

HORLEY TOWN COUNCIL

Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council Offices,
Albert Road, Horley on Tuesday 28 January 2020, at 7.30 pm

Present: Cllrs J Baird
M George
H Kitajewski – Chairman
A Kitajewski
R Marr
Samantha Marshall
Simon Marshall

In attendance: J Walsh – Town Clerk
J Morgan – RFO
A Jones - Consultant

F 4515 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Philips and Powell and Saunders be accepted, for reasons as specified in the Attendance Register. Cllr Kumar was absent.

F 4516 Approval of Minutes Finance & General Purposes Committee, 26 November 2019

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

Finance Updates

F 4517 F 4510 - Health & Safety Audit - Innes Pavilion, Court Lodge

It was noted that, as resolved at the last meeting, the replacement Fire Panel at the Innes Pavilion building had been installed and a One-Year Fire Alarm Monitoring service was being set up. In response to a Member's questions, the Clerk said that, once activated, the alarm would be raised with Southern Monitoring (the alarm receiving centre (ARC) and monitoring station) who may then contact the Fire Brigade as necessary.

RESOLVED: noted.

F 4518 Audit Matters

RESOLVED: that the Councillors' Audit Certificates for November and December 2019 and responses by the Clerk/RFO, where applicable, be noted. (A copy is appended).

F 4519 Internal Audit 2019/20 – Second Interim Report

RESOLVED: that the second Interim Report and responses from the Clerk/RFO, where applicable, be noted. (A copy is appended).

Financial Matters

F 4520 Financial Reports for November 2019

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £20,223.13 plus VAT (£20,395.45)**
- iii) Payments List totalling £77,389.76 plus VAT (£81,735.70¹)- includes a payment of £24,815.61 including VAT to Newlyn towards the Café Pavilion Building Works.**

F 4521 Financial Reports for December 2019

RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £3,224.51 plus VAT (£3,401.11)**
- iii) Payments List totalling £116,631.29 plus VAT (£119,055.20¹) – includes payment of £81,461.04 including VAT to Newlyn towards the Café Pavilion Building Works.**
- iv) Summary of Receipts and Payments compared with Estimates.**

F 4522 Communications

The Clerk updated members on the meeting of the Communications Sub-Committee, which was held earlier in the evening. (The minutes of the Communications Sub-Committee meeting are appended.)

RESOLVED: noted.

F 4523 RESOLVED: that the Cyber Essentials security, which helps to guard against the most common cyber threats and demonstrates commitment to cyber security, be purchased and put into operation at a cost of £300 + VAT together with two chargeable hours from IT Consultancy, Micromaintenance. (Micromaintenance will also provide cyber awareness training for Staff and Councillors to take place before a Full Council meeting.)

F 4524 Town Meeting – 24 April 2020

The Clerk advised Members that the meeting would take place on Friday 24th April and would start with an informal meet and greet at 7 pm. She gave a brief overview of the topics put forward to SCC Cllr Mike Goodman for consideration and invited Members' suggestions. Members were interested to know what the HTC Environment Working Group could do to improve recycling rates in Horley and what the impact of charging at Recycling Centres had been on fly tipping rates. A list of interested topics would be passed on from the Clerk, for inclusion in the presentation.

RESOLVED: that the attendance of SCC Cabinet Member for Environment and Waste, Cllr Mike Goodman as guest speaker at the Horley Town Meeting, to be held in the Edmonds Hall, on 24 April, be noted.

F 4525

Risk Assessment

The Clerk advised that the draft Risk Assessment 2019/20 paper had previously been circulated to Members and explained some proposed changes and additions required. A Member queried whether the Council's leases and legal documents were kept in a fireproof container, to which the Clerk responded that they were not. Following some discussion, it was agreed that making a scan of all the documents as a backup would be a satisfactory solution. Additionally, it was also suggested that all contracts should be checked to see whether they included limited or unlimited indemnity clauses. Cllr Marr kindly offered to undertake this review.

The Clerk further noted that the most recent audit of the Council Offices by the Surrey Police Crime Reduction Officer took place in December 2016 and recommended that the Officer be invited to conduct a review this year (2020). Members agreed.

In reply to another Member's question, the Clerk confirmed that it was a daily function to monitor the Data Protection dedicated email box.

RESOLVED: that the recommendations made by the Finance Committee for the annual review of the Risk Assessment 2019/20 paper, be considered for approval at the Full Council meeting to be held on 11 February 2020.

Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

F 4526

The Clerk advised that the Town Council had received the annual satisfaction Survey from SSALC with a closing date of 28 February. The survey asked if Members and Officers had easy access to the site and for views on the training sessions offered. The Committee gave positive feedback on recent training events they had attended. They asked if potentially more evening training seminars could be factored into future programmes and, if possible, not on Tuesday evenings when Town Council meetings were normally held. The Clerk would pass on the feedback in the SSALC questionnaire accordingly.

RESOLVED: that responses to the SSALC questionnaire be returned by the Clerk prior to the closing date of 28 February 2020.

F 4527

The Clerk further advised that NALC was seeking feedback from Town and Parish Councils on behalf of the Joint Panel on Accountability and Governance (JPAG) on its Joint Practitioners Guide. The guide had been issued to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR). The Clerk remarked that although the guide provided useful reference, specific instructions and guidance given by the external auditor, PKF Littlejohn, were already rigorously followed and had to date taken the Council safely through the process.

RESOLVED: that responses to the NALC survey on behalf of the Joint Panel on Accountability and Governance (JPAG) on its Joint Practitioners Guide be returned by the Clerk/RFO prior to the closing date of 28 February 2020.

F 4528 The Clerk further advised that an informative booklet on 'The Good Councillors Guide to Transport Planning' had recently been produced and would be circulated to members for information.

RESOLVED: noted.

Café Project, Horley Recreation Ground

F 4529 The Clerk provided the following update on the Café project and associated external works:

- There were some delays to the programme timetable arising from recent heavy rainfall together with some drainage and utility issues (since resolved). It was therefore anticipated that partial completion and handover to the Town Council be on 9 March 2020, the contractors having made a formal request for an extension to the original completion date.
- In the meantime, the electricity meter had been installed and arrangements were in hand to provide a phone line to connect broadband.
- The insurance arrangements for the development were in place and a full risk assessment would be carried out.
- A full planning application for the car park extension and redesign had been lodged with the Borough Council.
- The draft Heads of Terms for the Café Concession Lease were being reviewed and a meeting with tenant was planned in order to reach full agreement with both parties.
- The new name and address for the building had been confirmed as: 'Cafe In The Park', 65 Brighton Road, Horley RH6 8SS. A temporary mailbox had been set up to receive post.
- The final Progress Meeting with the Café Working Group would take place on 13 February and would include a site visit.

Members suggested the public be kept regularly informed. The Clerk advised that this was already the case with updates on the Council website and in the eNewsletter.

RESOLVED: noted.

F 4530

RESOLVED: that the additional expenditure required for the Café project, including the provision and installation of:

- i) a security cage surrounding the air conditioning equipment;**
- ii) additional commercial stainless-steel splashbacks and associated kitchen equipment in the integral Café area;**
- iii) underground drainage sub-pump with electric feed;**

in an estimated total sum of £10,000 plus VAT, be approved.

F 4531

RESOLVED: that expenditure for the provision of external surveillance cameras, including CCTV alarm, in the sum of £2,350 plus VAT (Total: £2,940), be approved.

F 4532

The Clerk advised that a further *Café Budget Update* in the form of a briefing paper, had been previously circulated to the Cafe Working Group. This provided more background information on the proposed extra expenditure required, namely ducting for the CCTV tower; provision of rear gates for extra security; and a storage facility in the integral Café area, in a total estimated sum of £14,352. Consultant, Alan Jones, explained that due to the increased costs of the project, careful thought would need to be given on how best to proceed.

F 4532) Having considered the cost implications, members were of the view that the storage area was a necessary requirement to complete the internal Café structure. It was further agreed that although the CCTV ducting and rear gates were also important, these items could be decided later on in the project, once the total extra expenditure had been evaluated against the overall budget. In the meantime, a further evaluation of the VAT reclaim position and impact on the Council's General Reserves to meet these costs, would be carried out. The surveyor would also be asked to consider other possible alternative options for the security gates.

RESOLVED: that the additional expenditure of £2,599 + VAT for the provision of a secure storage cupboard, be approved. The remaining two items to be considered by Full Council at its meeting on 11 February 2020 when an evaluation of the VAT reclaim position and any impact on the Council's General Reserves will be provided.

F 4533 Community Infrastructure Levy (CIL)

RESOLVED: that receipt of the quarterly report for the period 16/09/19 to 15/12/19 be noted.

F 4534 Horley Edmonds Fund

The Clerk informed Members that the deadline for the next round of applications for consideration by the Community Foundation of Surrey (CFS) was 17 January 2020. One application had been received within the current cycle and would be considered by Full Council at the meeting on 11 February 2020.

RESOLVED: that receipt of the Quarter Three Fund Statement up to 31 December 2019 be noted. (A copy is appended.)

F 4535 Damaged Gate Pillar – Horley Recreation Ground

It was noted that the full amount of the insurance claim of £1880 (subject to a £250 excess) for repairs to the damaged gate pillar, had been received from the Town Council's insurers, Royal & Sun Alliance. Bennetts contractors had been instructed to undertake the repairs during the week beginning 3 February 2020. They would liaise and keep in regular contact with the building contractors for the Café to ensure safety at all times, especially around the park entrance.

RESOLVED: noted.

F 4536 IT Support Contract Renewal – Micro Maintenance Ltd

RESOLVED that the Town Council's annual IT Support Contract Renewal with Micro Maintenance Ltd (effective 1 January 2020) together with the 5% annual increase of £137.04 giving a total of £2,876.40 + VAT, be ratified.

F 4537 Water Hygiene Services – WET Ltd

RESOLVED: that the Town Council's Water Hygiene Services Contract Renewal with WET Ltd (effective 1 January 2020) together with a small annual increase giving a total of £792 +VAT, be ratified.

F 4538 Council Offices - Maintenance Works

RESOLVED: that

- i) the expenditure of £748.50 + VAT for the Led Lighting Upgrade to the offices be ratified.**
- ii) the recent maintenance work to the car park barrier, be noted.**
- iii) the expenditure of £ 1750.36 + VAT to upgrade the Hall Lighting to more efficient and environmentally friendly LED lighting, be approved.**
- iv) a quote from Bennetts to upgrade the extant PA system with a more effective audible output, be obtained.**

F 4539 Defibrillator Donation at The Bull Public House, Horley Row

The Clerk gave the following information. The Licence had been drafted and would be sent to the landlord of the Bull Public House, for consideration. The defibrillator would be added to the all risks section of the Councils insurance policy. The equipment was classified as vandal proof. Electrical quotations to install the equipment would be sourced. Good progress has been made and the Council should soon be in a position to request the charity to release the funds for the purchase of the defibrillator. A note of thanks was extended to Cllr Marr for his helpful guidance with the preparation of the draft Licence.

RESOLVED: noted.

F 4540 Scout Hut at Michael Crescent Centenary Park

The Town Clerk advised Members of the recent reported break-in at the Scout Hut Building, including damage caused and actions taken.

RESOLVED: noted.

F 4541 Members were informed of the possibilities for enhanced crime prevention measures and possible replacement of the entry door to the Scout Hut building. The Town Clerk said that a more secure metal door could be installed for approximately £1800 or a roller shutter could be installed but this would cost more. Members took the view that the Scout Hut building is a liability and they did not want to spend more money on it and no further action should be taken.

RESOLVED: noted.

F 4542 Pension Valuation, Pension Administration Strategy Consultation and Pension Funding Strategy Statement Consultation (Consultation closes 1 February 2020)

The RFO provided members with an informative overview of the pension administration strategy by the Local Government Pension Scheme (LGPS). The consultation sought a response from Scheme Employers on the revision of a written statement of the Administering Authority's policies in relation to such matters contained in the LGPS regulations 2013 (Regulation 59 – "the pensions administration strategy"). It was agreed that a response from the Town Council would be sent, stating that the proposals outlined in the consultation papers, were considered to be acceptable.

F 4542) **RESOLVED: that the Town Council's response to the above Pension Valuation, Pension Administration Strategy Consultation and Pension Funding Strategy Statement Consultation and acceptance of the proposals mentioned therein, be approved.**

F 4543 **Diary Dates**

RESOLVED: that upcoming events including the Residents Forum, on 5 February 2020, be noted.

F 4544 **Items for Future Consideration**

Quotations for the CCTV upgrade at Court Lodge Fields and Innes Pavilion.

RESOLVED: noted.

Meeting closed at 9.17 pm

Date of Next Meeting – 10 March 2020




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

NOVEMBER 2019

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

Observations (Councillors)	Clerk's action
Name: MARTIN STUNDERS	Signature:
Signature: 	
Name: Simon Marshall	
Signature: 	
Date: 22/01/2020.	Date 22/1/2020




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

DECEMBER 2019

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

Observations (Councillors)	RFO Clerk's action
Could we have variable DD shown over a previous year by debit line to make trends easier to see please	This will be provided going forward.
Name: MARTIN SAUNDERS	Signature:
Signature: 	
Name: Simon Marshall	
Signature: 	
Date: 22/01/2020	Date 22/1/2020

Horley Town Council

NOVEMBER 19 (2019-2020)

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/11/2019		
	Cash in Hand 01/04/2019		388,715.63
	ADD		
	Receipts 01/04/2019 - 30/11/2019		979,183.07
			1,367,898.70
	SUBTRACT		
	Payments 01/04/2019 - 30/11/2019		718,051.53
A	Cash in Hand 30/11/2019 (per Cash Book)		649,847.17
	Cash in hand per Bank Statements		
	Cash	30/11/2019	50.00
	Handelsbanken	30/11/2019	297,933.02
	FairFX Bank Debit Card	30/11/2019	253.67
	Barclays Direct Access	30/11/2019	0.00
	Nationwide Intl	30/11/2019	22,417.31
	Barclays 10 Day	30/11/2019	0.00
	HSBC Payroll	30/11/2019	12,714.80
	HSBC Deposit	30/11/2019	229,393.14
	HSBC Current	30/11/2019	87,085.23
			649,847.17
	Less unrepresented cheques		0.00
			649,847.17
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		649,847.17
	A = B Checks out OK		

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
447	01/11/2019	Communications	HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
448	01/11/2019	Rates	HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
449	01/11/2019	Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	Z	108.62	0.00	108.62
450	01/11/2019	Church Rd Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	Z	42.87	0.00	42.87
451	01/11/2019	Rates & Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	Z	48.03	0.00	48.03
452	01/11/2019	Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	Z	44.32	0.00	44.32
453	01/11/2019	Rates & Utilities	HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
513	01/11/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Various	Z	27.92	0.00	27.92
514	04/11/2019	Communications	FairFX Bank Debit Car		Office supplies	Email Blaster	S	12.99	2.60	15.59
515	04/11/2019	IT	FairFX Bank Debit Car		Office supplies	Fasthosts	S	38.97	7.79	46.76
454	05/11/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
455	05/11/2019	Church Rd Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	250.00	50.00	300.00
456	05/11/2019	Langshott Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	250.00	50.00	300.00
457	05/11/2019	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
458	05/11/2019	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	E	144.10	0.00	144.10
459	05/11/2019	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	S	49.62	9.92	59.54
460	05/11/2019	PAYE	HSBC Current		PAYE	HIMRC	E	1,160.80	0.00	1,160.80
461	05/11/2019	NI Employer	HSBC Current		PAYE	HIMRC	E	1,017.34	0.00	1,017.34
462	05/11/2019	NI Employee	HSBC Current		PAYE	HIMRC	E	648.60	0.00	648.60
463	05/11/2019	Footpaths & Car park	HSBC Current		Lampposts	L&C Installations	S	624.00	124.80	748.80
464	05/11/2019	SCC Pension Employee	HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
465	05/11/2019	Security Patrols	HSBC Current		Security Guard Patrol	SmartGuard Security	S	531.40	106.28	637.68
466	05/11/2019	Horley/South & SE in Bloom	HSBC Current		Room hire	Staywell Regent House	Z	145.20	0.00	145.20
467	05/11/2019	SCC Pension Employer	HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,634.80	0.00	1,634.80
468	05/11/2019	SCC Pension Employee	HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	665.72	0.00	665.72
469	05/11/2019	Maintenance Contracts	HSBC Current		Telephone system maintenanc	Tritel Communications	S	250.00	50.00	300.00
470	08/11/2019	Utilities	HSBC Current		Telephone charges	BT	S	244.17	48.83	293.00
471	08/11/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
472	11/11/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
473	11/11/2019	Bank charges	HSBC Current		Bank charge	HSBC	Z	58.88	0.00	58.88
516	11/11/2019	IT	FairFX Bank Debit Car		Office supplies	Adobe Systems Software	Z	10.95	0.00	10.95
517	11/11/2019	IT	FairFX Bank Debit Car		Office supplies	Microsoft	Z	126.80	0.00	126.80
518	11/11/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	53.12	7.15	60.27
474	12/11/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
475	12/11/2019	Maintenance & Repairs	HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	2,134.02	426.80	2,560.82
476	12/11/2019	Compliance and Regulatory	HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	439.80	87.96	527.76

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
477	12/11/2019	Playground Inspections	HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	1,380.00	276.00	1,656.00
478	12/11/2019	Playground Repairs	HSBC Current		Playground repairs	Bennetts Builders Ltd	S	382.50	76.50	459.00
479	12/11/2019	Buildings	HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	144.00	28.80	172.80
480	12/11/2019	Langshott Maintenance	HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	2,160.49	432.10	2,592.59
481	12/11/2019	Church Rd Maintenance	HSBC Current		Allotment maintenance	Bennetts Builders Ltd	S	1,270.00	254.00	1,524.00
482	12/11/2019	Horley/South & SE in Bloom	HSBC Current		Horley in Bloom	Bennetts Builders Ltd	S	100.00	20.00	120.00
483	12/11/2019	Grounds	HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	2,172.00	434.40	2,606.40
484	12/11/2019	Church Rd Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	200.00	40.00	240.00
485	12/11/2019	Langshott Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	200.00	40.00	240.00
486	12/11/2019	Compliance and Regulatory	HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	115.00	23.00	138.00
487	12/11/2019	Compliance and Regulatory	HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	200.00	40.00	240.00
488	12/11/2019	Security Patrols	HSBC Current		Security Guard Patrol	SmartGuard Security	S	495.76	99.15	594.91
489	12/11/2019	Legal and professional fees	HSBC Current		Professional Fees	Starford HR and Legal Serv	S	975.00	195.00	1,170.00
490	12/11/2019	Memorial Gardens	HSBC Current	104396	Poppy Wreath	Royal British Legion	Z	18.50	0.00	18.50
380	13/11/2019	Grounds	HSBC Current		Litter Bin	Earth Anchors	S	-2,008.00	-401.60	-2,409.60
381	13/11/2019	Parks Furniture	HSBC Current		Litter Bin	Earth Anchors	S	2,008.00	401.60	2,409.60
382	13/11/2019	Grounds	HSBC Current		Tree surgery	Heathlands Tree Care	S	-200.00	-40.00	-240.00
383	13/11/2019	Tree Surgery	HSBC Current		Tree surgery	Heathlands Tree Care	S	200.00	40.00	240.00
384	13/11/2019	Grounds	HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	-614.00	-122.80	-736.80
385	13/11/2019	Playground Repairs	HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	614.00	122.80	736.80
386	13/11/2019	Grounds	HSBC Current		Tree surgery	Heathlands Tree Care	S	-450.00	-90.00	-540.00
387	13/11/2019	Tree Surgery	HSBC Current		Tree surgery	Heathlands Tree Care	S	450.00	90.00	540.00
388	13/11/2019	Grounds	HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	-615.00	-123.00	-738.00
389	13/11/2019	Playground Repairs	HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	615.00	123.00	738.00
390	13/11/2019	Grounds	HSBC Current		Horley Recreation Ground	Earth Anchors	S	-893.00	-178.60	-1,071.60
391	13/11/2019	Parks Furniture	HSBC Current		Horley Recreation Ground	Earth Anchors	S	893.00	178.60	1,071.60
392	13/11/2019	Grounds	HSBC Current		Playground repairs	Bennetts Builders Ltd	S	-491.00	-98.20	-589.20
393	13/11/2019	Playground Repairs	HSBC Current		Playground repairs	Bennetts Builders Ltd	S	491.00	98.20	589.20
491	15/11/2019	Communications	HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
492	15/11/2019	Baskets and planting	HSBC Current		Baskets and Planters (Amethys	Amethyst Horticulture	S	600.00	120.00	720.00
493	15/11/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
494	15/11/2019	Maintenance & Repairs	HSBC Current		Cleaning	Asbit	S	40.00	8.00	48.00
495	15/11/2019	Communications	HSBC Current		Noticeboard	Asbit	S	40.00	8.00	48.00
496	15/11/2019	Maintenance & Repairs	HSBC Current		Repairs/Maintenance	L&C Installations	S	119.25	23.85	143.10
497	15/11/2019	Legal and professional fees	HSBC Current		Professional Fees	LG Business Consultation	Z	963.90	0.00	963.90
498	15/11/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	S	24,815.61	4,963.12	29,778.73
499	15/11/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	Z	0.00	-4,963.12	-4,963.12
500	15/11/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	Z	4,963.12	0.00	4,963.12
501	15/11/2019	Clfr Training	HSBC Current		Councilor training	SSALC Ltd	S	350.00	70.00	420.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
502	15/11/2019		HSBC Current		Repairs/Maintenance	VodaCompliance	S	450.00	90.00	540.00
503	15/11/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	97.48	19.50	116.98
504	18/11/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
505	18/11/2019		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
507	19/11/2019		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
508	22/11/2019		HSBC Current		Gas supply	British Gas	L	97.31	4.86	102.17
509	22/11/2019		HSBC Current		Electricity supply	British Gas	L	94.37	4.71	99.08
510	22/11/2019		HSBC Current		Electricity supply	British Gas	L	249.07	12.40	260.47
506	22/11/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
511	25/11/2019		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
512	27/11/2019		HSBC Current		PWLB repayment	PWLB	E	9,772.46	0.00	9,772.46
519	28/11/2019		HSBC Payroll		Salaries	Horley Town Council	E	7,899.44	0.00	7,899.44
Total								77,389.96	4,345.74	81,735.70

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
237	01/11/2019		HSBC Current		Football pitch hire	AFC Gatwick	S	240.00	48.00	288.00
238	01/11/2019		HSBC Current		Football pitch hire	Horley Amateur FC	S	360.00	72.00	432.00
239	01/11/2019		HSBC Current		Football pitch hire	Redhill Rovers	S	120.00	24.00	144.00
240	01/11/2019		HSBC Current	9875	Hall Hire Fee	Kicks Dance	E	108.00	0.00	108.00
241	06/11/2019		HSBC Current		Vat Refund	HMRC	E	13,917.74	0.00	13,917.74
242	09/11/2019		HSBC Current	9879	Hall Hire Fee	Yoga - Charlotte Huggins	E	100.00	0.00	100.00
243	11/11/2019		HSBC Current	9837/9858	Hall Hire Fee	Silver Moon Dancing	E	240.00	0.00	240.00
244	11/11/2019		HSBC Current	9858	Hall Hire Fee	Art and Craft Class	E	96.00	0.00	96.00
245	11/11/2019		HSBC Current	9749	Allotment Rent	Various	E	45.00	0.00	45.00
246	11/11/2019		HSBC Current		Market Income	Saturday Market	E	100.00	0.00	100.00
247	12/11/2019		HSBC Current	9886	Photocopying - copies	Various	S	16.50	3.30	19.80
248	13/11/2019		HSBC Current	9836/57	Hall Hire Fee	RCCG Church	E	732.00	0.00	732.00
249	13/11/2019		HSBC Current	9854	Hall Hire Fee	Art Class	E	140.00	0.00	140.00
250	13/11/2019		HSBC Current	9859	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
251	13/11/2019		HSBC Current	9874	Hall Hire Fee	Art Class	E	105.00	0.00	105.00
252	13/11/2019		HSBC Current	9862	Hall Hire Fee	Yoga - Melita Swaby	E	100.00	0.00	100.00
253	13/11/2019		HSBC Current	9848	Bowls Club Rent	Horley Bowls Clubq	E	251.00	0.00	251.00
254	13/11/2019		HSBC Current	9867	HIB Presentation evening	Horley Carnival	S	48.29	9.66	57.95
255	13/11/2019		HSBC Current		Funfair	Beech	E	1,000.00	0.00	1,000.00
256	15/11/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
257	15/11/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
258	16/11/2019		HSBC Current	9889	Banner Display	Horley Methodist Church	E	20.00	0.00	20.00
259	18/11/2019		HSBC Current	9885	Banner Display	Horley Baptist Church	E	50.00	0.00	50.00
260	21/11/2019		HSBC Current	9892	Banner Display	Horley Infant School	E	20.00	0.00	20.00
261	22/11/2019		HSBC Current	9894	Allotment Rent	Various	E	40.00	0.00	40.00
262	22/11/2019		HSBC Current	9876	Hall Hire Fee	Pilates - Kathy Gerrard	E	115.00	0.00	115.00
263	25/11/2019		HSBC Current	9878	Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
264	26/11/2019		HSBC Current	9881	Hall Hire Fee	Various	E	87.00	0.00	87.00
265	26/11/2019		HSBC Current	9895	Horley Recreation Ground	Beech	E	500.00	0.00	500.00
266	26/11/2019		HSBC Current	9870	Banner Display	Various	E	20.00	0.00	20.00
267	26/11/2019		HSBC Current	9897	Hall Hire Fee	Various	E	80.00	0.00	80.00
268	28/11/2019		HSBC Current	9907	Hall Hire Fee	Yoga - Melita Swaby	E	145.00	0.00	145.00
269	29/11/2019		HSBC Current	9902	Hall Hire Fee	Kicks Dance	E	108.00	0.00	108.00
270	29/11/2019		HSBC Current	9890	Photocopying - copies	Various	S	8.80	1.76	10.56
271	29/11/2019		HSBC Current	9898	Football pitch hire	Chartwood Village FC	S	17.00	3.40	20.40
272	29/11/2019		HSBC Current	9887	Football pitch hire	Chartwood Village FC	S	34.00	6.80	40.80

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
273 Football Pitches	29/11/2019		HSBC Current	988	Football pitch hire	Charlwood Village FC	S	17.00	3.40	20.40
274 Bank Interest	29/11/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	85.80	0.00	85.80
Total								20,223.13	172.32	20,395.45

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/12/2019		
	Cash in Hand 01/04/2019		388,715.63
	ADD Receipts 01/04/2019 - 31/12/2019		982,584.18
			1,371,299.81
	SUBTRACT Payments 01/04/2019 - 31/12/2019		837,106.73
A	Cash in Hand 31/12/2019 (per Cash Book)		534,193.08
	Cash in hand per Bank Statements		
	Cash	31/12/2019	50.00
	Handelsbanken	31/12/2019	298,021.68
	FairFX Bank Debit Card	31/12/2019	755.12
	Barclays Direct Access	31/12/2019	0.00
	Nationwide Intl	31/12/2019	22,417.31
	Barclays 10 Day	31/12/2019	0.00
	HSBC Payroll	31/12/2019	12,862.59
	HSBC Deposit	31/12/2019	169,587.39
	HSBC Current	31/12/2019	30,498.99
			534,193.08
	Less unrepresented cheques		0.00
			534,193.08
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		534,193.08
	A = B Checks out OK		

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
520	02/12/2019	Communications	HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
521	02/12/2019	Rates	HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
522	02/12/2019	Rates & Utilities	HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
523	03/12/2019	Utilities	HSBC Current		Electricity supply	British Gas	S	94.04	18.80	112.84
574	03/12/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Various	E	9.58	0.00	9.58
585	03/12/2019	Communications	FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
575	09/12/2019	IT	FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
576	09/12/2019	IT	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	126.80	0.00	126.80
524	09/12/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
525	10/12/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
526	10/12/2019	Maintenance & Repairs	HSBC Current		Office repairs	Asbit	S	24.00	4.80	28.80
527	10/12/2019	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
528	10/12/2019	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	S	49.62	9.92	59.54
529	10/12/2019	Compliance and Regulatory	HSBC Current		Fire Extinguisher Maintenance	Fire Protection Services Ltd	S	200.60	40.12	240.72
530	10/12/2019	PAYE	HSBC Current		PAYE	HMRC	E	1,208.00	0.00	1,208.00
531	10/12/2019	NI Employee	HSBC Current		NI Employee	HMRC	E	676.92	0.00	676.92
532	10/12/2019	NI Employer	HSBC Current		NI Employer	HMRC	E	1,049.90	0.00	1,049.90
533	10/12/2019	Churchyards	HSBC Current	C 4590	Grant Award Scheme	Horley Parochial Church Cour	E	6,400.00	0.00	6,400.00
534	10/12/2019	Website	HSBC Current		Website	Jarret & Lam Consulting	S	740.00	148.00	888.00
535	10/12/2019	SCC Pension Employee	HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
536	10/12/2019	Football Pitch Deposits	HSBC Current		Football pitch hire Refund	Horley Athletic	E	100.00	0.00	100.00
537	10/12/2019	Window Cleaning	HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
538	10/12/2019	SCC Pension Employer	HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,634.27	0.00	1,634.27
539	10/12/2019	SCC Pension Employee	HSBC Current		Pension payments Employee	Surrey Pension Fund	E	665.49	0.00	665.49
540	10/12/2019	Compliance and Regulatory	HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	195.00	39.00	234.00
541	11/12/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
542	11/12/2019	Bank charges	HSBC Current		Bank charges - all HSBC accou	HSBC	Z	41.00	0.00	41.00
543	13/12/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
544	13/12/2019	Christmas	HSBC Current		Christmas tree	J S Greenwood - Balcombe E	S	507.50	101.50	609.00
545	13/12/2019	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	225.00	45.00	270.00
546	13/12/2019	Maintenance Contracts	HSBC Current		Office maintenance - hygiene I	Constant Hygiene	S	225.00	45.00	270.00
547	13/12/2019	Legal and professional fees	HSBC Current		Consultancy	LG Business Consultation	E	1,088.20	0.00	1,088.20
548	13/12/2019	Legal and professional fees	HSBC Current		Consultancy	Parkinson Partnership	E	600.00	0.00	600.00
549	13/12/2019	Maintenance & Repairs	HSBC Current		Air Conditioning Maintenance	RSI Aircon Ltd	S	90.00	18.00	108.00
550	13/12/2019	Legal and professional fees	HSBC Current		HR Services	Starford HR and Legal Servic	S	1,575.00	315.00	1,890.00
551	13/12/2019	Compliance and Regulatory	HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	195.00	39.00	234.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
577	13/12/2019	Compliance and Regulatory	FairFX Bank Debit Car		Rock Salt for De-icing paths	Amazon	S	27.21	5.46	32.67
578	13/12/2019	Compliance and Regulatory	FairFX Bank Debit Car		Salt Spreader	Amazon	S	7.46	1.49	8.95
579	16/12/2019	Compliance and Regulatory	FairFX Bank Debit Car		Grit Bin	Amazon	S	56.71	11.35	68.06
580	16/12/2019	Maintenance & Repairs	FairFX Bank Debit Car		Henry Hoover	Amazon	S	110.19	22.05	132.24
581	16/12/2019	Maintenance & Repairs	FairFX Bank Debit Car		Henry Hoover Bags	Amazon	S	10.19	2.04	12.23
582	16/12/2019	Maintenance & Repairs	FairFX Bank Debit Car		Phone Case	Amazon	S	5.82	1.17	6.99
583	16/12/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Shredding Sacks	Amazon	S	20.83	4.16	24.99
552	16/12/2019	Communications	HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
553	16/12/2019	Subscriptions & Licences	HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
554	17/12/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
555	18/12/2019	Maintenance Contracts	HSBC Current		Gas boiler service	British Gas	Z	49.20	0.00	49.20
556	18/12/2019	Photocopying	HSBC Current		Photocopying - copies	SOS Systems Ltd	S	67.85	13.57	81.42
557	19/12/2019	Maintenance Contracts	HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
558	20/12/2019	Utilities	HSBC Current		Gas supply	British Gas	S	350.20	70.04	420.24
559	20/12/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
560	20/12/2019	Pavilion Cafe	HSBC Current		Electricity supply	British Gas	S	129.75	25.95	155.70
561	20/12/2019	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	S	35.88	7.18	43.06
562	20/12/2019	Website	HSBC Current		Website	Jarret & Lam Consulting	S	200.00	40.00	240.00
563	20/12/2019	Edmonds Hall Deposits	HSBC Current		Refund	Various	E	150.00	0.00	150.00
564	20/12/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	S	67,884.20	13,576.84	81,461.04
565	20/12/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	S	0.00	-13,576.84	-13,576.84
566	20/12/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Newlyns	Z	13,576.84	0.00	13,576.84
567	20/12/2019	Security Patrols	HSBC Current		Security Guard Patrol	SmartGuard Security	S	963.76	192.75	1,156.51
584	20/12/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Flowers	Sweetpea Florist	E	49.50	0.00	49.50
568	23/12/2019	IT	HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
569	24/12/2019	Utilities	HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
570	24/12/2019	Utilities	HSBC Current		Electricity supply	British Gas	L	114.73	5.73	120.46
573	28/12/2019	Net Salaries	HSBC Payroll		Salaries	Horley Town Council	E	8,052.21	0.00	8,052.21
571	30/12/2019	Communications	HSBC Current		Telephone charges	BT	S	151.47	30.29	181.76
572	31/12/2019	Bank charges	HSBC Current		Bank charge - debit card ma	SumUp	Z	1.77	0.00	1.77
Total								116,631.29	2,423.91	119,055.20

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
275	02/12/2019		HSBC Current		Football pitch hire	AFC Gatwick	S	240.00	48.00	288.00
276	02/12/2019		HSBC Current		Football pitch hire	Horley Amateur FC	S	360.00	72.00	432.00
277	02/12/2019		HSBC Current		Football pitch hire	Redhill Rovers	S	120.00	24.00	144.00
278	03/12/2019		HSBC Current	9850	Hall Hire Fee	Hobgoblin Theatre Group	E	105.00	0.00	105.00
294	04/12/2019		HSBC Current	9909	Banner Display	Various	E	20.00	0.00	20.00
295	06/12/2019		HSBC Deposit		Interest	HSBC	E	194.25	0.00	194.25
279	10/12/2019		HSBC Current	9914	Banner Display	Various	E	120.00	0.00	120.00
280	11/12/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
281	11/12/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
282	12/12/2019		HSBC Current	9990	Hall Hire Fee	GW Seventh Day Adventist C	E	230.00	0.00	230.00
283	18/12/2019		HSBC Current	9905	Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
284	18/12/2019		HSBC Current		Market Income	Saturday Market	E	40.00	0.00	40.00
285	18/12/2019		HSBC Current	9868	Allotment Rent	Various	E	15.00	0.00	15.00
286	18/12/2019		HSBC Current	9918	Banner Display	Various	E	30.00	0.00	30.00
287	18/12/2019		HSBC Current	9831	Banner Display	RCCG Church	E	40.00	0.00	40.00
288	18/12/2019		HSBC Current	9877	Hall Hire Fee	RCCG Church	E	342.00	0.00	342.00
289	18/12/2019		HSBC Current	9901	Hall Hire Fee	Art Class	E	140.00	0.00	140.00
290	18/12/2019		HSBC Current	9893	Photocopying - copies	Court Lodge Residents Assoc	S	63.00	12.60	75.60
291	18/12/2019		HSBC Current		Wayleaves	UK Power Networks	E	8.60	0.00	8.60
292	24/12/2019		HSBC Current	9916	Banner Display	YMCA East Surrey	E	50.00	0.00	50.00
293	30/12/2019		HSBC Current	9903	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
296	31/12/2019		Handelsbanken		Interest	HANDELSBANKEN	Z	88.66	0.00	88.66
Total								3,244.51	156.60	3,401.11

Summary of Receipts and Payments

All Cost Centres and Codes

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	372,755.00	372,755.00					
SUB TOTAL		372,755.00	372,755.00					

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	969.26	-31			-31	
3	Section 136 LGA	37,000.00	37,711.00	711			711	
5	Devolved Powers	1,700.00		-1,700			-1,700	
6	Council Tax Support Grant							
141	CIL	5,000.00	17,535.64	12,536			12,536	
SUB TOTAL		44,700.00	56,215.90	11,516			11,516	

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	10,930.00	-1,070			-1,070	
8	Football Pitches	8,400.00	4,441.51	-3,958		1,587.05	-5,546	
9	Church Rd Allotments	3,300.00	195.00	-3,105			-3,105	
10	Langshott Allotments	3,800.00	3,685.00	-115			-115	
11	Bowls Club	276.00	251.00	-25			-25	
12	Innes Pavilion	10,000.00	6,939.00	-3,061			-3,061	
13	Saturday Market	200.00	360.00	160			160	
14	Events and Banners	6,000.00	11,868.00	5,868		2,500.00	3,368	
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits		100.00	100		150.00	-50	
17	Football Pitch Deposits		100.00	100		100.00	-100	
SUB TOTAL		44,196.00	39,089.51	-5,106		4,337.05	-9,444	

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	686.66	913	913
20	Courier & Postage				400.00	66.80	333	333
21	Office Supplies & Equipment				3,000.00	1,987.78	1,012	1,012
22	Photocopying	50.00	229.90	180	4,500.00	2,008.45	2,492	2,671
23	IT				6,000.00	3,730.09	2,270	2,270
24	Website				2,800.00	4,180.00	-1,380	-1,380
25	Communications				1,800.00	1,787.98	12	12
26	Environment Campaign							

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 January 2020 (2019-2020)

SUB TOTAL	50.00	229.90	180	20,100.00	14,447.76	5,652	5,832
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				96,000.00	77,172.26	18,828	18,828
31	PAYE				11,000.00	10,849.55	150	150
32	NI Employee				11,000.00	5,882.36	5,118	5,118
33	NI Employer				11,000.00	9,107.60	1,892	1,892
34	SCC Pension Employee				12,000.00	10,680.82	1,319	1,319
35	SCC Pension Employer				24,000.00	14,426.76	9,573	9,573
SUB TOTAL					165,000.00	128,119.35	36,881	36,881

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	3,353.82	-354	-354
39	Cleaning of hall and office				10,500.00	10,911.30	-411	-411
40	Utilities				5,400.00	3,270.92	2,129	2,129
41	Rates				3,000.00	842.52	2,157	2,157
42	Maintenance Contracts				3,200.00	1,298.33	1,902	1,902
43	Window Cleaning				750.00	300.00	450	450
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	3,532.83	1,527	1,527
46	Market rates and utilities							
SUB TOTAL					30,910.00	23,509.72	7,400	7,400

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges				1,350.00	464.04	886	886
52	Insurance				8,500.00	7,050.01	1,450	1,450
53	Legal and professional fees				19,500.00	29,443.43	-9,943	-9,943
54	Audit fees				2,200.00	2,179.00	21	21
55	Subscriptions & Licences				7,100.00	6,046.16	1,054	1,054
56	Advertising							
57	Newsletter							
58	Town Guide							
59	Presentation Badges							
60	Election Expenses				2,500.00		2,500	2,500
61	QPS							
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				200.00	36.00	164	164
64	Cllr Training		21.59	22	1,300.00	1,205.55	94	116
65	Staff Expenses				500.00	17.10	483	483

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 January 2020 (2019-2020)

66 Staff Training			1,500.00	586.60	913	913
137 Langshott Legal fees						
138 Gatwick Consultancy						
142 GDPR			3,000.00	35.00	2,965	2,965
SUB TOTAL	21.59	22	67,595.00	66,607.81	987	1,009

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	38,415.47	11,585	11,585
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	5,060.00	3,240	3,240
73	Playground Repairs				4,000.00	4,993.50	-994	-994
74	Parks Furniture				4,000.00	2,987.00	1,013	1,013
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery		350.00	350	8,000.00	1,000.00	7,000	7,350
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL		350.00	350		78,150.00	52,455.97	25,694	26,044

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	857.00	2,643	2,643
80	Ornamental Gardens				1,500.00	884.63	615	615
81	Skatepark & MUGA					150.00	-150	-150
82	Footpaths & Car park					733.81	-734	-734
123	Grounds		8.60	9	2,000.00	42,605.50	-40,606	-40,597
143	Cafe/Pavilion PWLB Loan Repaym				31,000.00		31,000	31,000
144	Pavilion Cafe PWLB Loan		472,834.45	472,834				472,834
145	Pavilion Cafe					417,169.44	-417,169	-417,169
SUB TOTAL		472,843.05	472,843		38,000.00	462,400.38	-424,400	48,443

COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	399.50	601	601
87	Buildings				5,000.00	2,083.14	2,917	2,917
88	Utilities		495.00	495	2,500.00	1,970.19	530	1,025
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,200.00	569.70	1,630	1,630
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment							
130	Refurbishment							

Horley Town Council

22 January 2020 (2019-2020)

Summary of Receipts and Payments

All Cost Centres and Codes

131 Maintenance Contracts	820.00		820	820
132 Innes Communications	300.00	301.34	-1	-1
133 Rates				
134 Security Patrols		142.40	-142	-142
135 Insurance				
139 Innes Cleaning				
SUB TOTAL	495.00	495	11,821.00	5,467.27
			6,354	6,849

MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilities				700.00	565.72	134	134
121 Buildings and Grounds				1,550.00	2,700.30	-1,150	-1,150
140 Scout Hut Demolition							
SUB TOTAL				2,250.00	3,266.02	-1,016	-1,016

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	155.00	345	345
SUB TOTAL				500.00	155.00	345	345

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance					3,113.49	-3,113	-3,113
97 Church Rd Maintenance				1,800.00	1,940.15	-140	-140
98 Church Rd Utilities				500.00	84.39	416	416
99 Langshott Utilities		70.73	71	900.00	12.71	887	958
SUB TOTAL		70.73	71	3,200.00	5,150.74	-1,951	-1,880

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	725.00	350.00	-375	8,500.00	8,732.00	-232	-607
101 Horley/South & SE in Bloom		248.29	248	2,100.00	1,433.48	667	915
102 Christmas				1,900.00	507.50	1,393	1,393
SUB TOTAL	725.00	598.29	-127	12,500.00	10,672.98	1,827	1,700

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

22 January 2020 (2019-2020)

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,000.00	4,316.98	683	683
106	CCTV Installation				11,000.00	8,815.00	2,185	2,185
107	CCTV Maintenance				1,000.00	55.00	945	945
108	CCTV Broadband Connections				1,000.00	807.20	193	193
SUB TOTAL					18,000.00	13,994.18	4,006	4,006

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00		1,000	1,000
111	Churchyards				6,500.00	6,400.00	100	100
112	Cllr Initiative grants							
113	Other Grants					100.00	-100	-100
SUB TOTAL					7,500.00	6,500.00	1,000	1,000

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments							
SUB TOTAL								

CONTINGENCY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
122	Contingency							
SUB TOTAL								

Summary

NET TOTAL	462,426.00	942,668.97	480,243	455,526.00	797,084.23	-341,558	138,685
V.A.T.		39,915.21			40,022.50		
GROSS TOTAL		982,584.18			837,106.73		

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held at the
Town Council Offices, 92 Albert Road, Horley on 28 January 2020, at 6.45 pm

Present Cllrs Helen Kitajewski (HK), Chairman
Samantha Marshall (SM)
Adrian Kitajewski (AK)
Mike George (MG)

In Attendance Joan Walsh (JW)
Alan Jones (AJ)
Helen Maan (HM)

1. Apologies and Reasons for Absence

Apologies were received from Wayne Philips (WP) and Martin Saunders (MS).

2. Declarations of Interest

None were declared.

3. Minutes of Previous Meeting (held on 26 November 2019)

The minutes were approved as a correct record.

4. Updates from Previous Meetings

JW reported that the proposal made by WP to promote his newly launched business service (Horley Network), through HTC's social media platforms, had been taken up with SSALC for guidance. Their advice was that such activities involving the Council could be perceived as a conflict of interests in potentially promoting a Councillor's business and, as such, should be discouraged. WP had been updated accordingly.

Noted.

5. Data Protection Act and General Data Protection Regulations (GDPR)

5.1 JW reported that she had been asked by an external market research company, BMG, to complete a survey on behalf of the Government Department for Digital, Culture, Media & Sport. The primary aim of the survey was to assess how GDPR had impacted on organisations in managing their cyber security. She remarked that it became apparent when completing the questionnaire that HTC already had appropriate procedures and protective measures in place to safeguard against the threat of cyber attacks and that other anti-virus protection measures were also now under review.

Noted.

5.2 Members were informed about the latest ICO updates, advising that the newly launched 'ICO-Approved Certificate Schemes' was being offered to organisations to demonstrate GDPR. JW explained that, from the research, it became apparent that the certification was purely voluntary and was tailored more for larger commercial organisations that hold a high volume of accounts with personal data.

Noted.

5.3 JW advised that she had circulated to Councillors the updated presentation slides produced by the RBBC Data Protection Officer about GDPR obligations on Councillors under the Data Protection Act 2018.

Noted.

6. eNewsletter

(i) To receive an update on the success of domain verification work

HM reported that the domain verification work had been successful and most eNewsletters were going into recipient's inboxes instead of junk folders.

Noted.

(ii) To receive an update on other matters

HM gave an update on the latest eNewsletter statistics which show an open rate of around 50%. The scam alerts are the most popular topic that is clicked on in the eNewsletter links.

Noted.

7. HTC Website

(i) Accessibility Regulations and compliance - To receive an update

JW reported that good progress overall had been made on the draft Accessibility Statement and Jarrett & Lam (our website provider) were assisting to ensure that all technical requirements had been satisfied. Once in place, an annual review of IT enhancements along with the renewal of the Council's Accessibility Statement would be sufficient to remain compliant. It was agreed that a separate tab entitled 'Accessibility' would be set up on the home page of the menu bar so as to be easily located by website users.

Noted.

(ii) To receive an update on any other matters

HM reported that the HTC Environment Group had requested a dedicated area on the website to inform residents about their progress on environmental activities. HM reported that it would be an easy addition to make. MG agreed to ask the group to provide HM with the relevant information to proceed.

Action: HM / MG

8. Other Communications Matters

(i) Cyber Security Review - To consider proposals for HTC to achieve 'Cyber Essentials Certification' together with additional training for Councillors and Officers by the Town Council's IT provider, Micro Maintenance.

JW reported that the Council's IT contractor, Micro Maintenance Ltd, had recommended that HTC achieves 'Cyber Essentials' certification at a cost of £300 + VAT. This would include an anti-virus software package, a centralised management and reporting facility together with an introductory training session for Councillors and Officers. This would further enhance security of Office 365 User Accounts with two factor authentication. It was decided that the recommendations would be put forward to the Finance Committee for consideration at its meeting (on 28 January).

Action: JW

9. Date of Next Meeting

The next meeting will take place on **10 March 2020, 6.45pm**

Comms SC / HM

28.01.20

Fund Holder Quarterly Statement

Report for the Period: 01 April 2019 to 31 December 2019

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2019			£123,716.16
TOTAL	Credits £0.00	Debits £0.00	
Total Fund at 31 December 2019			£123,716.16

Please note: Endowment valuations are updated annually on the 31st March

Grants Income & Expenditure			
Opening Balance at 01 April 2019			£4,533.18
	Receipts	Payments	
Dividend Receipts and cash distributions from Endowment Funds	£3,796.37		
Contribution to Community Foundation		£1,423.64	
Grant Payments		£1,000.00	
TOTAL	£3,796.37	£2,423.64	
Balance available for grant making at 31 December 2019			£5,905.91

Statement of Grants Given

01 April 2019 to 31 December 2019

Date	Applicant	Amount	Note
08/07/2019	MHA Reigate & Redhill Live at Home Scheme	£1,000.00	Support for a Chair exercise programme and outings for older men.
1 grant given to the value of £1,000.00			