

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 5 September 2023 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 5 September 2023, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.

HORLEY TOWN COUNCIL

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 5 September 2023, at 7.30 pm**

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website.

AGENDA

- 1 Apologies for Absence**
To receive apologies for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**
To approve the Minutes of the Ordinary Council Meeting held on [25 July 2023](#).
- 5 Full Council Updates**
- 6 Committee Reports**
 - i) To receive the Minutes of the meetings of the following Committees:
Planning & Development Committee held on [23 May 2023](#), [27 June 2023](#) and [1 August 2023](#)
 - ii) To receive the Draft Minutes of the meetings of the following Committees:
Environment Sub-Committee held on [20 June 2023](#)
Leisure and Amenities Committee held on [4 July 2023](#)
- 7 Council Chairman's Report**
To receive a report of any events attended by the Chairman or representative since the Full Council meeting held on 25 July 2023 (*attached*).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
 - i) To note the SALC AGM and Conference will be held on 19 October 2023 at Dorking Halls.
 - ii) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
 - iii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
 - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 1 September 2023.
 - ii) To receive an update on any other matters.
- 10 Internal Audit Matters**
 - i) Internal Audit 2023/24 - To consider appointing Mulberry & Co as internal auditors for three years (2023/24 -2026/27) on a fixed price contract.
 - ii) To receive the Councillors' Audit Certificates for April, May, and June 2023. (*attached*)
 - iii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 June 2023. (*attached*)
- 11 Community Foundation for Surrey (CFS) - Horley Edmonds Fund**
To receive any updates.
- 12 Outside Bodies**
To receive any updates from the Town Council representatives on the following outside bodies:
 - i) Horley Community Partnership
 - ii) Borough Standards Committee
 - iii) Royal British Legion
- 13 Council Policies**
To consider the draft Allotment Policy (Beekeeping Requests) for approval and adoption. (*attached*)

To: Cllrs Avery, Baird, Baker, Beech, Barlow, Blacker, Burnham, Chester, Easterbrook, Fagan, George, Hudson, Hughes, Marr, Marshall, Saunders, Turner, Wotton

- 14 Town Plan 2022-2027**
- i) To receive an update from the Chairman of the Town Plan Working group (TPWG) on the meeting held on 10 August 2023.
 - ii) To consider the draft Action Plan with recommendations from the TPWG, to progress live projects along with the programme and timetable, for approval.
 - iii) To receive an update on any other matters
- 15 RBBC Strategic Infrastructure Programme (SIP) 2023-2027**
- i) To note the latest update from RBBC on delays in issuing Spending Agreements to progress the four infrastructure improvement projects by HTC, following confirmation of the successful bids made through the Scheme.
 - ii) To receive an update on any other matters.
- 16 HTC Council Grants Scheme 2023/24**
- To consider a grant application from Horley United FC towards portable pop-up gazebos, deferred at the last meeting for receipt of further information from the applicant.
- 17 Governance Matters**
- To note the working arrangements to take forward environmental activities for the remainder of the Municipal Year 2023/24 and the plan to re-evaluate meeting structure along with membership at the next Annual Meeting (7 May 2024).
- 18 HTC Environmental Activities**
- To receive an update from the Chair, Cllr Avery, on the meeting held on 5 September 2023.
- 19 HTC Communications Working Group**
- To receive an update from the Chair, Cllr Easterbrook, on the meeting held on 15 August 2023.
- 20 HTC Community Engagement Initiatives**
- To consider a proposal to reinstate Town Councillor Surgeries in the community and to agree the way forward.
- 21 Christmas 2023**
- i) To agree the arrangements for the Councillor Christmas Hospitality to be held at Horley Community Centre in December (date to be confirmed) and a rota of volunteers to facilitate the event.
 - ii) To consider any other matters.
- 22 Communications Received**
- 23 Diary Dates**
- 24 Items for Future Consideration**
- To note urgent business for inclusion on future agenda.
- 25 Press Release**
- To agree items for inclusion.
- 26 Exclusion of Public and Press**
- “In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”**
- 27 Town Award Nomination** **CONFIDENTIAL**
- To consider an application received.



Signed: Town Clerk, 31 August 2023

Date of Next Meeting – 31 October 2023

List of Mayoral Events 26 July – 4 September 2023

Date	Event	Location
26 July	Lord Lieutenant's Tea	Loseley Park
2 Aug	Scattering of Alfred Stenning Ashes Attended by Deputy Mayor	Horley Rec


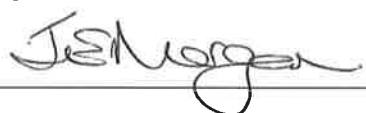
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

April 2023

We consider that the accounts have/~~have not~~ been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
Bennetts Invoice 3605 queried	RFO explained annual amount, paid monthly. - Rialtas accounts package gives a clearer indication of liability
Name: JANTÉ BAIRD Signature: 	Signature: 
Name: Signature:	
Date: 22/8/2023	Date: 31/8/23.

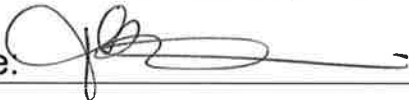
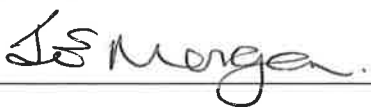
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

May 2023

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
No page printed for cashbook 7 (safe), though £0	will print all cash books in future even if they have a zero balance
Name: JANET BAIRD Signature: 	Signature: 
Name: Signature:	
Date: 22/8/2023	Date: 31/8/23.




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

June 2023

We consider that the accounts have/have not been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
	
Name: JANE BAIRD Signature: 	Signature: 
Name: Signature:	
Date: 22/8/2023	Date: 31/8/23.

**Bank Reconciliation Statement as at 28/04/2023
for Cashbook 1 - HSBC Current 51219138**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	28/04/2023		69,023.98
			<u>69,023.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			69,023.98
<u>Unpresented Receipts (Plus)</u>			
01/11/2022		87.00	
			<u>87.00</u>
			69,110.98
		Balance per Cash Book is :-	69,110.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/04/2023
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	28/04/2023		471,575.26
			<u>471,575.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			471,575.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			471,575.26
		Balance per Cash Book is :-	471,575.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/04/2023
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	28/04/2023		21,072.02
			<u>21,072.02</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,072.02
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,072.02
		Balance per Cash Book is :-	21,072.02
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 27/04/2023
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	27/04/2023		1,004.17
			<u>1,004.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,004.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,004.17
		Balance per Cash Book is :-	1,004.17
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/04/2023
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	28/04/2023		98,597.40
			<u>98,597.40</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			98,597.40
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			98,597.40
		Balance per Cash Book is :-	98,597.40
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 01/04/2023
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	01/04/2023		23,240.07
			<u>23,240.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,240.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,240.07
		Balance per Cash Book is :-	23,240.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/04/2023
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	01/04/2023		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

09/08/2023

Horley Town Council

10:28

Invoices totalling between £0.00 and £500.00
for the period 01/04/2023 to 30/04/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	1	01/04/2023	01/05/2023	24/04/2023	104946	MML001	Micro Maintenance Limited	356.59	71.32	427.91
1	1	01/04/2023	01/04/2023	25/04/2023	4057	CHL001	Constant Hygiene Ltd	105	21	126.00
1	1	01/04/2023	01/04/2023	17/04/2023	16515226	SAG001	Sage UK	31	6.2	37.20
1	1	03/04/2023	03/04/2023	25/04/2023	4066	SBH001	SB Heating Solutions Ltd	80	16	96.00
1	1	06/04/2023	06/05/2023	07/04/2023	EO200MQPLZ	MSN001	Microsoft Ireland Operations Limited	146.04	0	146.04
1	1	07/04/2023	07/04/2023	17/04/2023	VO2095832606	EE001	EE Ltd	30.88	6.18	37.06
1	1	08/04/2023	08/04/2023	18/04/2023	1663891	COR001	Corona Energy	172.68	8.63	181.31
1	1	08/04/2023	08/04/2023	18/04/2023	1662588	COR001	Corona Energy	150.96	7.55	158.51
1	1	12/04/2023	12/04/2023	14/04/2023	IEE2023003956976	ADO001	Adobe Systems Software Ireland Ltd	60.66	0	60.66
1	1	14/04/2023	14/04/2023	15/04/2023	P-230835333	ZOO001	Zoom Video Communications Inc	119.9	23.98	143.88
1	2	17/04/2023	17/05/2023	03/05/2023	188	AMA001	Amazon Business	25.82	5.16	30.98
1	2	17/04/2023	17/05/2023	03/05/2023	GB3S1NZABEI	AMA001	Amazon Business	83.5	16.7	100.20
1	2	17/04/2023	15/05/2023	03/05/2023	21013	MUL001	Mulberry & Co	86	17.2	103.20
1	2	17/04/2023	17/05/2023	22/05/2023	GB3S1Q4ABEI	AMA001	Amazon Business	44.77	8.95	53.72
1	2	19/04/2023	17/05/2023	17/05/2023	00063978	SOS011	SOS Systems Limited	43.1	8.62	51.72
1	3	19/04/2023	19/05/2023	13/06/2023	25731	PLG001	PLG Signs	152	30.4	182.40
1	2	25/04/2023	13/05/2023	12/05/2023	10405347	HSB001	HSBC UK Bank PLC	36	0	36.00
1	2	26/04/2023	26/05/2023	22/05/2023	10880277	IDV001	Idverde Limited	361.84	72.37	434.21
1	2	26/04/2023	26/05/2023	22/05/2023	10880276	IDV001	Idverde Limited	356.03	71.21	427.24
1	2	26/04/2023	26/05/2023	22/05/2023	10880275	IDV001	Idverde Limited	405.13	81.03	486.16
1	2	26/04/2023	26/05/2023	22/05/2023	10880274	IDV001	Idverde Limited	207.77	41.55	249.32
1	2	26/04/2023	26/05/2023	22/05/2023	25743	PLG001	PLG Signs	196	39.2	235.20
1	2	27/04/2023	27/05/2023	22/05/2023	GB3V50SABEI	AMA001	Amazon Business	21.07	4.22	25.29
1	2	27/04/2023	27/04/2023	22/05/2023	914	MST001	Michael Stone Window Cleaning	55	0	55.00
1	2	28/04/2023	28/04/2023	22/05/2023	SM27896	RIA001	Rialtas Business Solutions Ltd	73.29	14.66	87.95
1	2	28/04/2023	28/04/2023	22/05/2023	SM27895	RIA001	Rialtas Business Solutions Ltd	67.06	13.41	80.47
1	2	28/04/2023	28/04/2023	22/05/2023	SM27894	RIA001	Rialtas Business Solutions Ltd	273.58	54.72	328.30
1	1	30/04/2023	30/04/2023	03/05/2023	EBUK-CC-31125	EMB001	Email Blaster UK	12.99	2.6	15.59

09/08/2023

Horley Town Council

10:28

Invoices totalling £500.00 or more
for the period 01/04/2023 to 30/04/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	1	01/04/2023	01/04/2023	25/04/2023	2576	SAL001	Surrey Association of Local Councils	3261.85	0	3,261.85
1	2	01/04/2023	01/04/2023	06/06/2023	3605	BEN001	Bennetts Builders Ltd	13030.63	2606.12	15,636.75
1	1	03/04/2023	01/05/2023	25/04/2023	144732	NVI001	Nviro Ltd	1470	294	1,764.00
1	1	03/04/2023	01/05/2023	25/04/2023	144731	NVI001	Nviro Ltd	1470	294	1,764.00
1	1	03/04/2023	01/05/2023	25/04/2023	144730	NVI001	Nviro Ltd	1470	294	1,764.00
1	1	08/04/2023	08/04/2023	18/04/2023	1663486	COR001	Corona Energy	647.24	129.44	776.68
1	1	14/04/2023	14/04/2023	25/04/2023	23875	SMA001	Smartguard Security	533.28	106.62	639.90
1	2	18/04/2023	18/04/2023	22/05/2023	3614	BEN001	Bennetts Builders Ltd	942.5	188.5	1,131.00
1	2	27/04/2023	27/05/2023	22/05/2023	10880710	IDV001	Idverde Limited	4164.85	832.97	4,997.82
1	2	27/04/2023	27/04/2023	24/05/2023	19219	COU001	County Tree Surgeons Ltd	1530	306	1,836.00
1	2	28/04/2023	28/04/2023	22/05/2023	SM28255	RIA001	Rialtas Business Solutions Ltd	676.59	135.32	811.91

09/08/2023

Horley Town Council

10:34

Invoices totalling £0.00 or more
for the period 01/04/2023 to 30/04/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	1	04/04/2023	04/04/2023	05/04/2023	618	SCA001	Scarlett Entertainment	48	0	48.00
1	1	04/04/2023	04/04/2023	05/04/2023	619	SCA001	Scarlett Entertainment	150	0	150.00
1	1	20/04/2023	20/05/2023	21/04/2023	623	FAR001	The Farmyard Kitchen	1547.24	109.45	1,656.69
1	1	20/04/2023	20/04/2023	31/05/2023	624	FUZ001	Fuzion Martial Arts - Sean Reynolds	954.1	6.04	960.14
1	1	25/04/2023	25/04/2023	04/05/2023	625	GAT002	Gatton Trust	22.6	0	22.60
1	1	25/04/2023	25/04/2023		626	TO001	Trinity Oaks C of E Primary School	45.2	0	45.20
1	1	26/04/2023	26/04/2023	07/06/2023	627	EXT001	Extreme Fun Funfair	1400	0	1,400.00
1	1	26/04/2023	26/04/2023		629	HS001	Horley Henry Smiths Charity	33.9	0	33.90
1	1	28/04/2023	28/04/2023	07/06/2023	630	EXT001	Extreme Fun Funfair	500	0	500.00
1	1	28/04/2023	28/04/2023	07/06/2023	631	EXT001	Extreme Fun Funfair	500	0	500.00
2	1	01/04/2023	19/05/2023	02/06/2023	ALT1	ALLADEI001	Ms Ismail Adegboyega	55	0	55.00
2	1	01/04/2023	19/05/2023	15/05/2023	ALT10	ALLARNM001	Ms Marta Arnold	55	0	55.00
2	1	01/04/2023	19/05/2023	22/05/2023	ALT11	ALLNEWB001	Mr Brett Newton	55	0	55.00
2	1	01/04/2023	19/05/2023	15/05/2023	ALT12	ALLPEAK001	Ms Katherine Pearce	55	0	55.00
2	1	01/04/2023	19/05/2023		ALT13	ALLBARK001	Mr Kevin & Hilary Barrett	55	0	55.00
2	1	01/04/2023	19/05/2023		ALT14	ALLBARK001	Mr Kevin & Hilary Barrett	55	0	55.00
2	1	01/04/2023	19/05/2023	30/04/2023	ALT15	ALLPREI001	Mr Ian & Julie Preddy	55	0	55.00
2	1	01/04/2023	19/05/2023	30/04/2023	ALT16	ALLPREI001	Mr Ian & Julie Preddy	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT17	ALLCARG001	Ms Glynis Cargill Cargill	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT18	ALLKELS001	Ms Sarah Kellar	55	0	55.00
2	1	01/04/2023	19/05/2023		ALT19	ALLWITT001	Mr Thomas Withers	55	0	55.00
2	1	01/04/2023	19/05/2023	04/05/2023	ALT2	ALLCARL001	Ms Laura Carter	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT20	ALLMCLG001	Mr Graham McLaren	55	0	55.00
2	1	01/04/2023	19/05/2023	04/05/2023	ALT21	ALLKRUP001	Mr Peter Kruszynski	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT22	ALLLONC001	Mr Chris & Maureen Long	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT23	ALLRAVP001	Ms Peggy Ravoux	55	0	55.00
2	1	01/04/2023	19/05/2023	06/07/2023	ALT24	ALLVOGV001	Ms Victoria Vogel	55	0	55.00
2	1	01/04/2023	19/05/2023	20/06/2023	ALT25	ALLARYY001	Ms Yvonne Aryitey	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT26	ALLHUDB001	Mr Brian Hudgell	55	0	55.00
2	1	01/04/2023	19/05/2023	19/05/2023	ALT27	ALLDYKK001	Ms Katie Dyke	55	0	55.00

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Horley Town Council

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Invoices totalling £0.00 or more
for the period 01/04/2023 to 30/04/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	1	01/04/2023	19/05/2023	09/05/2023	ALT28	ALLCOXA001	Mr Andy & Vanessa Cox	55	0	55.00
2	1	01/04/2023	19/05/2023	24/05/2023	ALT29	ALLPIZP001	Mr Peter Pizzie	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT3	ALLCUFM001	Mr Mr & Mrs Cuff	55	0	55.00
2	1	01/04/2023	19/05/2023	24/05/2023	ALT30	ALLPIZP001	Mr Peter Pizzie	55	0	55.00
2	1	01/04/2023	19/05/2023	14/05/2023	ALT31	ALLHILJ001	Mr Joshua Hill	55	0	55.00
2	1	01/04/2023	19/05/2023	18/05/2023	ALT32	ALLSMIR001	Mr Richard & Heather Smith	55	0	55.00
2	1	01/04/2023	19/05/2023	30/05/2023	ALT33	ALLYINR001	Ms Rosemary Ying	55	0	55.00
2	1	01/04/2023	19/05/2023	18/05/2023	ALT34	ALLSMIR001	Mr Richard & Heather Smith	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT35	ALLTURK001	Ms Katherine Turk	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT36	ALLTURK001	Ms Katherine Turk	55	0	55.00
2	1	01/04/2023	19/05/2023	26/05/2023	ALT37	ALLBOTR001	Ms Rachel Botcherby	55	0	55.00
2	1	01/04/2023	19/05/2023	04/05/2023	ALT38	ALLHARB001	Mr Bradley Harris	55	0	55.00
2	1	01/04/2023	19/05/2023	04/05/2023	ALT39	ALLHARB001	Mr Bradley Harris	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT4	ALLCUFM001	Mr Mr & Mrs Cuff	55	0	55.00
2	1	01/04/2023	19/05/2023	19/05/2023	ALT40	ALLBOXL001	Mr Lee Boxall	55	0	55.00
2	1	01/04/2023	19/05/2023	07/06/2023	ALT41	ALLREEK001	Ms Kim Reene	55	0	55.00
2	1	01/04/2023	19/05/2023	09/05/2023	ALT42	ALLBRAK001	Mr Kristoffer Bray	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT43	ALLMIDN001	Ms Nancy Middleton	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT44	ALLMIDN001	Ms Nancy Middleton	55	0	55.00
2	1	01/04/2023	19/05/2023	15/05/2023	ALT45	ALLSTRL001	Ms Lindy and Richard Strudwick	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT46	ALLSTRL001	Ms Lindy and Richard Strudwick	55	0	55.00
2	1	01/04/2023	19/05/2023	02/05/2023	ALT47	ALLNEWG001	Mr Graham Newbury	55	0	55.00
2	1	01/04/2023	19/05/2023	11/06/2023	ALT48	ALLGWAP001	Ms Patience Gwaze	55	0	55.00
2	1	01/04/2023	19/05/2023	02/05/2023	ALT49	ALLNEWG001	Mr Graham Newbury	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT5	ALLCUFM001	Mr Mr & Mrs Cuff	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT50	ALLFISS001	Ms Sonia A Fish	55	0	55.00
2	1	01/04/2023	19/05/2023	01/05/2023	ALT51	ALLGRIN001	Ms Natalie Griffiths	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT52	ALLSKOW001	Mr Wojciech Skowronek	55	0	55.00
2	1	01/04/2023	19/05/2023	09/05/2023	ALT53	ALLCLAD001	Mr David Clarke	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT54	ALLKLIB001	Mr Bartosz Klimowicz	55	0	55.00

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Invoices totalling £0.00 or more
for the period 01/04/2023 to 30/04/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	1	01/04/2023	19/05/2023	28/04/2023	ALT55	ALLBROM001	Mr Mick Brooks	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT56	ALLBROM001	Mr Mick Brooks	55	0	55.00
2	1	01/04/2023	19/05/2023	01/06/2023	ALT57	ALLBEVH001	Ms Holly Bevan	55	0	55.00
2	1	01/04/2023	19/05/2023	28/04/2023	ALT58	ALLHUGB001	Ms Betty Hugill	55	0	55.00
2	1	01/04/2023	19/05/2023	07/05/2023	ALT59	ALLAMES001	Ms Susan & Alan Amesbury	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT6	ALLWITS001	Ms Stella Witham	55	0	55.00
2	1	01/04/2023	19/05/2023	01/06/2023	ALT60	ALLSMAM001	Mr Mark Smalley	55	0	55.00
2	1	01/04/2023	19/05/2023	27/04/2023	ALT61	ALLFURS001	Ms Sarah Furlong	55	0	55.00
2	1	01/04/2023	19/05/2023	03/05/2023	ALT62	ALLHORM001	Mr Michael Horgan	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT63	ALLBARP001	Ms Pearl Barnard	55	0	55.00
2	1	01/04/2023	19/05/2023	03/05/2023	ALT64	ALLHORM001	Mr Michael Horgan	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT65	ALLBROM002	Mr Maxwell Brown	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT66	ALLBROM002	Mr Maxwell Brown	55	0	55.00
2	1	01/04/2023	19/05/2023	09/05/2023	ALT67	ALLBRAK001	Mr Kristoffer Bray	55	0	55.00
2	1	01/04/2023	19/05/2023	06/05/2023	ALT68	ALLBECK001	Mr Kevin Beckitt	55	0	55.00
2	1	01/04/2023	19/05/2023	06/05/2023	ALT69	ALLBECK001	Mr Kevin Beckitt	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT7	ALLCARG001	Ms Glynis Cargill Cargill	55	0	55.00
2	1	01/04/2023	19/05/2023	06/06/2023	ALT70	ALLHUNJ001	Ms Joanne Hunter	55	0	55.00
2	1	01/04/2023	19/05/2023	02/05/2023	ALT71	ALLRICJ001	Ms Jindarat Richardson	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT72	ALLWICH001	Ms Helen Wickens	55	0	55.00
2	1	01/04/2023	19/05/2023	01/06/2023	ALT73	ALLRAMA001	Ms Ashley Ramadan	55	0	55.00
2	1	01/04/2023	19/05/2023	29/04/2023	ALT74	ALLWICH001	Ms Helen Wickens	55	0	55.00
2	1	01/04/2023	19/05/2023	11/05/2023	ALT75	ALLFISS001	Ms Sonia A Fish	55	0	55.00
2	1	01/04/2023	19/05/2023	15/05/2023	ALT8	ALLPEAK001	Ms Katherine Pearce	55	0	55.00
2	1	01/04/2023	19/05/2023	15/05/2023	ALT9	ALLARNM001	Ms Marta Arnold	55	0	55.00

Bank Reconciliation Statement as at 28/05/2023
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	28/05/2023		83,633.93
			<u>83,633.93</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,633.93
<u>Unpresented Receipts (Plus)</u>			
01/11/2022		87.00	
26/05/2023		55.00	
			<u>142.00</u>
			83,775.93
		Balance per Cash Book is :-	83,775.93
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/05/2023
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	28/05/2023		431,575.26
			<u>431,575.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			431,575.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			431,575.26
		Balance per Cash Book is :-	431,575.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/05/2023
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	01/05/2023		21,229.05
			<u>21,229.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,229.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,229.05
		Balance per Cash Book is :-	21,229.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/05/2023
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	28/05/2023		651.15
			<u>651.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			651.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			651.15
		Balance per Cash Book is :-	651.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/05/2023		98,897.12
			<u>98,897.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			98,897.12
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			98,897.12
		Balance per Cash Book is :-	98,897.12
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

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Horley Town Council

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Invoices totalling £0.00 or more
for the period 01/05/2023 to 31/05/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	2	03/05/2023	03/05/2023	31/05/2023	632	ATH001	Athletico Redhill FC	123.3	24.66	147.96
1	2	03/05/2023	03/05/2023	05/05/2023	633	BON001	Boni Jenkins - Yoga	64	0	64.00
1	2	03/05/2023	03/05/2023	04/05/2023	634	CAR001	The Carlton Clinic	93	0	93.00
1	2	03/05/2023	03/05/2023	31/07/2023	635	CHA002	Charlotte Huggins - Yoga/Pilates	57	0	57.00
1	2	03/05/2023	03/05/2023	19/05/2023	636	GAT001	Gatwick United FC	100.65	20.12	120.77
1	2	03/05/2023	03/05/2023	08/05/2023	638	GTW001	Gatwick Warriors	153.03	30.59	183.62
1	2	04/05/2023	04/05/2023		637	CHA002	Charlotte Huggins - Yoga/Pilates	0	0	0.00
1	2	04/05/2023	04/05/2023	10/05/2023	639	HOR001	Horley Society of Artists	149	0	149.00
1	2	04/05/2023	04/05/2023	31/05/2023	640	HOR002	Horley AFC	246.6	49.32	295.92
1	2	04/05/2023	04/05/2023		641	RBE	Simon Wille	41.08	8.22	49.30
1	2	04/05/2023	04/05/2023	09/06/2023	642	RCC001	RCCG City of Joy	400	0	400.00
1	2	05/05/2023	05/05/2023	23/05/2023	643	LIT001	Little Kickers	76.68	15.32	92.00
1	2	10/05/2023	10/05/2023	17/05/2023	644	FUR001	Furnistore	45.2	0	45.20
1	2	17/05/2023	17/05/2023	23/05/2023	645	SH001	Shamim Hussain	132	0	132.00
1	2	17/05/2023	17/05/2023		646	SH001	Shamim Hussain	150	0	150.00
1	2	17/05/2023	17/05/2023	07/07/2023	647	FOB001	Churches for Horley Foodbank	11.3	0	11.30
1	2	17/05/2023	17/05/2023	15/06/2023	648	REI001	Reigate & Banstead Borough	200	0	200.00
1	2	17/05/2023	17/05/2023		649	REI001	Reigate & Banstead Borough	1700	0	1,700.00
1	2	18/05/2023	18/05/2023	26/05/2023	650	REI007	Reigate College	22.6	0	22.60
1	2	23/05/2023	22/06/2023	24/05/2023	651	FAR001	The Farmyard Kitchen	1501.54	100.31	1,601.85
1	2	23/05/2023	26/06/2023	02/07/2023	652	FUZ001	Fuzion Martial Arts - Sean Reynolds	927.76	4.72	932.48
1	2	24/05/2023	24/05/2023	14/06/2023	653	SS001	Simon Spong	132	0	132.00
1	2	24/05/2023	24/05/2023	14/06/2023	654	SS001	Simon Spong	150	0	150.00
1	2	24/05/2023	24/05/2023	29/05/2023	655	TO001	Trinity Oaks C of E Primary School	45.2	0	45.20
1	2	26/05/2023	26/05/2023	02/06/2023	656	CLA001	Clare O'Connell Slimming World	68	0	68.00

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Horley Town Council

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Invoices totalling between £0.00 and £500.00
for the period 01/05/2023 to 31/05/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	2	01/05/2023	01/05/2023	16/05/2023	16710003	SAG001	Sage UK	31	6.2	37.20
1	2	01/05/2023	31/05/2023	22/05/2023	105029	MML001	Micro Maintenance Limited	356.59	71.32	427.91
1	3	01/05/2023	31/05/2023	06/06/2023	8563	JAR001	Jarrett & Lam Ltd	90	18	108.00
1	2	02/05/2023	01/06/2023	22/05/2023	GB3VUYABEI	AMA001	Amazon Business	4.9	0.98	5.88
1	2	03/05/2023	02/06/2023	22/05/2023	GB3W63PABEI	AMA001	Amazon Business	14.11	2.82	16.93
1	2	03/05/2023	02/06/2023	22/05/2023	25755	PLG001	PLG Signs	270	54	324.00
1	2	06/05/2023	05/06/2023	08/05/2023	EO200N50N5	MSN001	Microsoft Ireland Operations Limited	146.4	0	146.40
1	2	07/05/2023	07/05/2023	15/05/2023	VO2105568892	EE001	EE Ltd	30.88	6.18	37.06
1	2	08/05/2023	08/05/2023	17/05/2023	40634060	ZEN001	Zen Internet Limited	29.5	5.9	35.40
1	3	08/05/2023	08/05/2023	19/06/2023	40942426	ZEN001	Zen Internet Limited	29.5	5.9	35.40
1	2	09/05/2023	09/05/2023	24/05/2023	H973	SPT001	Spitfire Networking Services Ltd	54.77	10.95	65.72
1	2	09/05/2023	08/06/2023	10/05/2023	GB3XE05ABEI	AMA001	Amazon Business	12.9	2.58	15.48
1	2	09/05/2023	08/06/2023	10/05/2023	GB3XE09ABEI	AMA001	Amazon Business	12.38	2.47	14.85
1	2	10/05/2023	10/05/2023	10/05/2023	230510	BT001	British Telecommunications Ltd	124.45	24.89	149.34
1	2	10/05/2023	09/06/2023	24/05/2023	16725	AMA001	Amazon Business	13.75	2.75	16.50
1	2	11/05/2023	11/05/2023	17/05/2023	40652037	ZEN001	Zen Internet Limited	37.74	7.55	45.29
1	3	11/05/2023	11/05/2023	19/06/2023	40985129	ZEN001	Zen Internet Limited	44.03	8.81	52.84
1	2	12/05/2023	12/05/2023	14/05/2023	IEE2023005147113	ADO001	Adobe Systems Software Ireland Ltd	60.66	0	60.66
1	2	13/05/2023	12/06/2023	24/05/2023	GB3YMBTABEI	AMA001	Amazon Business	6.68	1.34	8.02
1	2	13/05/2023	12/06/2023	24/05/2023	GB3YLIPABEI	AMA001	Amazon Business	25.63	5.12	30.75
1	2	13/05/2023	12/06/2023	24/05/2023	GB3XS5FABEI	AMA001	Amazon Business	30.24	6.05	36.29
1	2	14/05/2023	13/06/2023	24/05/2023	GB3YNU4ABEI	AMA001	Amazon Business	13.24	2.65	15.89
1	2	15/05/2023	15/05/2023	25/05/2023	1716695	COR001	Corona Energy	118.05	5.9	123.95
1	2	17/05/2023	17/05/2023	17/05/2023	40720359	ZEN001	Zen Internet Limited	26	5.2	31.20
1	3	17/05/2023	17/05/2023	19/06/2023	41062957	ZEN001	Zen Internet Limited	26	5.2	31.20
1	2	18/05/2023	18/05/2023	24/05/2023	KFS23-R0191	KIA001	Kiasu Fire and Security Ltd	75	15	90.00
1	2	18/05/2023	18/05/2023	24/05/2023	KFS23-R0190	KIA001	Kiasu Fire and Security Ltd	75	15	90.00
1	2	18/05/2023	18/05/2023	19/05/2023	9057566999	HPI001	HP Inc UK Ltd	17.49	3.5	20.99
1	3	18/05/2023	17/06/2023	06/06/2023	GB3ZSKQABEI	AMA001	Amazon Business	24.65	4.93	29.58
1	3	19/05/2023	18/06/2023	06/06/2023	GB3ZYM6ABEI	AMA001	Amazon Business	19.16	3.83	22.99

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Invoices totalling between £0.00 and £500.00
for the period 01/05/2023 to 31/05/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	3	19/05/2023	18/06/2023	06/06/2023	GB3ZX10ABEI	AMA001	Amazon Business	40.58	8.12	48.70
1	3	19/05/2023	19/05/2023	06/06/2023	7	TWPKS001	Twin Peaks Sandwich Bar	274	54.8	328.80
1	3	22/05/2023	19/06/2023	19/06/2023	00064930	SOS011	SOS Systems Limited	170.71	34.14	204.85
1	3	25/05/2023	12/06/2023	12/06/2023	10489937	HSB001	HSBC UK Bank PLC	46.48	0	46.48
1	3	31/05/2023	31/05/2023	02/06/2023	EBUK-CC-31441	EMB001	Email Blaster UK	12.99	2.6	15.59

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Invoices totalling £500.00 or more
for the period 01/05/2023 to 31/05/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	2	05/05/2023	05/05/2023	24/05/2023	KFS23-R0080	KIA001	Kiasu Fire and Security Ltd	510	102	612.00
1	2	09/05/2023	09/05/2023	09/05/2023	808014958	BT001	British Telecommunications Ltd	771.1	154.22	925.32
1	2	09/05/2023	09/05/2023	26/05/2023	808014958	BG001	British Gas Business (Office)	771.1	154.22	925.32
1	2	10/05/2023	10/05/2023	24/05/2023	23937	SMA001	Smartguard Security	558.6	111.72	670.32
1	2	15/05/2023	15/05/2023	25/05/2023	1712365	COR001	Corona Energy	601.54	120.31	721.85
1	3	20/05/2023	19/06/2023	06/06/2023	3/HORLEY	JAM001	James Corrigan	1050	0	1,050.00
1	3	23/05/2023	22/06/2023	06/06/2023	28526	EAL001	Earth Anchors Ltd	648.79	129.76	778.55
1	3	26/05/2023	23/06/2023	13/06/2023	145357	NVI001	Nviro Ltd	1470	294	1,764.00
1	3	26/05/2023	26/05/2023	13/06/2023	1000042	LGB001	LG Business Consultants	1385.1	0	1,385.10
1	3	30/05/2023	29/06/2023	13/06/2023	10883422	IDV001	Idverde Limited	4164.85	832.97	4,997.82
1	2	31/05/2023	31/05/2023	31/05/2023	230531	PWL001	Public Work's Loan Board	9772.46	0	9,772.46
1	3	31/05/2023	31/05/2023	13/06/2023	24004	SMA001	Smartguard Security	571.9	114.38	686.28

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	28/06/2023		54,873.65
			<u>54,873.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			54,873.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			54,873.65
		Balance per Cash Book is :-	54,873.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	28/06/2023		412,827.81
			<u>412,827.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			412,827.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			412,827.81
		Balance per Cash Book is :-	412,827.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	28/06/2023		21,386.28
			<u>21,386.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			21,386.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			21,386.28
		Balance per Cash Book is :-	21,386.28
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	28/06/2023		379.06
			<u>379.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			379.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			379.06
		Balance per Cash Book is :-	379.06
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	28/06/2023		99,201.42
			<u>99,201.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			99,201.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			99,201.42
		Balance per Cash Book is :-	99,201.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	28/06/2023		23,240.07
			<u>23,240.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,240.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,240.07
		Balance per Cash Book is :-	23,240.07
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 28/06/2023
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	28/06/2023		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

09/08/2023

Horley Town Council

11:06

Invoices totalling £0.00 or more
for the period 01/06/2023 to 30/06/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	3	06/06/2023	29/07/2023	28/07/2023	657	HUN001	Lucy Hunt	88	0	88.00
1	3	06/06/2023	28/07/2023	28/07/2023	658	HUN001	Lucy Hunt	150	0	150.00
1	3	08/06/2023	08/07/2023	16/06/2023	659	HOR001	Horley Society of Artists	152	0	152.00
1	3	08/06/2023	08/07/2023	31/07/2023	660	CHA002	Charlotte Huggins - Yoga/Pilates	90	0	90.00
1	3	08/06/2023	08/06/2023	14/06/2023	661	WWI001	Wardrobe Wizards	228	0	228.00
1	3	08/06/2023	08/06/2023		662	CAR001	The Carlton Clinic	96	0	96.00
1	3	08/06/2023	08/07/2023	17/06/2023	663	BON001	Boni Jenkins - Yoga	64	0	64.00
1	3	08/06/2023	08/07/2023	09/06/2023	664	RCC001	RCCG City of Joy	310	0	310.00
1	3	12/06/2023	12/06/2023	14/06/2023	665	BEA001	Beach's Funfair	310	62	372.00
1	3	15/06/2023	15/06/2023		666	HOR002	Horley AFC	61.65	12.33	73.98
1	3	16/06/2023	16/06/2023		667	HOR005	Horley United	13.3	2.66	15.96
1	3	28/06/2023	28/06/2023		669	PUB001	Pub in the Park Festivals Limited	68	0	68.00
1	3	28/06/2023	28/06/2023	28/06/2023	670	FAR001	The Farmyard Kitchen	1493.7	98.74	1,592.44
1	3	28/06/2023	28/06/2023		671	FUZ001	Fuzion Martial Arts - Sean Reynolds	924.41	4.55	928.96
2	3	12/06/2023	12/06/2023	12/06/2023	ALT76	ALLCLIC001	Mrs Claire Cline	70	0	70.00
2	3	16/06/2023	16/06/2023	16/06/2023	ALT77	ALLPENI001	Mr Ian Penny	51	0	51.00
2	3	26/06/2023	26/06/2023	10/07/2023	ALT78	ALLMITN001	Ms Natalie Mitchell	70	0	70.00
2	3	27/06/2023	27/06/2023	05/07/2023	ALT79	ALLYACS001	Ms Sheeja Yacob	70	0	70.00
2	3	27/06/2023	27/06/2023		ALT80	ALLROMM001	Mr Maxime Romanzine	76	0	76.00
2	3	30/06/2023	30/06/2023	03/07/2023	ALT81	ALLSNES001	Mr Steven Sneddon	70	0	70.00

02/08/2023

Horley Town Council

15:45

Invoices totalling between £0.00 and £500.00
for the period 29/05/2023 to 28/06/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	3	31/05/2023	31/05/2023	02/06/2023	EBUK-CC-31441	EMB001	Email Blaster UK	12.99	2.6	15.59
1	3	01/06/2023	01/06/2023	15/06/2023	16889138	SAG001	Sage UK	31	6.2	37.20
1	3	01/06/2023	22/06/2023	22/06/2023	105053	MML001	Micro Maintenance Limited	356.59	71.32	427.91
1	3	02/06/2023	09/06/2023	13/06/2023	524260066	JAM002	James Hallam Council Guard	437.69	0	437.69
1	3	02/06/2023	09/06/2023	13/06/2023	524259117	JAM002	James Hallam Council Guard	473	0	473.00
1	3	02/06/2023	02/07/2023	21/06/2023	8636	JAR001	Jarrett & Lam Ltd	195	39	234.00
1	3	05/06/2023	05/06/2023	21/06/2023	KFS23-R0230	KIA001	Kiasu Fire and Security Ltd	90	18	108.00
1	3	06/06/2023	06/06/2023	08/06/2023	EO200NJKWA	MSN001	Microsoft Ireland Operations Limited	162.08	0	162.08
1	3	07/06/2023	07/06/2023	15/06/2023	VO2125190617	EE001	EE Ltd	30.88	6.18	37.06
1	3	07/06/2023	07/06/2023	26/06/2023	SBS1115276	SPT001	Spitfire Networking Services Ltd	52.65	10.53	63.18
1	3	12/06/2023	12/06/2023	21/06/2023	1764088	COR001	Corona Energy	113.86	5.69	119.55
1	3	12/06/2023	12/06/2023	14/06/2023	IEE2023006329019	ADO001	Adobe Systems Software Ireland Ltd	60.66	0	60.66
1	3	13/06/2023	11/07/2023	21/06/2023	21307	MUL001	Mulberry & Co	165	33	198.00
1	3	14/06/2023	14/07/2023	21/06/2023	GB313OL6ABEI	AMA001	Amazon Business	46.7	0	46.70
1	3	14/06/2023	14/07/2023	21/06/2023	GB313QBDABEI	AMA001	Amazon Business	27.16	5.43	32.59
1	3	14/06/2023	14/07/2023	21/06/2023	GB313OLLABEI	AMA001	Amazon Business	10.82	2.16	12.98
1	3	19/06/2023	19/06/2023	19/06/2023	41044738	ZEN001	Zen Internet Limited	6.53	0	6.53
1	3	28/06/2023	28/06/2023	28/06/2023	UMC07050	UMC001	United Minubuses & Coaches	450	0	450.00

02/08/2023

Horley Town Council

15:44

Invoices totalling £500.00 or more
for the period 29/05/2023 to 28/06/2023

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	3	30/05/2023	29/06/2023	13/06/2023	10883422	IDV001	Idverde Limited	4164.85	832.97	4,997.82
1	2	31/05/2023	31/05/2023	31/05/2023	230531	PWL001	Public Work's Loan Board	9772.46	0	9,772.46
1	3	31/05/2023	31/05/2023	13/06/2023	24004	SMA001	Smartguard Security	571.9	114.38	686.28
1	3	02/06/2023	09/06/2023	13/06/2023	524259452	JAM002	James Hallam Council Guard	11989.16	0	11,989.16
1	3	12/06/2023	12/06/2023	21/06/2023	1762682	COR001	Corona Energy	593.7	118.74	712.44

Detailed Income & Expenditure by Budget Heading 28/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Council Income								
1076 Precept	0	262,508	525,016	262,508			50.0%	
1090 Interest	1,557	1,950	0	(1,950)			0.0%	
1130 S136 Double Taxation Income	0	21,867	43,733	21,867			50.0%	
1500 Allotment Rent Income	90	90	0	(90)			0.0%	
Council Income :- Income	<u>1,647</u>	<u>286,414</u>	<u>568,749</u>	<u>282,335</u>			50.4%	<u>0</u>
Net Income	<u>1,647</u>	<u>286,414</u>	<u>568,749</u>	<u>282,335</u>				
120 Albert Rooms								
1210 Edmonds Hall Lettings	1,028	2,418	13,000	10,582			18.6%	
Albert Rooms :- Income	<u>1,028</u>	<u>2,418</u>	<u>13,000</u>	<u>10,582</u>			18.6%	<u>0</u>
4110 Compliance and Regulatory	0	80	0	(80)		(80)	0.0%	
4120 Window Cleaning	0	55	553	498		498	9.9%	
4195 Rates	0	1,040	2,000	960		960	52.0%	
4230 Utilities	0	1,175	5,073	3,898		3,898	23.2%	
4310 Repairs	0	(105)	0	105		105	0.0%	
Albert Rooms :- Indirect Expenditure	<u>0</u>	<u>2,245</u>	<u>7,626</u>	<u>5,381</u>	<u>0</u>	<u>5,381</u>	29.4%	<u>0</u>
Net Income over Expenditure	<u>1,028</u>	<u>173</u>	<u>5,374</u>	<u>5,201</u>				
130 Legal and Statutory								
4060 Audit Costs	165	165	1,437	1,272		1,272	11.5%	
4065 Insurance	12,900	12,900	12,000	(900)		(900)	107.5%	
4070 Legal Fees	0	0	3,315	3,315		3,315	0.0%	
Legal and Statutory :- Indirect Expenditure	<u>13,065</u>	<u>13,065</u>	<u>16,752</u>	<u>3,687</u>	<u>0</u>	<u>3,687</u>	78.0%	<u>0</u>
Net Expenditure	<u>(13,065)</u>	<u>(13,065)</u>	<u>(16,752)</u>	<u>(3,687)</u>				
140 Salaries								
4000 Salaries	0	26,086	169,600	143,514		143,514	15.4%	
4010 NIC Employer	0	2,171	22,900	20,729		20,729	9.5%	
4020 Superannuation Employer	0	4,439	31,200	26,761		26,761	14.2%	
Salaries :- Indirect Expenditure	<u>0</u>	<u>32,695</u>	<u>223,700</u>	<u>191,005</u>	<u>0</u>	<u>191,005</u>	14.6%	<u>0</u>
Net Expenditure	<u>0</u>	<u>(32,695)</u>	<u>(223,700)</u>	<u>(191,005)</u>				
150 Office Expenditure								
4080 Stationery	0	0	774	774		774	0.0%	
4085 Postage and Couriers	0	0	83	83		83	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4090 Office Supplies and Equipment	179	666	3,315	2,649		2,649	20.1%	
4095 Website	285	285	2,210	1,925		1,925	12.9%	
4100 Communication	117	(428)	2,763	3,191		3,191	(15.5%)	
4105 Photocopier Expenditure	171	263	2,500	2,237		2,237	10.5%	
4120 Window Cleaning	0	0	553	553		553	0.0%	
4125 IT and Support	610	3,010	7,500	4,490		4,490	40.1%	
Office Expenditure :- Indirect Expenditure	1,361	3,796	19,698	15,902	0	15,902	19.3%	0
Net Expenditure	(1,361)	(3,796)	(19,698)	(15,902)				
<u>160 Administration</u>								
1150 SCC Ward Memebers Allowance	0	2,265	0	(2,265)			0.0%	
Administration :- Income	0	2,265	0	(2,265)				0
4140 Bank Charges	96	173	1,105	932		932	15.6%	
4145 Professional Fees	2,435	2,521	15,000	12,479		12,479	16.8%	
4155 Cllrs' Training and Expenses	450	497	884	387		387	56.3%	
4160 Staff Training and Expenses	0	0	1,658	1,658		1,658	0.0%	
4165 Chairman's Allowance	0	0	400	400		400	0.0%	
4170 Members' Allowance	0	0	1,989	1,989		1,989	0.0%	
4175 Subscriptions and Licences	0	3,593	8,558	4,965		4,965	42.0%	
Administration :- Indirect Expenditure	2,981	6,785	29,594	22,809	0	22,809	22.9%	0
Net Income over Expenditure	(2,981)	(4,520)	(29,594)	(25,074)				
<u>170 Compliance & Regulatory</u>								
4110 Compliance and Regulatory	0	35	5,525	5,490		5,490	0.6%	
Compliance & Regulatory :- Indirect Expenditure	0	35	5,525	5,490	0	5,490	0.6%	0
Net Expenditure	0	(35)	(5,525)	(5,490)				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	1,470	5,880	19,492	13,612		13,612	30.2%	
4215 Maintenance Contracts	0	0	1,507	1,507		1,507	0.0%	
4310 Repairs	0	0	3,566	3,566		3,566	0.0%	
Maintenance and Repair :- Indirect Expenditure	1,470	5,880	24,565	18,685	0	18,685	23.9%	0
Net Expenditure	(1,470)	(5,880)	(24,565)	(18,685)				
<u>190 Office Other Running Costs</u>								
4215 Maintenance Contracts	0	105	0	(105)		(105)	0.0%	
Office Other Running Costs :- Indirect Expenditure	0	105	0	(105)	0	(105)		0
Net Expenditure	0	(105)	0	105				

Detailed Income & Expenditure by Budget Heading 28/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Court Lodge & Innes Pavilion</u>								
1310 Football Pitches Income	(462)	694	6,300	5,606			11.0%	
1320 Innes Pavilion Rent Income	833	2,500	9,252	6,752			27.0%	
1340 Utilites income	(409)	(194)	0	194			0.0%	
1610 Events Income	(1,400)	0	0	0			0.0%	
Court Lodge & Innes Pavilion :- Income	(1,437)	3,000	15,552	12,552			19.3%	0
4210 Cleaning	0	3,283	3,326	43		43	98.7%	
4215 Maintenance Contracts	0	0	1,105	1,105		1,105	0.0%	
4230 Utilities	114	383	2,873	2,490		2,490	13.3%	
4300 Rent to RBBC Expenditure	0	0	1	1		1	0.0%	
4305 Refurbishment	0	0	5,691	5,691		5,691	0.0%	
4310 Repairs	0	0	1,138	1,138		1,138	0.0%	
4330 Security	(13)	(13)	0	13		13	0.0%	
4400 Playground Inspections	0	2,920	0	(2,920)		(2,920)	0.0%	
4405 Playground Repairs	0	(18)	0	18		18	0.0%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	101	6,555	14,134	7,579	0	7,579	46.4%	0
Net Income over Expenditure	(1,538)	(3,555)	1,418	4,973				
<u>220 Horley Recreation Ground</u>								
1400 Café in the Park Rent Income	1,000	3,000	12,000	9,000			25.0%	
1600 Bowling Club Lease	0	0	276	276			0.0%	
1610 Events Income	0	0	7,000	7,000			0.0%	
1620 Banners	68	362	1,400	1,038			25.9%	
Horley Recreation Ground :- Income	1,068	3,362	20,676	17,314			16.3%	0
4215 Maintenance Contracts	0	0	2,345	2,345		2,345	0.0%	
4230 Utilities	(210)	(10)	1,350	1,360		1,360	(0.7%)	
4310 Repairs	0	54	0	(54)		(54)	0.0%	
4340 Signage	152	618	1,875	1,257		1,257	33.0%	
4345 Pest control	0	0	630	630		630	0.0%	
4350 Tree Surgery	0	0	12,000	12,000		12,000	0.0%	
4400 Playground Inspections	0	2,920	9,730	6,810		6,810	30.0%	
4405 Playground Repairs	0	(254)	8,206	8,460		8,460	(3.1%)	
4410 Parks Furniture	649	649	5,862	5,213		5,213	11.1%	
4415 Café in the Park Expenditure	0	0	2,210	2,210		2,210	0.0%	
4420 Memorial & Ornamental Gdns	0	0	5,691	5,691		5,691	0.0%	
Horley Recreation Ground :- Indirect Expenditure	591	3,977	49,899	45,922	0	45,922	8.0%	0
Net Income over Expenditure	477	(615)	(29,223)	(28,608)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Church Road Allotments</u>								
1500 Allotment Rent Income	(45)	(45)	3,465	3,510			(1.3%)	
Church Road Allotments :- Income	(45)	(45)	3,465	3,510			(1.3%)	0
4230 Utilities	0	0	575	575		575	0.0%	
4310 Repairs	0	6	2,044	2,038		2,038	0.3%	
Church Road Allotments :- Indirect Expenditure	0	6	2,619	2,613	0	2,613	0.2%	0
Net Income over Expenditure	(45)	(51)	846	897				
<u>240 Langshott Allotments</u>								
1500 Allotment Rent Income	275	4,330	3,990	(340)			108.5%	
Langshott Allotments :- Income	275	4,330	3,990	(340)			108.5%	0
4210 Cleaning	0	1,106	1,103	(3)		(3)	100.3%	
4230 Utilities	0	0	2,763	2,763		2,763	0.0%	
4310 Repairs	0	13	1,773	1,760		1,760	0.7%	
Langshott Allotments :- Indirect Expenditure	0	1,119	5,639	4,520	0	4,520	19.8%	0
Net Income over Expenditure	275	3,211	(1,649)	(4,860)				
<u>260 Michael Crescent</u>								
4195 Rates	0	503	540	37		37	93.1%	
4230 Utilities	0	0	200	200		200	0.0%	
4400 Playground Inspections	0	2,919	0	(2,919)		(2,919)	0.0%	
4405 Playground Repairs	0	100	0	(100)		(100)	0.0%	
4550 Buildings & Grounds	0	0	2,210	2,210		2,210	0.0%	
Michael Crescent :- Indirect Expenditure	0	3,522	2,950	(572)	0	(572)	119.4%	0
Net Expenditure	0	(3,522)	(2,950)	572				
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	0	0	500	500		500	0.0%	
Emlyn Meadows :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
<u>280 Town Centre</u>								
1300 Devolved Powers RBBC Income	0	1,700	1,700	0			100.0%	
Town Centre :- Income	0	1,700	1,700	0			100.0%	0
4600 Flower Baskets, Beds, Planters	0	0	9,674	9,674		9,674	0.0%	

Detailed Income & Expenditure by Budget Heading 28/06/2023

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4620 Horley In Bloom	312	865	4,000	3,135		3,135	21.6%	
4630 Christmas Tree	0	0	2,162	2,162		2,162	0.0%	
Town Centre :- Indirect Expenditure	312	865	15,836	14,971	0	14,971	5.5%	0
Net Income over Expenditure	(312)	835	(14,136)	(14,971)				
<u>290 Security</u>								
4330 Security	572	2,448	6,630	4,182		4,182	36.9%	
4650 CCTV Installation	0	0	2,000	2,000		2,000	0.0%	
4655 CCTV Maintenance	90	90	3,500	3,410		3,410	2.6%	
4660 CCTV Broadband Connection	106	199	2,186	1,987		1,987	9.1%	
Security :- Indirect Expenditure	768	2,738	14,316	11,578	0	11,578	19.1%	0
Net Expenditure	(768)	(2,738)	(14,316)	(11,578)				
<u>310 Full Council</u>								
4350 Tree Surgery	0	1,530	0	(1,530)		(1,530)	0.0%	
4500 GM Contracts 2016/2020	4,165	9,786	78,000	68,214		68,214	12.5%	
4710 Churchyards Grant	0	0	6,750	6,750		6,750	0.0%	
4720 HTC Grants Scheme	0	7,000	3,000	(4,000)		(4,000)	233.3%	
Full Council :- Indirect Expenditure	4,165	18,316	87,750	69,434	0	69,434	20.9%	0
Net Expenditure	(4,165)	(18,316)	(87,750)	(69,434)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	0	0	27,596	27,596		27,596	0.0%	
4730 Council office - PWLB	0	9,772	19,545	9,773		9,773	50.0%	
Loans :- Indirect Expenditure	0	9,772	47,141	37,369	0	37,369	20.7%	0
Net Expenditure	0	(9,772)	(47,141)	(37,369)				
Grand Totals:- Income	2,536	303,444	627,132	323,688			48.4%	
Expenditure	24,813	111,475	568,244	456,769	0	456,769	19.6%	
Net Income over Expenditure	(22,278)	191,969	58,888	(133,081)				
Movement to/(from) Gen Reserve	(22,278)	191,969						



Horley Town Council

Allotment Policy (Beekeeping Requests)

1. Introduction

- 1.1** The purpose of this document is to provide guidance to prospective beekeepers who wish to place beehive(s) on Horley Town Council allotment sites at Church Road and Langshott. It sets out the process that must be followed and the actions to be undertaken prior to formal approval being given by the Town Council and each application must be considered case-by-case.

2. Stage 1 - Initial Consideration

- 2.1** Any person wishing to keep bees on an allotment garden at Horley Town Council sites should first contact the Council Officer who will furnish the applicant with a copy of this policy, application form and supplementary information. Only applications from existing allotment tenancy holders will be considered.
- 2.2** In order that the initial request for positioning a beehive(s) may be progressed, the suitability of the allotment site shall be determined by the Council Officer in consultation with the allotment site steward. Any person wishing to keep bees must agree to abide by any rules stipulated and must satisfy the Town Council of their competence, training, knowledge and experience in this practice.

3. Stage 2 - Consultation & Management Requirements

Consultation Process:

- 3.1** All allotment tenancy holders on the site must be consulted on their views concerning any application to keep bees at an allotment site. This will be conducted by the Council Officer who will ask all plot holders to fill in a questionnaire (template appended) and an application will only be considered by the Town Council if a minimum of 75% of respondents are in support of the proposal.
- 3.2** The Town Council may, at its discretion, consult neighbouring properties directly affected, in order to satisfy themselves that those properties have no objections to the siting of beehive(s) on the allotment site. Provided the majority of consultees have no objections, beehive(s) may be placed on the site, subject to formal Town Council approval with the full requirements having been met by the applicant.

Management Requirements:

- 3.3** That Small Holdings and Allotment Act 1908, s.22 states that allotment tenancy holders cannot trade on an allotment site for profit as the prime purpose for plot cultivation.

- 3.4** The Council requires that a person wanting to keep bees on an allotment site must be a member of a local Beekeeping Association, affiliated with the British Beekeepers' Association (BKKA). Such membership of a Beekeeping Association provides members with third party/public liability insurance through their affiliation with BKKA and evidence of this must be provided annually. The BKKA also offers support and advice for beekeepers.
- 3.5** Beekeepers must further produce evidence of a recognised qualification with their application, such as, the BKKA Basic Assessment and be satisfactorily competent. The beekeeper will be required to register all beehive(s) with the National Bee Unit's 'Beebase' (part of Defra) www.nationalbbeunit.com Additionally, if the beekeeper suspects honey bees have Notifiable Brood Diseases such as AFB/EFB, they should immediately report it to National Bee Unit to arrange for an inspector to assess the honey bees by contacting the National Bee Unit. The hives must be registered and available for inspection by the Regional Bee Inspector.
- 3.6** The prospective beekeeper must ensure that they have insurance cover and provide documentary evidence with their application. The level of cover requirement is £10million public liability and **beekeepers must provide evidence of this on an annual basis.**
- 3.7** The prospective beekeeper must further satisfy the Council Officer that they have made adequate arrangements to ensure that any problems caused by their bees during their absence will be dealt with, ie. a nominated person that is experienced to act on their behalf, as and when required. Up- to-date contact details of the primary and secondary qualified/insured beekeeper must be made available on the allotment site notice board and registered with the Council Officer and site steward as information to disseminate in the case of emergencies. The Council Officer shall check that the conditions for keeping beehive(s) are being met and shall raise any issues with the beekeeper along with onward reporting to the Town Council.

4. Stage 3 - Decision

- 4.1** If the full requirements of Stage 1 and Stage 2 have been met, then the application may be considered, subject to the Town Council being furnished with all required documentation as mentioned above and the decision made **by Members** shall be communicated by the Council Officer to the applicant as soon as possible.
- 4.2** In the event of an application being declined, the decision of the Town Council shall be final.
- 4.3** In the event of the application being approved, the Town Council shall accept no responsibility whatsoever in connection with the siting of beehive(s) or for any loss or damage as a result. The applicant shall further indemnify the Town Council in the event of any loss or damage to its property on the allotment site once the beehive(s) have been placed.

5. Stage 4 - Operational Requirements (subject to approval)

5.1 Siting of Beehive(s):

- Beehive(s) must be carefully placed to be away from pathways and trafficked areas at the allotment site.
- No more than 2 beehives may be grouped together.

- Beehive(s) must not be placed in positions from which flight paths impinge on other allotment users or pathways.
- Beehive(s) must be sited in a remote area of the allotment garden, away from other plot holders.
- The number of colonies in any area must be limited.
- Bees must be encouraged to rise in excess of 2 metres before leaving the hive to ensure that the flight path is not directly over other plots which may be achieved with the use of a fine mesh screen of a gauge of less than 10mm.
- The beehive(s) must be screened for two reasons, so not to draw attention to them and to create a barrier to ensure the bees fly upward and quickly to their normal flight height.

5.2 Handling of Bees:

- The beekeeper must ensure that the strain of bees used is gentle, for example, by using a queen from a docile strain.
- Bees must not be handled when other people are gardening in the immediate vicinity.
- The strength of colonies must not be allowed to increase to swarming strength in an unmanaged way.
- The handling of beehive(s) must be done at times when the bees are very active, thus leaving fewer in the beehive.
- The beekeeper must guarantee regular visits to the beehive(s) as safety and security measures; and during the months of April to July, must guarantee visits are no less than once a week; or shall provide a suitably qualified substitute if required.
- The beekeeper must always ensure there is someone else on site in case of emergency when handling bees.
- A source of water must be easily accessible by the bees and put in place before the beehive(s) are established to avoid any congregating around taps or any open water.
- When opening the beehive(s), every care must be taken to ensure that it is not a busy time with other people present and that the weather conditions are favourable (not raining, windy or thundery).
- Signage notification, ie. a "**Beekeeper at work**" sign must be installed in a prominent place while the beekeeper is at work.
- All swarm precautions must be taken; and it must be further noted that swarms do happen sometimes and may also come from other sources.
- **Weatherproof signage with phone numbers to use in case of emergencies must be clearly displayed on a notice board placed in a prominent position.**
- Unused equipment must not be left around to avoid the spread of disease.
- If beekeepers wish to show any interested parties the beehive(s), then additional sets of protective clothing must be made available and all other conditions in the handling of bees (as mentioned above) shall apply.
- Consideration may be given by the beekeepers in arranging an initial session/briefing for fellow allotment tenancy holders to learn about bees, how they plan to operate; and advice on what to do in case of emergencies along with other relevant information.

6. Termination of Agreement

- 6.1 Any approved application shall be subject to a 12-month probationary period, after which time, the Town Council may terminate the agreement at its discretion.
- 6.2 The Town Council reserves the right to terminate the agreement sooner than the probationary period of 12-months should any of the conditional requirements be breached.
- 6.3 In the event of the beekeeper deciding to cease the keeping of honey bees at the allotment site, then it shall be their sole responsibility to remove the beehive(s) and all associated equipment and materials.
- 6.4 In the event of the beekeeper rescinding their allotment tenancy with Horley Town Council, then this agreement will automatically cease and the requirements of 6.3 will apply.

7. Complaint Process

- 7.1 Permission for placing beehive(s) at the allotment sites shall only be considered on receipt of a formal application by the Town Council and will be subject to all the above-mentioned terms and conditions being met. The decision of the Town Council shall be final.
- 7.2 Any subsequent complaints received from tenancy allotment holders or members of the public must be directed to the Council Officer in the first instance and it shall be escalated for investigation, as deemed appropriate.
- 7.3 In the case where, several complaints are received, then the Town Council reserves the right to re-evaluate the appropriateness for the siting of beehives and rescind its permission with reasonable notice.
- 7.4 Any complaints shall be directed in the first instance to:

Town Clerk
Horley Town Council
92 Albert Road, Horley RH6 7HZ
Tel: 01293 784765; Email: town.clerk@horleytown.com

This Allotment Policy (Bee Keeping Policy) was adopted by Horley Town Council on 5 September 2023 and shall be kept under regular review.

Supplementary Documentation

Appendix 1

Bee Keeping Request at Horley Allotment Sites

Application Form Template

Appendix 2

Bee Keeping Request at Horley Allotment Sites

Allotment Tenancy Holder Questionnaire



Appendix 1
Bee Keeping Request at Horley Allotment Sites
Application Form

Horley Town Council
Allotment Policy (Beekeeping Requests)
Application Form

Application Details

Allotment site *

Your plot number *

Proposed location of beehive(S) *

Allotment Tenancy Consultation

Allotment Tenancy Holders applying to keep beehive(s) on an allotment site must notify neighbouring tenants of their request to keep bees both verbally and with a prominently displayed notice on their plot. Such notices should be displayed for a minimum period of 28 days between April and September and 56 days between November and March, indicating that a request to keep bees has been submitted to Horley Town Council.

Date signage was displayed on site *

Date consultation period ends *

E.g. 28 or 56 days after displaying signage.

Personal Details

Allotment tenant applying for permission to keep bees.

Title *

First name *

Surname *

Contact details

Email address *

Mobile number *

Landline number

Public liability insurance

Name of insurer *

Policy number *

Policy expiry date *

Your Address

Flat

House *

Street *

Town *

County *

Postcode *

Emergency contact details

This is an alternative beekeeper who can be contacted for stand-by arrangements in an emergency.

Title *

First name *

Surname *

Contact details

Email address *

Mobile number *

Landline number

Public liability insurance

Held by your emergency alternative beekeeper.

Name of insurer *

Policy number *

Policy expiry date *

Declaration

I confirm that this application and the supporting information for keeping beehive(s) at a Horley Town Council allotment site is true, complete and correct to the best of my knowledge. I understand that failure to meet all requirements as set out in the Allotment Policy (Bee Keeping Requests), may result in any permission granted to be terminated with immediate effect.

In the event of my application being declined, I understand that the Council's decision shall be final.

In the event of my application being accepted, I agree to abide by the conditions as stated for keeping honey bees and to adhere to all the good practice guidelines from BBKA. I confirm that I have agreed the location of the apiary and displayed the notice for the stated period. I accept that a probationary period of 12 months shall apply.

I understand that the Town Council reserves the right to rescind its permission for keeping beehive(s) with reasonable notice, in the event of a complaint being upheld or for any other reason deemed appropriate for making such a decision.

I confirmed that this application is made by myself and on behalf of joint tenants (if applicable).

Signed:

Dated:

Appendix 2
Bee Keeping Request at Horley Allotment Sites
Application Form Template

Bee Keeping Request at Horley Allotment Sites
Allotment Tenancy Holder Questionnaire

Dear Allotment Tenancy Holder

Allotment Site: *(Insert name of allotment site)*

A request has been received to site beehive(s) on the above allotment site. The Town Council have agreed in principle that this site could be suitable for such activities. However, before any final approval is granted, it is a requirement that a consultation with all plot holders is undertaken in order to seek your views on the proposal.

Proposal: *(State what you want to do)*

Location plan: *(attach a plan as to where on the site you wish to locate the hives)*

The benefits of Beekeeping:

- This is a very old and traditional hobby.
- Bees produce honey, wax, and collect pollen.
- They provide a valuable pollinating resource for gardeners and wild plants.
- They support local food production and this adds to increasing the quality and flavour.
- Educationally, bees are social insects and, because of the way in which they can be managed in modern hives, their lifestyles can be easily studied. This gives them value in the classroom, and can encourage responsible attitudes to other creatures and the environment generally.
- In an urban environment, bees can be very productive as they are able to forage from a wide range of plants in gardens, parks etc., over a wide "flowering" period. There is an added advantage also, in that they keep to their own natural cycle, largely unaffected by humans - this independence, even in highly managed and controlled urban environment, can be quite inspirational.

Other considerations:

- Allotment tenancy holders who are allergic to bee stings could be susceptible to harm and require medical attention in the event of such occurrence.
- Other factors can annoy bees. They do not like thundery weather. Bees are sensitive to smell because this is how they find their food, so if other plot holders wear aftershave, hairspray or perfume and smell like flower beds, the bees may be attracted to them and become bothersome.

Do you support the proposal to keep beehive(s) on the allotment site?

Yes No *(Please circle)*

Please provide any comments you wish to make:

Name: _____ Plot Number: _____

Signature: _____ Date: _____

*Thank-you for your cooperation.
Horley Town Council.*

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
COUNCIL OFFICES	Appoint Architect Obtain Planning Permission	Expansion and Sustainability Project	Additional Parking Spaces
Financial Resource required	CIL SIP programme 2022-27 Project bid 2 funding. £40 K for all legal and professional fees 16 K HTC match funding required from HTC	CIL SIP programme 2022-27 Project Bid 2 funding Allow for contingency between 40–80K	Building Works – 50K
Staff Resource required	Project management Tendering	Project management	Project management and tendering
ALLOTMENTS	Resurface car park at Church Road allotments		Provide toilet at Church Road Allotments
	Resurface service road at Langshott Allotments		
Financial Resource required	CIL SIP programme 2022-27 Project bid 4 funding. 3 K HTC match funding required from HTC		Toilet Blocks – 15K + Budget for ongoing maintenance (cleaning)
Staff Resource required	Project Management	Project Management	Project Management

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
COURT LODGE FIELDS	Provide outdoor gym equipment	Court Lodge MUGA (or similar youth facility)	Upgrade Playground Equipment as required
	Ongoing Football Pitch Maintenance		
Financial Resource required	Football Pitch Maintenance Included in current budgets Single piece of gym equipment up to 4K	MUGA > 80 K	Play equipment – 100 K for complete refurb. Individual accessible pieces 20 - 30 K each
Staff Resource required	Included in current resource	Project Management	Project Management
INNES PAVILION	Resurface paved areas around perimeter of the Innes Clubhouse building in phases. Consider replacing the lighting in the changing rooms with LED's and installing timed automatic switches.		Replace outdated changing rooms
Financial Resource required	Resurfacing – 40 per m2 plus 1K Lighting – 3.5 K		Estimate 30-70 K dependent on level of upgrade
Staff Resource required	Managed within current resource		Project Management

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
HORLEY RECREATION GROUND	Install New Street lighting/ lamp posts		
	Install new railings around the perimeter of the Horley Recreation Ground and Memorial Gardens including gated access to the Memorial Gardens for Remembrance Parade and additional gated access at entrance to the Rec for use during the Carnival	Expand Outdoor Gym and Increase fitness equipment.	Upgrade playground equipment and full consideration of surfacing as required.
	Install new CCTV Tower		
Financial Resource required	CIL SIP programme 2022-27 Project bid 1 funding. 4 K HTC match funding required from HTC	Outdoor Gym equipment – 4K per unit	Playground – 80 - 100K
Staff Resource required	Tender submission and Project Management	Project Management	Project Management

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
MICHAEL CRESCENT CENTENARY PARK	Demolish Scout Building		Redevelop Site
	Upgrade Playground Equipment		
Financial Resource required	CIL SIP programme 2022-27 Project bid 3 funding. HTC budget to demolish 20K from local CIL. 70 K (100%) allocated for playground update.		
Staff Resource required	Project Management Tender Management		
EMLYN MEADOWS	Increase seating with appropriate outdoor furniture in consultation with Gatwick Greenspace		
Financial Resource required	To be managed within current budgets		
Staff Resource required	Managed within current resource		
OTHER SITES	Increase seating across all green spaces owned or managed by the Town Council. (Subject to results of residents' survey)		
Financial Resource required	To be managed within current budgets		
Staff Resource required	Managed within current		

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
EDUCATION	Continue to work with County and Borough Councils to secure relevant and appropriate Post 16 Education for the growing Horley population, as well as providing suitable places for all children in education. Urgent and ongoing.		
Financial Resource required			
Staff Resource required	Officer support		
ENVIRONMENT AND CLIMATE CHANGE	Continue to work with SCC & RBBC Sustainability Officer to pursue community initiatives on environmental projects and climate change	.	Aim to be a Carbon Neutral Organisation.
Financial Resource required			Under other headings
Staff Resource required	Officer Support		Officer time to follow up with contractors
PUBLICATIONS / COMMUNICATIONS	Continue to provide annual Horley Town Guide for all residents.		
	Continue to build the use of reputable social media channels.		
Financial Resource required			
Staff Resource required	Withing current resource		

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
HORLEY IN BLOOM	Work with other organisations to develop the competition further		
Financial Resource required	1K		
Staff Resource required	Staff support required		
NATIONAL AWARDS FOR PARKS AND FLORAL DISPLAYS	Work towards achieving Green Flag Status for Horley Parks, starting with Horley Recreation Ground		Achieve Green Flag Status. Consider re-entry into South & Southeast in Bloom
Financial Resource required	.5K application fee plus costs of reaching standard		
Staff Resource required	Project coordination, community engagement, contractor management		
COMMUNITY ENGAGEMENT	Continued use of surveys to gauge residents wishes		
Financial Resource required	.5K		
Staff Resource required	Resource required to run surveys		
COMMUNITY EVENTS	Continue to support Annual Remembrance Day & Commemorative Services, and Horley Carnival as a regular community event. Continue to encourage and support an annual programme of community events.	Continue to encourage and support an annual programme of community events.	Continue to encourage and support an annual programme of community events.
Financial Resource required	Within current budgets		
Staff Resource required	Within current staff resource		

Estimated Resources required for Town Plan Delivery

ACTIVITY AREA	SHORT TERM 1-2 YEARS	MEDIUM TERM 2-3 YEARS	LONG TERM 3-5 YEARS
SECURITY	Exploit appropriate opportunities to enhance security	Enhance CCTV equipment at other sites	
Financial Resource required			
Staff Resource required	Support for application		
TOURISM	Continue to promote local history with Horley History Society		
Financial Resource required	Through Grant funding from Budget		
Staff Resource required			
HELP & SUPPORT FOR RESIDENTS	Continue to engage with RBBC, SCC and appropriate NGOs to improve the Health and Wellbeing of the Horley population.	Continue to promote Health & Wellbeing Initiatives	
Financial Resource required			
Staff Resource required			
COMMUNICATIONS STRATEGY	Continue to make full use of all appropriate social media channels		
Financial Resource required			
Staff Resource required			