884	IB220519R WE	£120.00	3050/15	01/04/22	RWE Rural Services - Wood chip for Recreation Ground re KCC	£120.00
		£120.00			RWE Rural Services - Total	
42861	IB220519S DC	£560.00	2085	06/05/22	Sevenoaks District Council - Garden Waste Bags	£560.00
		£560.00			Sevenoaks District Council - Total	
42863	IB220519S G	£354.00	3110/1	06/05/22	Sevenoaks Glazing - Replacement window in the sports Pavillion	
42864	IB220519S G	£307.20	3110/1	01/04/22	Sevenoaks Glazing - Replacement window in the sports Pavillion	£661.20
		£661.20			Sevenoaks Glazing - Total	
42845	IB220519S L	£4,059.38	3135	03/05/22	Streetlights - Maintenance Contract 1 of 2 2022/23	£4,059.38
		£4,059.38			Streetlights - Total	
42879	IB220519C OB	£139.00	2065	13/05/22	The Cobblers Shop - Assorted Keys Cut	£139.00
		£139.00			The Cobblers Shop - Total	
42855	IB220519C OL	£297.60	2220/2/3	28/04/22	The Colvin Cleaning Group - Cleaning of the Hall in April and Floor Buffing	£297.60
		£297.60			The Colvin Cleaning Group - Total	
42794	IB220526P H	£156.00	3016/7	31/03/22	The Preventative Healthcare Company Limited - Routine Medical SR	
42795	IB220526P H	£156.00	3016/7	31/03/22	The Preventative Healthcare Company Limited - Routine Medical LT	
42796	IB220526P H	£156.00	3016/7	31/03/22	The Preventative Healthcare Company Limited - Routine Medical CO	
42797	IB220526P H	£156.00	3016/7	31/03/22	The Preventative Healthcare Company Limited - Routine Medical TS	£624.00
		£624.00			The Preventative Healthcare Company Limited - Total	
42848	IB220519T RI	£31.14	1170	05/05/22	Trichem - Hand Sanitiser	£31.14

Signature _____

Signature _____

Date _____

7.2 Edenbridge Town Council

Expenditure transactions - approval list

Start of year 01/04/22

Supplier totals will include confidential items

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
		<u>£31.14</u>			Trichem - Total	
42891	IB220519T RU	£325.00	1171/2	11/05/22	TruLoo Events Hire Ltd - 3 x Toilets for the Jubilee Event	£325.00
		<u>£325.00</u>			TruLoo Events Hire Ltd - Total	
42868	IB220519U KP	£5,061.60	6000	19/04/22	UK Power Networks Ltd - Columns in Westways	£5,061.60
		<u>£5,061.60</u>			UK Power Networks Ltd - Total	
Total		<u>£27,068.85</u>				

Signature _____

Signature _____

Date _____

7.3 Paid Expenditure over £500.00 Apr - Apr

Start of year 01/04/22

Payment Reference	Paid date	Tn no	Net	Cttee	Details	Heading
DD010422SD C3	01/04/22	42818	£540.25		Sevenoaks District Council	Rates Market Yard Car Park and Toilles 3010/1/4
DD060422AVI	06/04/22	42825	£1,089.23		Aviva	Health Care April 3000/8
DD140422PST	14/04/22	42841	£616.66		PS Technology	April Phone and IT Charges 2010/6/1
IB220425NP	19/04/22	42759	£948.91	OS	N Power	Street Lighting 01/01/22 to 31/01/22 3130
IB220425NP	19/04/22	42760	£803.47	OS	N Power	Street Lighting 01/02/22 to 28/02/22 3130
IB220425NP	19/04/22	42761	£844.52	OS	N Power	Street Lighting 01/03/22 to 31/03/22 3130
March Credit Card	19/04/22	42786	£2,853.06		Barclaycard	March Barclay Card Spend 2040/2
DD200422PR EM	20/04/22	42827	£968.70		Premium Credit	Buildings Insurance 3060/1/2
IB210422SAL	21/04/22	42824	£17,012.14		Salaries	Salaries April 4000/1
DD210422PST	22/04/22	42740	£1,672.50	CNCL	PS Technology	New Computer for RFO, Repair of Damaged Computer, 4 replacement Screens 1040
IB220425ME	22/04/22	42758	£535.00	OS	ME Training Services	Chain Saw Refresher Course 3016/1
IB210422SP	22/04/22	42798	£21,989.00	CIL	Safeplay Playground Maintenance Services Ltd	Repair and renewal at the Skate Park 6000
IN210422SP	22/04/22	42799	£1,940.00	CIL	Safeplay Playground Maintenance Services Ltd	Repair and Renewal of Grind Box 6000
IB210422SP	22/04/22	42800	£1,736.00	OS	Safeplay Playground Maintenance Services Ltd	Repair of Existing Skate Park equipment 3140/9/6
IB210422KAL C	22/04/22	42802	£1,655.00	CNCL	Kent Association Of Local Councils	Subscription to KALC and NALC 1080
IB210422KC	22/04/22	42803	£2,500.00	CIL	Kent County Council	TRO Speed Limit Chage to Marlpit Hill 6000
IB210422ED	22/04/22	42805	£1,442.30		Edge IT Systems Ltd	Edge Licences 2020/6
IB210422SN	22/04/22	42806	£1,184.74	OS	S&N Machinery	Kubota Fuyll service and Repair 3040/2
IB220422PEN	22/04/22	42822	£6,634.87		KCC Pension Fund	Staff Pensions April 4000/4
IB220422PAY E	22/04/22	42823	£5,790.46		Inland Revenue	PAYE/IN April 4000/1
DD280422TG3	28/04/22	42839	£518.48	CS	Total Gas & Power	Rickards Hall Electricity 04/01 to 03/04 2220/1/2
DD280422TG4	28/04/22	42840	£1,110.59	CS	Total Gas & Power	Public Toilets Electricity 04/01 to 03/04 2220/1/2

7.4 Received Income Transactions

Start of year 01/04/22

received between 01/04/22 and 30/04/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
Izettle March	01/04/22	34034		£1,294.17	£0.00	£1,294.17		285/1	Izettle Till Takings March Till Takings
Izettle CC	01/04/22	34035	RH-1213	£89.91	£0.00	£89.91		240/1	Rickards Hall Customer Facilities Booking Invoice
DP010422MB	01/04/22	34043	April	£91.26	£15.21	£76.05	OS	310/14	Mowshurst Garage Rent April
DP010422BRI	01/04/22	34044		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders
DPCCLA040422	04/04/22	34042	March	£40.10	£0.00	£40.10	CIL	606	CCLA CIL Interest CCLA Interest March 2022
DP040422DO M	04/04/22	34045		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders
DP040422RO B	04/04/22	34046		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders
DP040422CCL A MAR	04/04/22	34050	March	£80.30	£0.00	£80.30	CS	226	CCLA
DP040422BA R INT	04/04/22	34051	March	£6.67	£0.00	£6.67	CS	227	Barclays Bank Plc Loyalty Rewards 14/02 to 13/03
DP050422CE M1	05/04/22	34059		£316.35	£0.00	£316.35	OS	305	Cemetery Fees Cemetery Fees 050422
DP050422CE M2	05/04/22	34060		£89.50	£0.00	£89.50	OS	305	Cemetery Fees Cemetery Fees Funeral Partners
DP RH-1208	05/04/22	34064	1208	£34.90	£0.00	£34.90	CS	240/1	Edenbridge & District PC - Men's Probus Facilities Consolidated Income, Rickards Hall
DP060422AN N	06/04/22	34038	1069	£22.50	£0.00	£22.50	OS	311	Annies Cup Cakes Market Pitch for April
DP070422HUS	07/04/22	34039	1072	£45.00	£0.00	£45.00	OS	311	Husse East Sussex Market pitch 3m Sq £25.00 per week less
DP080422KC C	08/04/22	34065	21-CLRF-S	£2,000.00	£0.00	£2,000.00	CNCL	115	Kent County Council Grant for the Garden Competition
DP110422KC C	11/04/22	34052	1063	£360.00	£60.00	£300.00	OS	325/2	Kent County Council Supplying and laying of Bark Mulch Footpaths in Edenbridge
DP110422BE D	11/04/22	34061		£38.20	£0.00	£38.20	OS	310/3/1	Allotment Holders Allotments
dp110422cem 2	11/04/22	34062		£316.35	£0.00	£316.35	OS	305	Cemetery Fees Cem3 -A112

7.4 Received Income Transactions

Start of year 01/04/22

received between 01/04/22 and 30/04/22

Paying ref.	Received date	Tn no	Invoice	Gross	Vat	Net	Cttee	Heading	Details
DP120422CH A	12/04/22	34047		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders Plot 20
DP120422WE B	12/04/22	34048		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders Plot 8
dp190422cem	19/04/22	34063		£540.60	£0.00	£540.60	OS	305	Cemetery Fees Cemetery Fees
CQ 100385	22/04/22	34024	RH-1188	£43.63	£0.00	£43.63		240/1	Rickards Hall Customer Facilities Booking Invoice
CQ100385 UK Power	22/04/22	34054		£51.68	£0.00	£51.68	OS	325/2	UK Power Networks (wayleaves) Wayleaves
CQ100385	22/04/22	34055		£27.40	£0.00	£27.40	OS	305	Cemetery Fees Cemetery Fees
CQ 100385	22/04/22	34056		£174.50	£0.00	£174.50	CS	240/1	Historical Society Facilities Consolidated Income, Rickards Hall
CQ100385	22/04/22	34058		£104.70	£0.00	£104.70	CS	240/1	Ladies Probus Facilities Consolidated Income, Rickards Hall
DP250422EV MT	25/04/22	34037	1068	£1,115.00	£0.00	£1,115.00	CS	235/1	Eden Valley Museum Trust Quarterly Rent 25 March 2022 to 24 June 2022
DP250422JAC	25/04/22	34049		£20.60	£0.00	£20.60	OS	310/3/1	Allotment Holders Plot 7
DP270422HM RC	27/04/22	34036		£6,129.18	£0.00	£6,129.18	CS	215	HM Customs & Excise VAT refund 01/01/22 - 31/03/22
DP 2704 RH1217	27/04/22	34053	1217	£244.32	£0.00	£244.32	CS	240/1	Evolution Dance Academy Facilities Consolidated Income, Rickards Hall
DP270422WIN	27/04/22	34066	1082	£22.50	£0.00	£22.50	OS	311	Winsford House Produce Market Pitch for 28th April 2022
DP 270422 RH1219	27/04/22	34068	1219	£131.05	£0.00	£131.05	CS	240/1	Rickards Hall Customer Facilities Consolidated Income, Rickards Hall
Deposit for R Dale	27/04/22	34069	DEPOSIT	£100.00	£0.00	£100.00	CS	240/2	Rickards Hall Customer Deposit 25/06/22
DPSDC29042 2	29/04/22	34041	17907	£14,508.58	£0.00	£14,508.58	CIL	600	Sevenoaks District Council CIL Funds CIL021-M22
DP290422	29/04/22	34067	Precept	£328,182.00	£0.00	£328,182.00		200	Sevenoaks District Council Precept
Total				£356,323.95	£75.21	£356,248.74			

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
INCOME					
Council					
100	C Precept	£68,606.00	£0.00	£34,303.00	-£34,303.00
115	C Grants	£0.00	£0.00	£2,000.00	£2,000.00
135	C Neighbourhood Planning	£0.00	£0.00	£0.00	£0.00
160	C Covid 19	£0.00	£0.00	£0.00	£0.00
170	C Events	£0.00	£0.00	£0.00	£0.00
700	Suspense	£0.00	£0.00	£0.00	£0.00
Total Council		£68,606.00	£0.00	£36,303.00	-£32,303.00
Open Spaces					
300	OS Allocation from Precept	£333,626.00	£0.00	£166,813.00	-£166,813.00
305	OS Cemetery Fees	£15,000.00	£0.00	£1,290.20	-£13,709.80
310	OS Rents	£10,810.00	£0.00	£237.85	-£10,572.15
311	OS Market Rents	£6,000.00	£0.00	£90.00	-£5,910.00
315	OS Maintenance Services	£5,224.00	£0.00	£0.00	-£5,224.00
320	OS Solar Panels	£1,000.00	£0.00	£0.00	-£1,000.00
325	OS Sundry Receipts	£70.00	£0.00	£351.68	£281.68
Total Open Spaces		£371,730.00	£0.00	£168,782.73	-£202,947.27
Central Services					
200	CS Allocation from Precept	£244,509.00	£0.00	£122,254.50	-£122,254.50
205	CS Interest (Barclays Reserves)	£0.00	£0.00	£0.00	£0.00
220	CS Sundry Receipts CWM	£234.00	£0.00	£0.00	-£234.00
226	CCLA Interest	£75.00	£0.00	£80.30	£5.30
227	Bank Interest	£75.00	£0.00	£6.67	-£68.33

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance	
228	Barclay Reserve Interest	£30.00	£0.00	£0.00	-£30.00
235	Church House	£6,200.00	£0.00	£1,115.00	-£5,085.00
240	Rickards Hall Lettings	£6,000.00	£0.00	£789.47	-£5,210.53
250	CS Reserves 10 year Maintenance Plan (TF) XX	£0.00	£0.00	£0.00	£0.00
260	CS Reserves 30 year Maintenance Plan XX	£0.00	£0.00	£0.00	£0.00
285	Refuse bags & other sales	£10,000.00	£0.00	£0.00	-£10,000.00
290	CS Insurance Claim Payments	£0.00	£0.00	£0.00	£0.00
Total Central Services		£267,123.00	£0.00	£124,245.94	-£142,877.06
Emergency Planning Committee					
500	EP Allocation from Precept	£360.00	£0.00	£180.00	-£180.00
505	EP Sundry Receipts	£0.00	£0.00	£0.00	£0.00
Total Emergency Planning Committee		£360.00	£0.00	£180.00	-£180.00
Community Warden					
400	CW Precept (ETC Cont)	£9,263.00	£0.00	£4,631.50	-£4,631.50
405	CW Moat Housing	£1,000.00	£0.00	£0.00	-£1,000.00
410	CW West Kent Housing	£3,500.00	£0.00	£0.00	-£3,500.00
415	CW Westerham	£0.00	£0.00	£0.00	£0.00
420	CW John Coldman Trust	£2,000.00	£0.00	£0.00	-£2,000.00
425	CW Police	£0.00	£0.00	£0.00	£0.00
430	CW Great Stonebridge Trust	£6,000.00	£0.00	£0.00	-£6,000.00
435	CW KCC	£0.00	£0.00	£0.00	£0.00
440	CW Contribution for Vehicle	£0.00	£0.00	£0.00	£0.00
450	Sundry Receipts	£0.00	£0.00	£0.00	£0.00

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance
Total Community Warden	£21,763.00	£0.00	£4,631.50	-£17,131.50
CIL				
600 CIL	£0.00	£0.00	£0.00	£0.00
605 Interest	£0.00	£0.00	£0.00	£0.00
606 CIL CCLA Interest	£0.00	£0.00	£40.10	£40.10
Total CIL	£0.00	£0.00	£40.10	£40.10
Total Income	<u>£729,582.00</u>	<u>£0.00</u>	<u>£334,183.27</u>	<u>-£395,398.73</u>

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
1010	C Contingencies	£10,200.00	£1,555.00	£1,555.00	£10,200.00
1011	C Projects	£13,000.00	£0.00	£0.00	£13,000.00
1020	Miscellaneous Items	£0.00	£0.00	£0.00	£0.00
1030	C Grants	£7,880.00	£0.00	£0.00	£7,880.00
1040	C Replacement Equipment and Tools	£8,000.00	£0.00	£0.00	£8,000.00
1050	C EdenbridgeTwinning Association	£1,000.00	£0.00	£0.00	£1,000.00
1060	C Eden Valley Museum Trust	£6,500.00	£0.00	£0.00	£6,500.00
1070	C House Project	£8,000.00	£0.00	£0.00	£8,000.00
1080	C Membership KALC	£1,700.00	£0.00	£1,655.00	£45.00
1120	C Summer Playscheme	£2,000.00	£0.00	£0.00	£2,000.00
1130	C Bonfire Clean Up	£1,110.00	£0.00	£0.00	£1,110.00
1150	Legal & Professional fees	£5,000.00	£0.00	£0.00	£5,000.00
1160	Election Costs	£4,000.00	£0.00	£0.00	£4,000.00
1170	Covid 19 PPE	£500.00	£0.00	£0.00	£500.00
1171	C Events	£5,000.00	£0.00	£134.58	£4,865.42
Total Council		£73,890.00	£1,555.00	£3,344.58	£72,100.42
Open Spaces					
3000	OS Staff Costs	£179,775.14	£0.00	£3,532.41	£176,242.73
3010	OS Utilities and Rates	£12,375.00	£0.00	£1,220.42	£11,154.58
3011	OS Market	£9,300.00	£0.00	£158.85	£9,141.15
3016	OS Other Staff Expenses	£3,000.00	£0.00	£47.72	£2,952.28
3020	OS IT Equipment and Licences	£0.00	£0.00	£0.00	£0.00
3029	OS Bulky Waste Collection	£1,200.00	£0.00	£0.00	£1,200.00
3030	OS External Services Costs	£6,000.00	£0.00	£230.00	£5,770.00

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
3040	OS Replacement Equipment and Tools	£6,630.00	£0.00	£2,614.11	£4,015.89
3050	OS Materials	£6,500.00	£0.00	£610.11	£5,889.89
3055	OS Hanging Baskets & Plants	£6,600.00	£0.00	£0.00	£6,600.00
3060	OS Buildings Insurance	£2,500.00	£0.00	£180.57	£2,319.43
3065	OS Cemetery Expenditure	£0.00	£0.00	£0.00	£0.00
3070	OS Vehicles/Costs/Fuel	£9,000.00	£0.00	£2,001.20	£6,998.80
3080	OS Contingencies	£3,000.00	£0.00	£13.25	£2,986.75
3090	OS Subs/Misc	£1,000.00	£0.00	£131.82	£868.18
3100	OS Small Projects	£4,250.00	£0.00	£0.00	£4,250.00
3110	OS Vandalism	£5,100.00	£0.00	£256.00	£4,844.00
3115	OS Misc Maintenance Charges	£0.00	£0.00	£0.00	£0.00
3120	OS Footpaths Equipment	£0.00	£0.00	£0.00	£0.00
3130	OS Public Street Lighting Electricity	£11,000.00	£0.00	£0.00	£11,000.00
3135	OS Public Street Light Contract Maintenance	£7,000.00	£0.00	£0.00	£7,000.00
3136	OS Public Lighting Repairs	£2,500.00	£0.00	£0.00	£2,500.00
3140	OS 10 Yr Maintenance Plan	£24,500.00	£4,850.00	£6,586.00	£22,764.00
3145	OS 30 Yr Maintenance Plan	£55,000.00	£0.00	£0.00	£55,000.00
Total Open Spaces		£356,230.14	£4,850.00	£17,582.46	£343,497.68
Central Services					
2000	CS Staff Costs	£165,536.45	£0.00	£2,926.80	£162,609.65
2005	CS Other staff/Cllr costs	£4,450.00	£0.00	£45.90	£4,404.10
2010	CS Utilities/Rates/Phones	£8,750.00	£0.00	£581.09	£8,168.91
2015	Professional HR/ H&S& Risk	£4,300.00	£0.00	£0.00	£4,300.00
2020	CS Service/IT/Cleaning/Misc	£11,500.00	£0.00	£1,756.97	£9,743.03
2030	CS Photocopier Rental/printing	£1,500.00	£0.00	£0.00	£1,500.00
2040	CS Materials/Stationery	£1,100.00	£0.00	£28.90	£1,071.10

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/23	Reserve Movements	Actual Net	Balance
2050	CS Building, Office Insurance	£9,500.00	£0.00	£627.43	£8,872.57
2055	Inspections	£250.00	£0.00	£0.00	£250.00
2060	CS 10 Year Buildings Maintenance Plan	£6,500.00	£0.00	£0.00	£6,500.00
2062	CS 30 Yr Building Maintenance Plan	£9,000.00	£0.00	£0.00	£9,000.00
2065	CS Buildings Materials	£2,200.00	£0.00	£0.00	£2,200.00
2070	CS Subs/Bank Costs/Lone Working	£3,920.00	£0.00	£137.89	£3,782.11
2075	CS Audit Fee External/IA	£3,300.00	£0.00	£0.00	£3,300.00
2085	CS Garden sacks	£6,000.00	£0.00	£0.00	£6,000.00
2090	CS Insurance Claims	£0.00	£0.00	£0.00	£0.00
2200	CS Church House	£2,413.00	£0.00	£85.20	£2,327.80
2210	CS Public Toilets 1	£9,850.00	£0.00	£299.09	£9,550.91
2211	CS Public Toilets 2	£0.00	£0.00	£0.00	£0.00
2220	CS Rickards Hall	£8,515.00	£0.00	£1,664.43	£6,850.57
Total Central Services		£258,584.45	£0.00	£8,153.70	£250,430.75
Emergency Planning Committee					
5000	EP Equipment/Tools	£110.00	£0.00	£0.00	£110.00
5010	EP Licences	£235.00	£0.00	£0.00	£235.00
5011	EP Training	£15.00	£0.00	£0.00	£15.00
Total Emergency Planning Committee		£360.00	£0.00	£0.00	£360.00
Community Warden					
4000	CW Salary	£20,443.00	£0.00	£257.10	£20,185.90
4010	CW Management Costs	£0.00	£0.00	£0.00	£0.00
4020	CW Phone	£0.00	£0.00	£0.00	£0.00
4030	CW CRB Check	£100.00	£0.00	£0.00	£100.00
4040	CW Sundries	£100.00	£0.00	£0.00	£100.00
4050	CW Clothing & Supplies	£200.00	£0.00	£0.00	£200.00

7.5 Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	2022/23	Reserve Movements	Actual Net	Balance
4060 CW Vehicle Running Costs	£800.00	£0.00	£265.25	£534.75
4080 CW Training	£120.00	£0.00	£0.00	£120.00
Total Community Warden	£21,763.00	£0.00	£522.35	£21,240.65
CIL				
6000 CIL Payments For ETC Projects	£0.00	£0.00	£30,647.00	-£30,647.00
6001 CIL Grants	£0.00	£0.00	£0.00	£0.00
Total CIL	£0.00	£0.00	£30,647.00	-£30,647.00
Total Expenditure	£710,827.59	£6,405.00	£60,250.09	£661,832.50
Total Income	£729,582.00	£0.00	£334,183.27	-£395,398.73
Total Expenditure	£710,827.59	£6,405.00	£60,250.09	£656,982.50
Total Net Balance	£18,754.41		£273,933.18	

7.6 Income and Expenditure Account

31/03/22 £		30/04/22 £
	INCOME	
582,722.00	Precept	328,182.00
4,073.88	Other Income	86.97
16,187.75	Cemetery Income	1,290.20
20,572.61	Open Spaces Income	1,077.93
6,597.36	Market Income	1,215.09
11,712.00	Grants Income	2,000.00
3,480.00	Church House Income	1,115.00
8,682.45	Rickards Hall Income	869.39
10,961.40	Bag Sales	0.00
12,500.00	Community Warden Support Grants	0.00
47,736.52	CIL Receipts	14,548.68
725,225.97	TOTAL INCOME	350,385.26
	EXPENDITURE	
354,094.22	Salaries	30,363.32
10,192.97	Staff Other Costs	93.62
54,306.29	Other Expenditure	8,290.46
7,880.00	Grants	0.00
14,000.00	SLA's	0.00
55,898.98	Open Spaces Expenditure	7,257.48
18,016.35	Street Lighting	0.00
2,392.85	Market	158.85
49,893.98	Open Spaces 10/30 YR Maintenance Plan	6,586.00
3,966.91	Church House Expenditure	85.20
6,273.69	Rickards Hall Expenditure	2,775.02
11,568.19	Public Toilets	299.09
8,190.00	Garden Bags	0.00
-21,214.72	10/30YR Maintenance Plan	0.00
25,633.53	CIL Awards	30,647.00
601,093.24	TOTAL EXPENDITURE	86,556.04
203,051.24	Balance as at 01/04/22	250,811.88
725,225.97	Add Total Income	350,385.26
928,277.21		601,197.14
601,093.24	Deduct Total Expenditure	86,556.04
0.00	Stock Adjustment	0.00
-76,372.09	Transfer to/ from reserves	-6,916.88
250,811.88	Balance as at 30/04/22	507,725.02

7.7 Consolidated Balance Sheet

31/03/22

£

30/04/22

£

Long Term assets		
0.00	Investments	0.00
0.00	Long Term Debts	0.00
0.00	LONG TERM Investment Accounts	0.00
<u>0.00</u>	TOTAL LONG TERM ASSETS	<u>0.00</u>
Current assets		
300,000.00	Investments	300,000.00
0.00	Loans Made	0.00
0.00	Investments	0.00
0.00	Stocks	0.00
6,129.18	VAT Recoverable	8,082.15
1,450.21	Debtors	22.50
1,221.35	Payment in Advance	0.00
869,128.43	Cash in Hand at Bank	1,137,449.46
<u>1,177,929.17</u>	TOTAL CURRENT ASSETS	<u>1,445,554.11</u>
<u>1,177,929.17</u>	TOTAL ASSETS	<u>1,445,554.11</u>
Current liabilities		
0.00	Loans Received	0.00
0.00	Temporary Borrowing	0.00
0.00	VAT Payable	0.00
10,513.17	Creditors	16,002.30
1,693.41	Receipts in Advance	0.00
<u>12,206.58</u>	TOTAL CURRENT LIABILITIES	<u>16,002.30</u>
<u>1,165,722.59</u>	TOTAL ASSETS LESS CURRENT LIABILITIES	<u>1,429,551.81</u>
0.00	Long Term Borrowing	0.00
0.00	Deferred Liabilities	0.00
0.00	Deferred Credits	0.00
<u>0.00</u>		<u>0.00</u>
<u>1,165,722.59</u>	NET ASSETS	<u>1,429,551.81</u>
Represented by		
250,811.88	General Fund	507,725.02
83,934.46	CIL Funds	98,443.04
1,000.00	Cemetery	1,000.00
11,500.00	Election	11,500.00
15,000.00	Neighbourhood Plan	15,000.00
1,000.00	Depreciation Equipment & tools	1,000.00
80,117.00	10/30 Year Building Plan	80,117.00
225,064.00	10/30 Year Plan Open Spaces	225,064.00
3,771.00	Community Warden	3,771.00
12,000.00	Staff Reserves	12,000.00
472,795.00	Allocated CIL Funds	472,795.00

7.7 Consolidated Balance Sheet

31/03/22		30/04/22
£		£
772.25	Grants	772.25
7,957.00	Project Carried Over	364.50
0.00	LONG TERM Investment Accounts	0.00
<hr/> 1,165,722.59		<hr/> 1,429,551.81

Signed _____

Chairman

Date

Responsible Financial Officer

7.8 Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

Barclays CIL	£458,263.56
Barclays General Account	£18,167.82
Barclays General Reserves	£263,829.65
Lloyds General Account	£128,667.40
Petty Cash	£200.00

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	£1,169,128.43

RECEIPTS	Net	Vat	Gross
Council	£36,303.00	£0.00	£36,303.00
Open Spaces	£169,278.33	£75.21	£169,353.54
Central Services	£131,307.23	£0.00	£131,307.23
Emergency Planning Committee	£180.00	£0.00	£180.00
Community Warden	£4,631.50	£0.00	£4,631.50
CIL	£14,548.68	£0.00	£14,548.68
Total Receipts	£356,248.74	£75.21	£356,323.95

PAYMENTS	Net	Vat	Gross
Council	£5,310.63	£1,057.94	£6,368.57
Open Spaces	£25,251.69	£1,240.59	£26,492.28
Central Services	£20,960.41	£1,021.61	£21,982.02
Emergency Planning Committee	£65.81	£13.16	£78.97
Community Warden	£1,828.02	£38.26	£1,866.28
CIL	£26,429.00	£4,785.80	£31,214.80
Total Payments	£79,845.56	£8,157.36	£88,002.92

Closing Balances

Ordinary Accounts

Barclays CIL	£472,812.24
Barclays General Account	£18,440.17
Barclays General Reserves	£517,329.65
Lloyds General Account	£128,667.40
Petty Cash	£200.00

Short Term Investment Accounts

CCLA Council Reserves	£200,000.00
CCLA CIL	£100,000.00
Total	£1,437,449.46

7.9 Bank and Investment Accounts

April

Bank Account	Opening balance as of 01/01/2022	Spend	Receipts	Transfers	Closing Balance as of 28/02/2022
Barclays General	£18,167.82	-£88,002.92	£341,775.27	£253,500.00	£18,440.17
Barclays Reserves	£263,829.65		£0.00	£253,500.00	£517,329.65
Barclays CIL	£458,263.56		£14,548.68		£472,812.24
Lloyds General	£128,667.40		£0.00		£128,667.40
CCLA General	£200,000.00		£0.00		£200,000.00
CCLA CIL	£100,000.00		£0.00		£100,000.00
Petty Cash	£200.00		£0.00		£200.00
	£1,169,128.43	-£88,002.92	£356,323.95	£0.00	£1,437,449.46

7.9 Barclays Spend

Tn no	Invoice no	Invoice date	Paid date	Cheque	Gross	Vat	Net	Details
Barclaycard								
42788		31/03/22		Barclaycard April	£65.75	£0.00	£65.75	Refreshments
42789		31/03/22		Barclaycard April	£32.99	£5.50	£27.49	6 Port USB Charget EP
42786		31/03/22	19/04/22	March Credit Card	£3,376.58	£523.52	£2,853.06	March Barclay Card Spend
				Unpaid Total	£98.74	£5.50	£93.24	
				Paid Total	£3,376.58	£523.52	£2,853.06	
				Total	£3,475.32	£529.02	£2,946.30	
				Total Expenditure Unpaid	£29,701.36	£4,602.40	£25,098.96	
				Total Expenditure Paid	£100,119.00	£8,237.13	£91,881.87	
				Total Expenditure	£3,475.32	£529.02	£2,946.30	

7.10 Bank Account Transfers

Start of year 01/04/22

Date	Amount	Debit	Credit	Cheque Ref.	Reason
21/04/22	£45,000.00	Barclays General Reserves	Barclays General Account		PL Pay run April
21/04/22	£17,000.00	Barclays General Reserves	Barclays General Account		April Payroll
21/04/22	£12,500.00	Barclays General Reserves	Barclays General Account		April HMRC
29/04/22	£328,000.00	Barclays General Account	Barclays General Reserves		Precept Received and moved to Reserves