

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on 12 May 2020, at 7.30 pm

Present	Cllrs	Jante Baird	Helen Kitajewski (Chairman)	Samantha Marshall
		Mike George	Ganesh Kumar	Simon Marshall*
		Adrian Kitajewski	Wayne Phillips	Robert Marr
			David Powell*	Martin Saunders

*** Absent**

Also Present	Joan Walsh (Town Clerk)
	Judy Morgan (RFO and Planning Officer)

F 4568 Virtual Meeting

RESOLVED: that in view of the COVID-19 lockdown period, the meeting of the Finance and General Purposes Committee be held virtually.

F 4569 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Simon Marshall and Powell be accepted for reasons as specified in the Attendance Register.

F 4570 Public Forum

Café build and associated external works – Horley Recreation Ground

A resident asked why the total cost estimate for the Café project was not yet available. In reply (and as previously provided in a written response to the resident), the Town Clerk reiterated that the Council's latest budget projections showed that it was within budget. She said that a comprehensive financial report would be presented to Council on final completion of the project which had yet to be reached.

The resident further questioned the overall cost the project, commenting that it seemed high. He asked about validity of the business plan and if a viable risk assessment had been carried out. He added that he had spoken to the Chairman of the Council and had offered to submit a separate communication in order to express his views to the Council.

The Town Clerk responded that the Council always welcomes and responds to any feedback from residents. She added that the Council had carried out the project in the correct manner and with due diligence. Everything had been done correctly in the lead up to and during the Café project. The project had been led by and subject to a full overview and scrutiny by the Café Working Group, the Finance Committee and Full Council, at every step. Appropriate analysis had been carried out, a public survey had been completed and a rigorous application process had been followed (subject to the scrutiny of SSALC) to obtain a PWLB loan. All steps were well documented and in the public domain.

A Member added that many parents were enthusiastic about the prospect of toilets and the opportunity to obtain refreshments in the Recreation Ground, there had been much positive

feedback and the Council was seeking to create a flagship park in Horley that the town could be proud of in the future. Another Member, part of the Café Working Group, added that whilst out canvassing she had received widespread enthusiasm for the Café and she was optimistic that it would be very successful. Further comments from another Member highlighted that there was a demand from the public for the provision of toilets in the park, by incorporating them into a Café and the Council would receive an income from the appointed operator. The Council was also investing in recreational facilities in Horley which would be open to everyone.

The Chairman thanked the resident for attending the meeting.

RESOLVED: noted

F 4571 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 10 March 2020, be approved.

Finance Updates

F 4572 F 4557 - Security Patrols

The Town Clerk reported that following the successful installation of the new CCTV systems at Horley Recreation Ground and Court Lodge fields, the number of security patrols at each site would be reduced.

RESOLVED: noted.

F 4561 - Scout Hut at Michael Crescent Centenary Park

The Town Clerk reported that there would be a delay to the plans (approved at the last meeting) for RBBC to install a new electrical box and to extend the tarmac area at the side of the building to upgrade the Air Quality Monitoring equipment. This was due to the COVID-19 lockdowns.

A Member said that last year's air quality presentation from the RBBC Air Quality Monitoring Officer had been well received by the Council. He said he looked forward to receiving an Air Quality Monitoring update following the release of the lockdown. He hoped to hear progress on air quality on the A23 between the Longridge Roundabout and Massetts Road; the impact of the Gatwick Airport DCO process on Horley and the overall impact of the lockdown period.

RESOLVED: noted.

F 4573 Audit Matters

RESOLVED: that the Councillors' Audit Certificate for March 2020 and responses by the Clerk/RFO, where applicable, be noted. (A copy is appended).

F 4574 Revised arrangements for conclusion of the audit by the internal auditor for the Financial Year 2019/20 and Annual Governance and Accountability Return (AGAR) 2019/20

The Town Clerk gave the following information.

The unaudited accounts and supporting documents for the financial year 19/20 had been prepared by the RFO. The final internal audit for the year by Paul Hartley would take place remotely by the end of May 2020 and the Annual Internal Audit Report documents would be completed for presentation at the next Full Council meeting on 30 June 2020.

PFK Littlejohn, the external auditors had advised that following a change in legislation, for this year, the deadline for submission of the AGAR had been extended from 30 June to 31 July 2020 and the requirement for a common period for the exercise of public rights had been removed. They did however suggest that, where possible, Councils should try to stay as close to the normal timetable as possible and this would be duly followed by HTC.

The Town Clerk proposed that at the Full Council meeting on 30 June: -

- The Annual Internal Audit Report is presented for noting
- The Annual Governance Statement is presented for approval
- The Accountability Statements are presented for approval

Following approval and signing of the documents, they would be sent to PFK Littlejohn. It was agreed that the commencement date for the exercise of public rights would start on 6 July and end on 14 August 2020. Residents would be notified of this intention on the Town Council website and in the next eNewsletter.

RESOLVED: that the above Council audit arrangements be agreed and noted.

F 4575 Financial Reports for March 2020

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

- i) Bank Reconciliations***
- ii) Receipts List totalling £4,821.70 plus VAT (£4,821.70)***
- iii) Payments List totalling £82,089.37 plus VAT (£93,932.23)- includes a payment of £31,433.16 including VAT to Newlyns towards the Café Pavilion Building Works.***

F 4576 Financial Impact of COVID-19

The RFO reported that she had recently completed a survey for NALC regarding the financial impact of COVID-19 on local councils. Looking at the first quarter of 20/21 the loss of income was expected to be in the region of £15,000 and there would also be some additional costs for supporting home working, signage in the parks and additional security for unoccupied premises. A more detailed report would be presented to Full Council at the end of June.

RESOLVED: noted.

F 4577 Communications

The Town Clerk said that meetings of the Sub-Committee, was currently on hold but she gave the following updates:

- The Accessibility Statement was being finalised and would be presented to Full Council for approval.
- Cyber Security training would be rearranged for a later date.

- There had been an increase in the number of views for the website and the statistics would be circulated to Members shortly.

RESOLVED: noted.

F 4578 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

The Town Clerk gave the following overview of some of the recent communications received, all of which had previously been circulated to Members for, information:

- New regulations came into force on 2 April 2020 which permit the holding of remote meetings with conditions; local councils can decide the methods they will use to facilitate the holding of remote meetings and there was no requirement to hold an Annual Meeting.
- New COVID-19 recovery plans had been issued which had slightly relaxed the use of outdoor spaces. Officers were continuing to work remotely and it was proposed to continue to hold Council meetings virtually. The Council was closely following all advice and guidance which was being updated on an almost daily basis.
- NALC had published its report on the local Parish and Town Council [elections](#) after undertaking the first national research of its kind. A significant number of responses have supported the idea to pilot online voting. NALC is committed to supporting local councils, councillors and county associations to increase the numbers of candidates, raise the profile of councillors, deliver more local media coverage and to make the process simpler.
- Although there had been an indication from Government that funding would be made available to local councils to cover unexpected expenditure arising as a direct result of Coronavirus; it appears that this only extends as far as the Borough/District Councils.
- Surrey Board Members will be appointing a new Chairman and Vice-Chairman at a virtual meeting. Board Members will be briefed on how things have gone across Surrey and, as previously mentioned, continue to look at how to continue to improve their services.
- SSALC are looking to restart training online and are actively working on providing remote training, possibly through webinars, covering councillor Briefing and Awareness, Finance and Planning.

RESOLVED: noted.

F 4579 Cycle of Meetings 2020 – 2021

The Town Clerk suggested that virtual meetings be scheduled for the next two months following which there would be a further review. The following meeting dates were agreed:

- May 19 Planning and Development
- June 16 Planning and Development
- June 30 Full Council
- July 14 Planning and Development
- July 21 Leisure and Amenities
- August 4 Finance and General Purposed
- August 18 Planning and Development
- August 25 Full Council

RESOLVED: that the proposed cycle of meetings be agreed and future meeting arrangements be reviewed at the next Finance Committee Meeting with recommendations to be made to Full Council at the end of August.

F 4580 Community Infrastructure Levy (CIL)

RESOLVED: that receipt of the quarterly report for the period 16/12/19 to 15/03/20 be noted.

F 4581 Town Council Insurance 2020-2021

The Town Clerk advised that the Annual Review of the combined insurance with the Council's Insurance Brokers WPS had been completed virtually. The valuations had been reviewed and were index linked. The Café would be added to the insurance policy once it had been officially handed over from the contractors. The policy further contained a specific exclusion on Covid-19 related matters for virus, disease and pandemic.

The Cyber Protection insurance had been sourced from a different provider and there was a slightly higher premium of £357.05. This insurance also required some further security enhancements to the Council's IT infrastructure which had been put in place.

She added the Town Council had reached Year 2 of a favourable 3-year agreement with Royal & Sun Alliance but there was a slightly higher premium than last year as the premium is index linked for inflation. The combined insurance policy would cost £6821.49 and would come into effect on 1 June 2020. In the absence of an Annual Council meeting this year, the annual premium and revised terms would be presented to Full Council for ratification at its meeting on 30 June 2020.

RESOLVED: noted.

Concession Arrangements for Town Council Tenants during the COVID-19 Crisis

F4582 Innes Pavilion

The Town Clerk reported that she had been approached by the tenant of the Innes Pavilion building for a rent concession during the COVID-19 crisis. This was because there was no physical activity at the Innes Pavilion due to the lockdown. The Council had made the tenant a discretionary offer to reduce the rent by half and waive the electricity contribution for 3 months; resulting in a reduction of £435.50 per month. In return, the tenant agreed to check the building every other day. A signed letter of acceptance by the tenant had been received. The original concession period would expire at the end of June and consideration needed to be given to extending the concession period for a further three months.

There followed some discussion amongst Members where the following points were made:

- The Town Council wished to be supportive of local businesses
- Even when the lockdown is released, businesses would still need support going forward and this should be taken into consideration
- The cost to the Council must also be considered as the Council had lost a significant amount of income and Members needed to be conscious of the ongoing financial implications to the Council.

It was proposed that the Council continue to support the tenant if possible during the unfavourable circumstances; that the concession be extended monthly; and it be subject to review by the Council. This was agreed.

F 4582) *RESOLVED: that the original three-month concession be ratified, and that the concession be extended monthly and subject to review.*

F 4583 Horley Bowling Club

The Council was also approached by the Horley Bowling Club seeking to have their annual fee of £271 waived for this year in light of the COVID-19 lockdown. The Bowling Club was very cooperative towards the Council in supporting, amongst other things, the CCTV in Horley Recreation Ground and providing water for the fair and this was agreed.

RESOLVED: that the waiving of the annual fee for the year 2020/21 be ratified.

F 4584 Defibrillators in Horley

Boots Chemist, Horley High Street

The Town Clerk advised that the Licence for the defibrillator installation was due for renewal. Boots had renewed their lease to occupy the building for a further 10 years and were content to let the original licence roll on. A Member advised that it would be prudent to get a new licence organised but this could wait until later in the year. He added that he would be happy to assist the Town Clerk with the new licence.

The Bull Public House

The Town Clerk reported that the Landlord of the Bull needed to obtain written consent from the owner of the building to proceed with the Licence for the defibrillator installation and there was some delay to this due to the Covid-19 lockdown. She added that she had updated the donator and they understood the situation. This matter would be followed up at a later stage.

F 4584) *RESOLVED: noted.*

F 4585 Horley Edmonds Fund

RESOLVED: that receipt of the Year End Statement up to 31 March 2020 be noted. (A copy is appended.)

F 4586 CCTV Upgrade, Innes Pavilion building and Court Lodge Fields

The Town Clerk gave the following information. The upgrades to the CCTV at Innes Pavilion and Court Lodge Fields were now complete and a HD App was available to Officers on their remote devices. It was possible for the CCTV to be linked to Reigate police station, but a new Memorandum of Understanding with Surrey Police needed to be put in place beforehand. RBBC had a similar issue and were assisting HTC. The Town Council would continue to provide Surrey Police with CCTV footage, where possible, on request.

RESOLVED: noted.

Operational Matters

F 4587 Laptop Purchase

The Town Clerk explained that three additional laptops were needed for staff who were currently using their own equipment when working remotely. The laptops would become Council assets and provision of these to staff would ensure the appropriate handling of personal data. A quote had been received for the purchase of three additional laptops at a cost of £1557 + VAT. A further quote for the laptops would need to be added to the annual IT maintenance contract with Micro Maintenance, for the additional sum of £128.50 + VAT per month.

Members felt that the quote for the laptops was reasonable, but the cost of the maintenance seemed high. They felt that this was a disproportionate increase and that it should be queried further.

RESOLVED: that the laptops be purchased for the sum of £1557 + VAT but the cost of the additional support should be queried by the Town Clerk with a view to getting a lower quote provided.

F 4588 Cyber Security

RESOLVED: That the monthly subscription of £17.40 + VAT for anti-virus software and monitoring of the Council's computer equipment for inclusion in the annual support contract by Micro Maintenance, from 1 June 2020 be approved.

F4589 Zoom Video Conferencing

Members felt that the use of the Zoom platform to conduct virtual Council meetings was proving to be sufficient. A Member added that HTC may need to upgrade the subscription to allow for webinars if it became necessary to conduct a public meeting, like the Town Meeting, in a virtual setting.

RESOLVED: That the 1-year subscription charge of £143.88 including VAT for access to the Zoom Platform for virtual Council Meetings be ratified.

F 4590 Diary Dates

RESOLVED: noted the next virtual Council meeting would be the Planning and Development Committee on 19 May 2020

F 4591 Items for Future Consideration

The meetings of the Environment working group would be restarted.

Fortnightly liaison meeting with RBBC to be organised to take place virtually.

RESOLVED: noted.

Meeting closed at 8.33 pm

Date of Next Meeting – 4 August 2020

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

MARCH 2020

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

Observations (Councillors)	Clerk's action
None.	
Name: Helen Kitajewski	Signature:
Signature: HLA Kitajewski	
Name:	
Signature:	
Date: 7 th May 2020	Date

Horley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2020		
	Cash in Hand 01/04/2019		388,715.63
	ADD Receipts 01/04/2019 - 31/03/2020		1,000,013.40
	SUBTRACT Payments 01/04/2019 - 31/03/2020		1,388,729.03
			1,086,817.43
A	Cash in Hand 31/03/2020 (per Cash Book)		301,911.60
	Cash in hand per Bank Statements		
	Cash	31/03/2020	50.00
	Handelsbanken	31/03/2020	178,247.77
	FairFX Bank Debit Card	31/03/2020	679.07
	Barclays Direct Access	31/03/2020	0.00
	Nationwide Intl	31/03/2020	22,664.58
	Barclays 10 Day	31/03/2020	0.00
	HSBC Payroll	31/03/2020	12,988.25
	HSBC Deposit	31/03/2020	21,346.85
	HSBC Current	31/03/2020	65,935.08
			301,911.60
	Less unrepresented payments		0.00
			301,911.60
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		301,911.60
	A = B Checks out OK		

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
379	01/03/2020		HSBC Current		Allotment Rent	Various	E	47.00	0.00	47.00
380	04/03/2020		HSBC Current		Allotment Rent	Various	E	32.00	0.00	32.00
381	05/03/2020		HSBC Current		Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
377	05/03/2020		HSBC Current		Vat Refund	HMRC	E	0.00	-13,917.74	-13,917.74
378	05/03/2020		HSBC Current		Vat Refund	HMRC	R	0.00	13,917.74	13,917.74
413	06/03/2020		HSBC Deposit		Bank interest	HSBC	E	59.46	0.00	59.46
382	06/03/2020		HSBC Current		Hall Hire Fee	Yoga - Dariya Kamenska	E	58.00	0.00	58.00
383	07/03/2020		HSBC Current		Allotment Rent	Various	E	68.00	0.00	68.00
384	09/03/2020		HSBC Current		Allotment Rent	Various	E	68.00	0.00	68.00
385	09/03/2020		HSBC Current		Banner Display	Horley Baptist Church	E	100.00	0.00	100.00
386	10/03/2020		HSBC Current		Banner Display	Various	E	20.00	0.00	20.00
387	11/03/2020		HSBC Current		Allotment Rent	Various	E	68.00	0.00	68.00
388	17/03/2020		HSBC Current		Hall Hire Fee	Kicks Dance	E	54.00	0.00	54.00
389	17/03/2020		HSBC Current		Insurance	WPS Insurance Ltd	E	250.00	0.00	250.00
393	20/03/2020		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
394	20/03/2020		HSBC Current		Market Income	Various	E	40.00	0.00	40.00
395	20/03/2020		HSBC Current		Hall Hire Fee	Yoga - Dariya Kamenska	E	75.00	0.00	75.00
396	20/03/2020		HSBC Current		Allotment Rent	Various	E	53.00	0.00	53.00
397	22/03/2020		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
398	22/03/2020		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
390	22/03/2020		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
391	22/03/2020		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	46.00	0.00	46.00
392	23/03/2020		HSBC Current		Hall Hire Fee	Yoga - Dariya Kamenska	E	58.00	0.00	58.00
399	23/03/2020		HSBC Current		Hall Hire Fee	RCCG Church	E	412.00	0.00	412.00
400	23/03/2020		HSBC Current		Hall Hire Fee	RCCG Church	E	420.00	0.00	420.00
401	23/03/2020		HSBC Current		Allotment Rent	Various	E	53.00	0.00	53.00
402	23/03/2020		HSBC Current		Allotment Rent	Various	E	106.00	0.00	106.00
403	23/03/2020		HSBC Current		Hall Hire Fee	Art Class	E	140.00	0.00	140.00
404	23/03/2020		HSBC Current		Hall Hire Fee	RCCG Church	E	382.00	0.00	382.00
405	23/03/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
406	23/03/2020		HSBC Current		Hall Hire Fee	Art Class	E	140.00	0.00	140.00
407	23/03/2020		HSBC Current		Football pitch hire	Perrywood FC	E	46.80	0.00	46.80
408	23/03/2020		HSBC Current		Football pitch hire	Perrywood FC	E	93.60	0.00	93.60
409	24/03/2020		HSBC Current		Hall Hire Fee	Various	E	50.00	0.00	50.00
410	27/03/2020		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
411	29/03/2020		HSBC Current		Allotment Rent	Various	E	68.00	0.00	68.00

Horley Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total	
412	Edmonds Hall	31/03/2020		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	100.00	0.00	100.00	
414	Bank Interest	31/03/2020		Nationwide Intl		Bank interest	Nationwide	E	247.27	0.00	247.27	
415	Bank Interest	31/03/2020		Handelsbanken		Bank interest	Nationwide	E	57.57	0.00	57.57	
									Total	4,821.70	0.00	4,821.70

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
674	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-62.02	-12.40	-74.42
675	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
676	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-62.02	-12.40	-74.42
677	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
678	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-62.02	-12.40	-74.42
679	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
680	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-62.02	-12.40	-74.42
681	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
682	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-60.21	-12.04	-72.25
683	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
684	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-60.21	-12.04	-72.25
685	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
686	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-60.21	-12.04	-72.25
687	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
688	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-60.21	-12.04	-72.25
689	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
690	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	-60.21	-12.04	-72.25
691	03/03/2020		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
741	03/03/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
694	04/03/2020		HSBC Current		Stationery	Amazon	S	15.13	3.04	18.17
695	04/03/2020		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
696	04/03/2020		HSBC Current		St George's Day pitch	Horley Association of Traders	E	30.00	0.00	30.00
697	04/03/2020		HSBC Current		Key holder & alarm response s	SmartGuard Security	S	280.00	56.00	336.00
698	04/03/2020		HSBC Current		Electricity supply	British Gas	S	177.07	35.41	212.48
742	09/03/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	126.80	0.00	126.80
743	09/03/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
699	11/03/2020		HSBC Current		Bank charge	HSBC	E	43.76	0.00	43.76
702	16/03/2020		HSBC Current		Subscription	Sage (UK) Limited	S	26.00	5.20	31.20
730	16/03/2020		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
744	17/03/2020		FairFX Bank Debit Car		Office supplies	Various	E	9.94	0.00	9.94
737	18/03/2020		HSBC Current		Gas boiler service	British Gas	S	41.00	8.20	49.20
703	18/03/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	101.83	20.37	122.20
704	19/03/2020		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
705	19/03/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
706	19/03/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,691.17	0.00	1,691.17
707	19/03/2020		HSBC Current		Window cleaning	Michael Stone	E	110.00	0.00	110.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
708	19/03/2020		HSBC Current		HR Services	Starford HR and Legal Servic	S	675.00	135.00	810.00
709	19/03/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	318.96	63.79	382.75
710	19/03/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
711	19/03/2020		HSBC Current		Cyber Essentials Certification	Micro Maintenance Ltd.	S	180.00	36.00	216.00
712	19/03/2020		HSBC Current		Lampposts	L&C Installations	S	109.00	21.80	130.80
713	19/03/2020		HSBC Current		CCTV	Innovation Fire & Security	S	2,450.00	490.00	2,940.00
714	19/03/2020		HSBC Current		VAT Payment	HMRC	E	6,072.93	0.00	6,072.93
715	19/03/2020		HSBC Current		PAYE	HMRC	E	1,221.00	0.00	1,221.00
716	19/03/2020		HSBC Current		PAYE	HMRC	E	687.48	0.00	687.48
717	19/03/2020		HSBC Current		PAYE	HMRC	E	1,062.05	0.00	1,062.05
718	19/03/2020		HSBC Current		Horley Recreation Ground	Earth Anchors	S	825.00	165.00	990.00
719	19/03/2020		HSBC Current		Consultancy	LG Business Consultation	E	814.90	0.00	814.90
720	19/03/2020		HSBC Current		Grounds Maintenance	Burleys	S	7,952.80	1,590.56	9,543.36
721	19/03/2020		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
738	19/03/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
736	23/03/2020		HSBC Current		Repairs/Maintenance	L&C Installations	S	60.00	12.00	72.00
731	23/03/2020		HSBC Current		Gas supply	British Gas	S	263.64	52.72	316.36
732	23/03/2020		HSBC Current		Electricity supply	British Gas	S	423.83	84.76	508.59
733	23/03/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	239.80	47.96	287.76
722	23/03/2020		HSBC Current		cafe pavilion	Newlyns	S	26,194.30	5,238.86	31,433.16
723	23/03/2020		HSBC Current		Inspections	Bennetts Builders Ltd	S	12,298.19	2,459.64	14,757.83
724	23/03/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
725	23/03/2020		HSBC Current		Grant Award Scheme	Various	E	1,000.00	0.00	1,000.00
726	23/03/2020		HSBC Current		HR Services	Starford HR and Legal Servic	S	562.50	112.50	675.00
727	23/03/2020		HSBC Current		Cleaning	Asbit	S	304.40	60.88	365.28
728	23/03/2020		HSBC Current		PAT Testing	L&C Installations	S	172.75	34.55	207.30
729	23/03/2020		HSBC Current		Court Lodge Lease of land	Reigate & Banstead Borough	E	1.00	0.00	1.00
734	24/03/2020		HSBC Current		Electricity supply	British Gas	L	128.61	6.43	135.04
735	24/03/2020		HSBC Current		Gas supply	British Gas	S	125.83	25.17	151.00
740	27/03/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,460.51	0.00	8,460.51
739	30/03/2020		HSBC Current		Telephone charges	BT	S	10.71	2.14	12.85
Total								82,089.37	11,842.86	93,932.23

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

March 2020 (2019-2020)

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	1,502.08	502				502
3	Section 136 LGA	37,000.00	37,711.00	711				711
5	Devolved Powers	1,700.00	1,700.00					
6	Council Tax Support Grant							
141	CIL	5,000.00	17,535.64	12,536				12,536
SUB TOTAL		44,700.00	58,448.72	13,749				13,749

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	14,615.00	2,615				2,615
8	Football Pitches	8,400.00	5,386.91	-3,013		1,587.05	-1,587	-4,600
9	Church Rd Allotments	3,300.00	3,429.00	129				129
10	Langshott Allotments	3,800.00	3,735.00	-65				-65
11	Bowls Club	276.00	251.00	-25				-25
12	Innes Pavilion	10,000.00	9,252.00	-748				-748
13	Saturday Market	200.00	410.00	210				210
14	Events and Banners	6,000.00	12,148.00	6,148		2,500.00	-2,500	3,648
15	Meeting Room	220.00	330.00	110				110
16	Edmonds Hall Deposits		100.00	100		150.00	-150	-50
17	Football Pitch Deposits		100.00	100		100.00	-100	
SUB TOTAL		44,196.00	49,756.91	5,561		4,337.05	-4,337	1,224

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	732.88	867	867
20	Courier & Postage				400.00	66.80	333	333
21	Office Supplies & Equipment				3,000.00	2,913.44	87	87
22	Photocopying	50.00	229.90	180	4,500.00	2,707.36	1,793	1,973
23	IT				6,000.00	5,042.74	957	957
24	Website				2,800.00	4,180.00	-1,380	-1,380
25	Communications				1,800.00	1,864.95	-65	-65
26	Environment Campaign					30.00	-30	-30

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

21 April 2020 (2019-2020)

SUB TOTAL	50.00	229.90	180	20,100.00	17,538.17	2,562	2,742
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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	101,646.60	-5,647	-5,647
31	PAYE				11,000.00	14,522.55	-3,523	-3,523
32	NI Employee				11,000.00	7,951.04	3,049	3,049
33	NI Employer				11,000.00	12,300.92	-1,301	-1,301
34	SCC Pension Employee				12,000.00	14,989.18	-2,989	-2,989
35	SCC Pension Employer				24,000.00	19,500.26	4,500	4,500
SUB TOTAL					165,000.00	170,910.55	-5,911	-5,911

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	3,413.82	-414	-414
39	Cleaning of hall and office				10,500.00	14,566.20	-4,066	-4,066
40	Utilities				5,400.00	4,484.13	916	916
41	Rates				3,000.00	936.52	2,063	2,063
42	Maintenance Contracts				3,200.00	872.20	2,328	2,328
43	Window Cleaning				750.00	410.00	340	340
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	5,528.85	-469	-469
46	Market rates and utilities							
SUB TOTAL					30,910.00	30,211.72	698	698

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	601.16	749	749
52	Insurance				8,500.00	7,050.01	1,450	1,450
53	Legal and professional fees				19,500.00	32,703.83	-13,204	-13,204
54	Audit fees				2,200.00	2,179.00	21	21
55	Subscriptions & Licences				7,100.00	6,129.16	971	971
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	200.00	200	200
63	ClIr Expenses				200.00	36.00	164	164
64	ClIr 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

21 April 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
146	VAT Payment				6,072.93	-6,073	-6,073
SUB TOTAL				67,595.00	76,361.26	-8,766	-8,745

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	53,455.10	-3,455	-3,455
71	Contractors' Maint (Agency)				1,700.00	1,700.00		
72	Playground Inspections				8,300.00	8,771.00	-471	-471
73	Playground Repairs				4,000.00	5,163.74	-1,164	-1,164
74	Parks Furniture				4,000.00	3,812.00	188	188
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery		350.00	350	4,000.00	1,000.00	3,000	3,350
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL			350.00	350	74,150.00	73,901.84	248	598

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	1,317.00	2,183	2,183
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		2,138.60	2,139	2,000.00	46,935.50	-44,936	-42,797
143	Cafe/Pavilion PWLB Loan Repayr				13,777.90	13,777.90		
144	Pavilion Cafe PWLB Loan		472,834.45	472,834				472,834
145	Pavilion Cafe				21,222.00	537,514.40	-516,292	-516,292
SUB TOTAL			474,973.05	474,973	41,999.90	601,313.24	-559,313	-84,340

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	837.50	163	163
87	Buildings				5,000.00	3,572.04	1,428	1,428
88	Utilities		660.00	660	2,500.00	3,153.37	-653	7
89	Lease of land				1.00	2.00	-1	-1
124	Football Pavillion Cleaning				2,200.00	569.70	1,630	1,630
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment							

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

21 April 2020 (2019-2020)

130 Refurbishment									
131 Maintenance Contracts				820.00	735.19	85	85		
132 Innes Communications				300.00	312.05	-12	-12		
133 Rates									
134 Security Patrols					142.40	-142	-142		
135 Insurance									
139 Innes Cleaning									
SUB TOTAL				660.00	660	11,821.00	9,324.25	2,497	3,157

MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilites				700.00	565.72	134	134
121 Buildings and Grounds				1,550.00	3,593.30	-2,043	-2,043
140 Scout Hut Demolition							
SUB TOTAL				2,250.00	4,159.02	-1,909	-1,909

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	216.00	284	284
SUB TOTAL				500.00	216.00	284	284

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance					4,814.98	-4,815	-4,815
97 Church Rd Maintenance				1,800.00	1,970.15	-170	-170
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	6,882.23	-3,682	-3,612

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	725.00	2,423.00	1,698	8,500.00	7,912.00	588	2,286
101 Horley/South & SE in Bloom		248.29	248	2,100.00	1,433.48	667	915
102 Christmas				1,900.00	1,148.80	751	751
SUB TOTAL	725.00	2,671.29	1,946	12,500.00	10,494.28	2,006	3,952

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

21 April 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	6,150.10	-1,150	-1,150
106	CCTV Installation				11,000.00	11,265.00	-265	-265
107	CCTV Maintenance				1,000.00	425.00	575	575
108	CCTV Broadband Connections				1,000.00	1,061.20	-61	-61
SUB TOTAL					18,000.00	18,901.30	-901	-901

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	1,000.00		
111	Churchyards				6,500.00	6,400.00	100	100
112	ClIr Initiative grants							
113	Other Grants					100.00	-100	-100
SUB TOTAL					7,500.00	7,500.00		

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	959,937.19	497,511	455,525.90	1,032,050.91	-576,525	-79,014
V.A.T.		40,076.21			54,766.52		
GROSS TOTAL		1,000,013.40			1,086,817.43		

Fund Holder Quarterly Statement

Report for the Period: 01 April 2019 to 31 March 2020

Horley Edmonds Endowment Fund			
Market Value of Fund at 31 March 2019			£123,716.16
	Credits	Debits	
Capital Revaluation		£13,242.98	
TOTAL	£0.00	£13,242.98	
Total Fund at 31 March 2020			£110,473.18

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	£5,104.75		
Contribution to Community Foundation		£1,914.28	
Grant Payments		£3,000.00	
TOTAL	£5,104.75	£4,914.28	
Balance available for grant making at 31 March 2020			£4,723.65

Statement of Grants Given

01 April 2019 to 31 March 2020

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.
13/02/2020	YMCA East Surrey	£2,000.00	Funding for a Disability Sport Coordinator at a charity based in East Surrey.
2 grants given to the value of £3,000.00			