

## **HORLEY TOWN COUNCIL**

### **Minutes of a Meeting of the Finance and General Purposes Committee held virtually on 6 October 2020, at 7.30 pm**

<b>Present</b>	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 4612 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 4613 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Kumar, Phillips and Powell be accepted for reasons as specified in the Attendance Register.***

**F 4614 Approval of Minutes**

***RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 4 August 2020, be approved.***

**Finance Updates**

**F 4615 F 4604 Safe Drive Stay Alive Campaign**

The Town Clerk reported that further to the resolution made that the Council donate £100 to the Safe Drive Stay Alive Campaign, using the General Power of Competence, a letter had been received from the organiser. It stated that due to the COVID-19 restrictions, there would be no live performances in 2020 but they were producing a digital version of the campaign this year at a greatly reduced cost. If the Town Council still wished to make the donation, then this would be used towards the costs of future live performances, hopefully in November 2021, and this was agreed by the committee.

***RESOLVED: that the donation of £100 towards the digital campaign be made, as previously resolved.***

**F 4616 Internal Audit Matters**

The Chairman thanked Cllrs Baird and Simon Marshall for carrying out the audit.

**F 4616)** The Town Clerk said that Andy Beams of Mulberry & Co would be conducting the first internal audit face to face. He would be focussing on governance and accountability and had set out an audit plan of action with a checklist of what he would like to review including website data, financial regulations, standing orders, minutes and agendas. She was working together with the RFO to ensure that all information required would be made available. Following the inaugural visit, the audit would be carried out remotely.

**RESOLVED:**

- i) that the Councillors' Audit Certificate for July and August 2020 and responses by the RFO, be noted. (Copies are appended).*
- ii) that the arrangements for the first internal audit with Mulberry & Co be noted.*

**F 4617** Financial Reports for July and August 2020

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

- i) July and August Bank Reconciliations*
- ii) July Receipts List totalling £746.50 and August Receipts List totalling £ 4708.52 – includes a Security Deposit of £3000 from the tenants of the Café.*
- iii) July Payments List totalling £37,040.71 plus VAT (£41,070.07)- includes a payment of £13,951.03 including VAT to Newlyn towards the Café Build. August Payments List totalling £85,161.59 plus VAT (£96193.02)- includes a payment of £43,561.97 excluding VAT to Newlyn towards the Café Build and a PWLB Loan Repayment of £13,797.82.*
- iv) August Summary of Accounts*

**F 4618** Precept 2021/22

The Town Clerk said that each committee would be asked for their precept requirements for inclusion in the first draft of the budget estimates and calculations to be reviewed by the Finance committee at its meeting in November. The Leisure committee had already considered its requirements and a meeting with the Leisure Chairman and Head of Leisure would take place for final review. The draft precept would be presented to Full Council for approval at its meeting in December.

**RESOLVED: noted.**

**F 4619** Investment Strategy and Policy

The RFO gave a brief overview of the proposed Investment Strategy and Policy which sets out the following three objectives for Horley Town Council financial management:

- The security of capital to minimise the risk of losses.
- The liquidity of investments to meet the cash flow needs of the Council.
- The maximising of income within the framework of the national economic situation.

The RFO also provided an overview of the current banking arrangements including the institutions where accounts were held and the interest rates currently available. A review had been undertaken in the light of a letter received from Handelsbanken informing the Council of a reduction in interest rate to zero percent from November 2020. The best interest rate available on the same terms at a similar institution was 0.1 percent and in view of the good

**F 4619)** customer service received from Handelsbanken it was recommended to leave the current banking arrangements in place. A further review would be conducted when market conditions changed or in one year, whichever was sooner.

**RESOLVED:**

- i) that the Investment Strategy and Policy be recommended to Full Council for adoption; and*
- ii) that the current banking arrangements remain in place, subject to annual review.*

**F 4620** Community Infrastructure Levy (CIL)

**RESOLVED:**

- i) that receipt of the quarterly report for the period 16/06/20 to 15/09/20 be noted; and*
- ii) that receipt of a CIL payment of £14,988.49 to be added to the CIL Earmarked fund be noted.*

**F 4621** Café in The Park Project, Horley Recreation Ground

**Café construction and Practical Completion:**

The Town Clerk gave a general update on the Café construction and external works, advising that the final internal snagging by the contractors was underway; the car park extension was complete and the line marking of the existing area had also been carried out along with the remaining landscaping around the perimeter of the building.

She further explained that the extra provision of a fire curtain to separate the kitchen area from the restaurant had become another necessary requirement made by the Building Control Inspector as an important safety measure in the event of a fire. For this reason, she had sought approval for emergency expenditure to purchase the fire curtain and enable the Building Control Inspector to sign off the building in its entirety. It was anticipated that it would take 2-3 weeks for delivery and installation of the fire curtain and the exact cost would be reported to Full Council. She added that due diligence had been carried out in acquiring a comparable quote for the equipment and the contractors would remain responsible for site until final handover to the Town Council took place.

The Town Clerk further reported some ongoing difficulties with BT regarding the provision and installation of a broadband connection for the Café. BT had offered a temporary solution using a mobile mini hub and the local BT representative would conduct a site visit to see if this would be satisfactory. Cllr Saunders added that if this turned out to be unsatisfactory, he might be able to suggest an alternative interim solution. The Town Clerk, in turn, thanked Cllr Saunders for his offer of assistance. She added that as the CCTV was now installed and fully operational, the only issue would be that viewing any footage would have to take place at the site rather than doing so remotely through WiFi connectivity.

**RESOLVED:**

- i) that emergency expenditure on the supply and installation of a Fire Curtain be approved with full cost to be ratified by Full Council' and*
- ii) that the ongoing work to provide fixed broadband at the Cafe be noted.*

**F 4622 Café Tenancy and anticipated opening date:**

The Town Clerk explained that the operator was in the process of fitting out the Café, including a commercial kitchen, some lovely seating and other furniture. They had appointed a professional consultant to assist in setting up the Café and to ensure that they were fully compliant with all the regulations. They were also investing in a lowered counter and hearing loop provision which were legal requirements. Planning approval for the outside container was still outstanding. The operator would also need to have their work officially signed off by Building Control. As such, there was no fixed opening date yet although it was hoped it could be arranged in the coming weeks. She added that the operator remained very enthusiastic and excited about the project and had many good innovative ideas to impart for their new business venture.

**RESOLVED: Noted.**

**F 4623 RESOLVED: that the extra expenditure required for line-marking the existing car park at a cost of up of £715 + VAT be approved.**

**F 4624 Fire Risk Assessment**

The Town Clerk explained that, as with the Council's other community buildings, a full Fire Risk Assessment had been carried out at the Café covering essential evacuation procedures and other recommendations on fire prevention. These were primarily advisory and the report produced by the Fire Assessor would be valid for 5 years and kept under regular review by the Town Council in the meantime. The cost of the assessment would be met from the Health & Safety and Compliance Budget and brought for ratification at the Full Council meeting on 27 October 2020.

**RESOLVED: noted.**

**F 4625 Communications Sub-Committee Meeting (6 October 2020)**

The Town Clerk gave an overview of the topics covered at the meeting held earlier in the evening. A copy of the Sub-Committee Minutes is appended to these Minutes.

**RESOLVED: noted.**

**F 4626 RESOLVED: the charge of £240 + VAT for the annual review of the Town Council's website accessibility under the new regulations for public sector bodies, be approved.**

**F 4627 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 on recent legal briefings and communications received, all of which had previously been circulated to Members for information:

- COVID Safety and Security - as an employer, the Council continued to follow the latest Government guidance; extensive risk assessments had been carried out in the workplace and were kept under regular review; extra hygiene had been promoted with clear signage displayed in all areas. All reasonable steps had also been taken to assist staff working from home.

**F 4627)**

- The amended Health Protection regulations had been issued. NALC took the view that although the updated regulations continue to permit local councils to hold meetings now (as an exemption to the six-person gatherings limit) in COVID-19 secure premises, they still recommended councils continue to meet remotely. HTC had followed this guidance and were researching the possibility of supporting blended meetings at some future stage but this would be dependent on the latest guidelines.
- The NALC Improvement and Development Board held its second virtual meeting in September. The Board had been established to develop the strategy for and oversee the operation of, improvement and development initiatives in the local parish and town) council sector in England and discussed the anticipated Devolution White Paper; COVID-19 response and development work including NALC's collaboration with the Plunkett Foundation on the forthcoming *The Good Councillor's guide to community business* and with Centre for London on neighbourhood governance.
- NALC reiterated its call on Government for financial support to local authorities hardest hit by the pandemic and ensure emergency funding be filtered down to Town and Parish Councils as well as higher tiers of Local Government. NALC would continue to make appropriate representations and provide feedback.
- Changes to Local Government Structures in England were also being considered, including the possibility of creating more unitary authorities. It was unclear what impact this would have on Town and Parish Councils but a White Paper was expected later which would hopefully provide more clarity. HTC would watch developments closely and looked forward to the opportunity of engaging with the process during the consultation stages.
- SSALC had issued a list of training webinars for Councillors and Officers which had been circulated. A Member who had attended a couple of sessions said that the content was good and they were interesting. The Town Clerk added that these were very good value, sessions were repeated for convenience, and she encouraged Members and Officers to attend. She said that those interested in attending any of the sessions should contact her direct so that she could make the booking.

**RESOLVED: noted.**

**F 4628 COVID-19 Response**

The Town Clerk gave an overview on the Town Council's current measures in response to the COVID-19 crisis. The HTC office is now open and manned between 10 am and 4 pm weekdays. Staff are back to lone working and the office is generally busy with visitors and telephone calls. She said the HTC staff should be commended for stepping up to the many challenges of working in this way to ensure all day-to-day activities of the Town Council are being met. Members thanked the Town Clerk and Officers for their tenacity and flexibility to enable the Town Council to remain public facing during the crisis.

The Town Clerk explained that Risk Assessment at the Council offices would be tailored to meet ongoing requirements and kept under regular review. The Edmonds Hall had been reopened to hirers in September, subject to them providing their own Risk Assessment and Action Plan for their restructured sessions to maintain a COVID secure environment. Some

**F 4628)** regular hirers had postponed their return but enquiries were up which could lead to increased lettings. The kitchen area would remain closed to hirers until further notice.

Notices displaying a QR code for HTC were displayed prominently around the building for visitors to use with the COVID app together with manual recordings for the NHS Test & Trace programme being taken for anyone unable to use the app.

Town Council meetings were continuing to be held remotely although some small working groups were able to meet face to face in the hall with social distancing measures in place. As Members were not regularly visiting the office at present, the Town Clerk sought permission for staff to open business post on their behalf, then scan and email the correspondence to them. However, anything of a personal or confidential nature would not be opened but posted on to the recipient and Members should alert staff if they were expecting any such correspondence. These arrangements for passing on communications to Members were agreed.

Cllr George reported that he had attended a Zoom meeting hosted by RBBC on measures in the event of a second spike in COVID-19 cases, leading to a local lockdown. Various scenarios were discussed. At present Surrey was low down the scale at alert level 4 but the latest Government guidance would be kept closely monitored.

**RESOLVED:**

- i) That the successful reopening the Town Council Offices and Edmonds Hall during the COVID-19 pandemic be noted and kept under regular review; and***
- ii) that permission for staff to open Members' post of a business nature, then scan and email to them and personal/confidential items to be sent by post, be agreed.***

**F4629** Operational Matters

**RESOLVED:**

- i) that a quote for new bollards at the parking spaces situated at the front of the Town Council offices at a cost of up to £500 + VAT be agreed;***
- ii) that a quote for relining all parking spaces at the Town Council car park at a cost of up to £600 + VAT be agreed and***
- iii) that a quote for water supply at Town Council sites (under a 3-year contract with Everflow) with a predicted net saving of £90 per year be agreed.***

**F 4630** Defibrillators in Horley – The Bull Public House

The Town Clerk reported that the Charity had since informed her that they would undertake the installation and maintenance of the defibrillator. This would be a cost saving for the Town Council but required some slight amending to the Licence for which she thanked Cllr Marr personally for his helpful assistance. It was also made known by the Charity that the defibrillator unit was on order and they would agree an installation date with HTC shortly.

**RESOLVED: Noted.**

**F 4631** Remembrance Programme 2020

The Town Clerk advised that arrangements for the Remembrance Sunday service this year

**F 4631)** needed to be re-evaluated by Members as the Town Council supports the Horley Branch of the Royal British Legion as an Outside Body. She explained the issues for the Town Council with regard to the safe use of the Memorial Gardens and sought Members views about what possible alternative arrangements could be considered to avoid large gatherings. She said this was a complex and sensitive matter and many Councils supporting these commemorative events, faced similar issues in the interests of public health and safety during the COVID-19 pandemic. RBBC had published on their website that their usual Remembrance Sunday events across the borough could not take place this year due to ongoing Government restrictions and details about commemorating the event in alternative ways had yet to be announced.

Members took the view that as the Memorial Gardens are sited within a public open space, it would be very difficult to control numbers of attendees and they felt that for this reason the usual Remembrance Sunday service, at 11 am, should not go ahead at the war memorial. There would also be no way to control the level of public support and numbers anticipated if the usual service were to be held there but the Memorial Gardens should not be closed to the public on the day. As such, nothing that could be done to stop the public congregating outside the railings. For these reasons, Members made the following alternative suggestions to commemorate the Remembrance Sunday service:

- To enquire with the Horley Ministry if St Bartholomew's Church could be used as it might be better able to control the number of attendees permitted.
- To enquire if Zoom webinar could be organised for a live Church Service.
- To enquire if a live stream of the Service could be uploaded on to the Horley branch of the RBL Facebook page.
- To enquire if there could be an element of wreath laying at St Bartholomew's Church (or the Churchyard) and then move the wreaths to the Memorial Gardens afterwards.

The matter would be followed up by the Town Council with RBL branch members.

***RESOLVED: due to ongoing COVID-19 restrictions imposed by Government and safety precautions, that the Remembrance Sunday service should not be take place in the Memorial Gardens this year and that an alternative way to commemorate the event, be followed up with Horley branch of the Royal British Legion.***

***RESOLVED: that the Town Council, using the General Power of Competence, donate £250 to the Royal British Legion Poppy Appeal.***

#### Christmas 2020

**F 4632** ***RESOLVED: that due to ongoing COVID-19 restrictions imposed by Government, there would be no Councillors' Christmas Hospitality event this year. Instead Members may choose to donate to the Mayor's Charity (details of the Charity that the Mayor is supporting and BACS details to be circulated to all Members in due course).***

**F 4633** ***RESOLVED: that the Town Council Offices close for the Christmas period from close of business on 23 December 2020 and reopen on the morning of 4 January 2021. (An emergency telephone cascade list to be circulated to nominated keyholders for this period.)***

**F 4634 Horley Edmonds Fund**

The Town Clerk advised that a general update had been received from the Community Foundation for Surrey and circulated to all Members, including an appeal for funds to the 'Surrey Coronavirus Support Fund'. The Town Council would continue to review applications made to the Edmonds Fund through the foundation, in the normal way.

***RESOLVED: noted.***

**F 4635 Diary Dates**

***Next virtual Council meeting: Planning & Development Committee, 13 October 2020, 7.30 pm preceded by a briefing on the MHCLG White Paper – Planning for the Future @ 6:30 pm to which all Members are invited.***

***RESOLVED: noted.***

**Meeting closed at 20.34 pm**

**Date of Next Meeting – 24 November 2020**



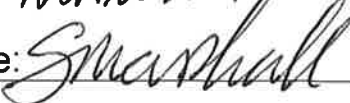


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**July 2020**

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

Observations (Councillors)	Clerk's/RFO's action
NONE	N/A
Name: S. MARSHALL Signature: 	Signature: 
Name: JANTE' BAIRD Signature: 	
Date: 22/9/20	Date 22/9/20

# Horley Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/07/2020</b>		
	Cash in Hand 01/04/2020		301,911.60
	<b>ADD</b> Receipts 01/04/2020 - 31/07/2020		308,243.46
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/07/2020		610,155.06
			223,396.49
<b>A</b>	<b>Cash in Hand 31/07/2020</b> (per Cash Book)		<b>386,758.57</b>
	Cash in hand per Bank Statements		
	Cash	31/07/2020	50.00
	Handelsbanken	31/07/2020	198,475.16
	FairFX Bank Debit Card	31/07/2020	620.65
	Nationwide Intl	31/07/2020	22,664.58
	HSBC Payroll	31/07/2020	13,874.73
	HSBC Deposit	31/07/2020	42,376.33
	HSBC Current	31/07/2020	108,697.12
			<b>386,758.57</b>
	Less unrepresented payments		0.00
			386,758.57
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>386,758.57</b>
	<b>A = B Checks out OK</b>		

## Horley Town Council

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
83	03/07/2020		HSBC Current		Allotment Rent	Allotment Holder	E	96.00	0.00	96.00
84	05/07/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
85	10/07/2020		HSBC Current		Allotment Rent	Allotment Holder	E	50.00	0.00	50.00
86	13/07/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
87	15/07/2020		HSBC Current		Banner Display	St Bede's School	E	40.00	0.00	40.00
88	27/07/2020		HSBC Current		Vat Refund	HMRC	R	0.00	14,162.00	14,162.00
89	27/07/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.00	6.80	40.80
90	28/07/2020		HSBC Current		Allotment Rent	Allotment Holder	E	45.00	0.00	45.00
91	28/07/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
<b>Total</b>								<b>746.50</b>	<b>14,168.80</b>	<b>14,915.30</b>

## Horley Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	Rates & Utilities	01/07/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
202	Rates	01/07/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
200	Photocopying	01/07/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	493.00	98.60	591.60
256	Communications	01/07/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	5.99	1.20	7.19
257	Communications	02/07/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
203	Utilities	03/07/2020		HSBC Current		Electricity supply	British Gas	L	72.07	3.60	75.67
176	Communications	07/07/2020		FairFX Bank Debit Car		Zoom License	Zoom Video Communications	E	-143.88	0.00	-143.88
177	COVID -19 Compliance	07/07/2020		FairFX Bank Debit Car		Zoom License	Zoom Video Communications	E	143.88	0.00	143.88
182	Office Supplies & Equipment	07/07/2020		HSBC Current		IT Hardware	Amazon	E	-16.19	0.00	-16.19
183	COVID -19 Compliance	07/07/2020		HSBC Current		IT Hardware	Amazon	E	16.19	0.00	16.19
190	Compliance and Regulatory	07/07/2020		HSBC Current		COVID response	Amazon	E	-23.11	0.00	-23.11
191	COVID -19 Compliance	07/07/2020		HSBC Current		COVID response	Amazon	E	23.11	0.00	23.11
258	Subscriptions & Licences	07/07/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
174	Signage	07/07/2020		HSBC Current		Signage	PLG Signs	S	-600.00	-120.00	-720.00
175	COVID -19 Compliance	07/07/2020		HSBC Current		Signage	PLG Signs	S	600.00	120.00	720.00
180	Office Supplies & Equipment	07/07/2020		HSBC Current		IT Hardware	Amazon	S	-48.57	-9.72	-58.29
181	COVID -19 Compliance	07/07/2020		HSBC Current		IT Hardware	Amazon	S	48.57	9.72	58.29
184	Office Supplies & Equipment	07/07/2020		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	-1,497.00	-299.40	-1,796.40
185	COVID -19 Compliance	07/07/2020		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	1,497.00	299.40	1,796.40
186	Compliance and Regulatory	07/07/2020		HSBC Current		COVID response	Amazon	S	-35.91	-7.19	-43.10
187	COVID -19 Compliance	07/07/2020		HSBC Current		COVID response	Amazon	S	35.91	7.19	43.10
188	Compliance and Regulatory	07/07/2020		HSBC Current		COVID response	Amazon	S	-19.97	-4.00	-23.97
189	COVID -19 Compliance	07/07/2020		HSBC Current		COVID response	Amazon	S	19.97	4.00	23.97
193	Signage	07/07/2020		HSBC Current		Signage	PLG Signs	S	-180.00	-36.00	-216.00
194	COVID -19 Compliance	07/07/2020		HSBC Current		Signage	PLG Signs	S	180.00	36.00	216.00
178	Office Supplies & Equipment	07/07/2020		HSBC Current		Office supplies	Amazon	Z	-42.95	0.00	-42.95
179	COVID -19 Compliance	07/07/2020		HSBC Current		Office supplies	Amazon	Z	42.95	0.00	42.95
205	COVID -19 Compliance	08/07/2020		HSBC Current		COVID response	Amazon	E	7.17	0.00	7.17
212	PAYE	08/07/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
213	NI Employee	08/07/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
214	NI Employer	08/07/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
215	SCC Pension Employee	08/07/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
216	SCC Pension Employer	08/07/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
217	SCC Pension Employee	08/07/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
219	Grant Award Scheme	08/07/2020		HSBC Current		Grant Award Scheme	YMCA East Surrey	E	500.00	0.00	500.00
204	COVID -19 Compliance	08/07/2020		HSBC Current		COVID response	Amazon	S	33.25	6.65	39.90

## Horley Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
206	08/07/2020		HSBC Current		COVID response	Amazon	S	16.50	3.30	19.80
207	08/07/2020		HSBC Current		COVID response	Amazon	S	11.66	2.33	13.99
208	08/07/2020		HSBC Current		COVID response	Amazon	S	9.99	2.00	11.99
209	08/07/2020		HSBC Current		COVID response	Amazon	S	4.99	1.00	5.99
210	08/07/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
211	08/07/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
218	08/07/2020		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
259	09/07/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
220	10/07/2020		HSBC Current		Bank charge	HSBC	E	34.52	0.00	34.52
260	10/07/2020		FairFX Bank Debit Car		COVID response	Amazon	E	100.00	0.00	100.00
227	15/07/2020		HSBC Current		COVID response	Amazon	E	23.16	0.00	23.16
228	15/07/2020		HSBC Current		COVID response	Amazon	E	21.93	0.00	21.93
233	15/07/2020		HSBC Current		COVID response	Amazon	E	-16.19	0.00	-16.19
221	15/07/2020		HSBC Current		COVID response	Amazon	S	5.82	1.16	6.98
222	15/07/2020		HSBC Current		COVID response	Amazon	S	8.32	1.67	9.99
223	15/07/2020		HSBC Current		COVID response	Amazon	S	9.99	2.00	11.99
224	15/07/2020		HSBC Current		COVID response	Amazon	S	19.38	3.88	23.26
225	15/07/2020		HSBC Current		COVID response	Amazon	S	30.96	6.20	37.16
226	15/07/2020		HSBC Current		COVID response	Amazon	S	2.71	0.54	3.25
229	15/07/2020		HSBC Current		COVID response	Amazon	S	20.06	4.01	24.07
230	15/07/2020		HSBC Current		COVID response	Amazon	S	6.22	1.25	7.47
231	15/07/2020		HSBC Current		COVID response	Amazon	S	27.39	5.47	32.86
232	15/07/2020		HSBC Current		COVID response	Amazon	S	19.92	3.98	23.90
234	15/07/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
235	15/07/2020		HSBC Current		Hygiene	Constant Hygiene	S	125.00	25.00	150.00
236	15/07/2020		HSBC Current		Annual Report	MAD Ideas	S	485.00	97.00	582.00
237	15/07/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	463.68	92.74	556.42
238	15/07/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
239	16/07/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
240	20/07/2020		HSBC Current		Broadband	Zen Internet	S	93.50	18.70	112.20
241	20/07/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
242	20/07/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	62.02	12.40	74.42
244	22/07/2020		HSBC Current		Gas supply	British Gas	L	57.75	2.88	60.63
245	22/07/2020		HSBC Current		Electricity supply	British Gas	L	34.63	1.73	36.36
243	22/07/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
261	23/07/2020		FairFX Bank Debit Car		COVID response	Covex Gels	S	170.17	34.03	204.20
252	24/07/2020		HSBC Current		SLCC Membership	SLCC Ltd	E	308.00	0.00	308.00
254	24/07/2020		HSBC Current		Insurance	WPS Insurance Ltd	E	343.94	0.00	343.94
246	24/07/2020		HSBC Current		Gas supply	British Gas	L	143.81	7.19	151.00

## Horley Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
247	Utilities	24/07/2020		HSBC Current		Electricity supply	British Gas	L	89.13	4.45	93.58
248	Cleaning of hall and office	24/07/2020		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
253	Grounds	24/07/2020		HSBC Current		Tennis Courts	Trevor May	S	550.00	110.00	660.00
262	COVID -19 Compliance	24/07/2020		HSBC Current		COVID response	Newlyns	S	0.00	1,005.62	1,005.62
264	Pavilion Cafe	24/07/2020		HSBC Current		cafe pavilion	Newlyns	S	0.00	1,320.15	1,320.15
250	Pavilion Cafe	24/07/2020		HSBC Current		cafe pavilion	Newlyns	Z	7,917.29	0.00	7,917.29
251	COVID -19 Compliance	24/07/2020		HSBC Current		cafe pavilion	Newlyns	Z	6,033.74	0.00	6,033.74
263	COVID -19 Compliance	24/07/2020		HSBC Current		COVID response	Newlyns	Z	-1,005.62	0.00	-1,005.62
265	Pavilion Cafe	24/07/2020		HSBC Current		cafe pavilion	Newlyns	Z	-1,320.15	0.00	-1,320.15
249	Legal and professional fees	27/07/2020		HSBC Current		Consultancy	LG Business Consultation	E	490.00	0.00	490.00
266	Net Salaries	28/07/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,109.33	0.00	8,109.33
255	Utilities	31/07/2020		HSBC Current		Electricity supply	British Gas	L	68.38	3.41	71.79
<b>Total</b>									<b>37,040.71</b>	<b>4,029.36</b>	<b>41,070.07</b>




# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**August 2020**

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

Observations (Councillors)	Clerk's/RFO's action
None	N/A
Name: S. MARSHALL Signature: 	Signature: 
Name: JANET BAIRD Signature: 	
Date: 22/9/20	Date 22/9/20

## Horley Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/08/2020</b>		
	Cash in Hand 01/04/2020		301,911.60
	<b>ADD</b> Receipts 01/04/2020 - 31/08/2020		312,951.98
	<b>SUBTRACT</b> Payments 01/04/2020 - 31/08/2020		614,863.58
			319,589.51
<b>A</b>	<b>Cash in Hand 31/08/2020</b> (per Cash Book)		<b>295,274.07</b>
	Cash in hand per Bank Statements		
	Cash	31/08/2020	0.00
	Handelsbanken	31/08/2020	158,483.18
	FairFX Bank Debit Card	31/08/2020	393.17
	Nationwide Intl	31/08/2020	22,664.58
	HSBC Payroll	31/08/2020	13,604.60
	HSBC Deposit	31/08/2020	45,376.33
	HSBC Current	31/08/2020	54,752.21
			<b>295,274.07</b>
	Less unrepresented payments		0.00
			295,274.07
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>295,274.07</b>
	<b>A = B Checks out OK</b>		



## Horley Town Council

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
96 Pitches/Playgrounds	03/08/2020		HSBC Current		Football deposit	Reigate and Banstead Eagles	E	100.00	0.00	100.00
93 Pitches/Playgrounds	03/08/2020		HSBC Current		Football deposit	Reigate and Banstead Eagles	E	0.00	0.00	0.00
94 Security Deposits	03/08/2020		HSBC Current		Security deposit	Farmyard Kitch	E	3,000.00	0.00	3,000.00
95 Edmonds Hall	06/08/2020		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	75.00	0.00	75.00
97 Innes Pavilion	17/08/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
98 Security Deposits	19/08/2020		HSBC Current		Football deposit	Horley Shooters	E	100.00	0.00	100.00
99 Events and Banners	20/08/2020		HSBC Current		Banner Display	Reigate Grammar School	E	40.00	0.00	40.00
100 Events and Banners	27/08/2020		HSBC Current		Recreation Ground Hire	Circus World Entertainments	E	1,000.00	0.00	1,000.00
101 Bank Interest	31/08/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	8.02	0.00	8.02
<b>Total</b>								<b>4,708.52</b>	<b>0.00</b>	<b>4,708.52</b>

## Horley Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
271	03/08/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
272	03/08/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
281	03/08/2020		HSBC Current		PAYE	HMRC	E	1,236.20	0.00	1,236.20
282	03/08/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
283	03/08/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
284	03/08/2020		HSBC Current		Grant Award Scheme	Horley Town Council	E	100.00	0.00	100.00
285	03/08/2020		HSBC Current		AVCs - Carol Fenton	Prudential LGAVC	E	750.00	0.00	750.00
286	03/08/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
287	03/08/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	686.12	0.00	686.12
273	03/08/2020		HSBC Current		Stationery	Amazon	S	3.99	0.80	4.79
274	03/08/2020		HSBC Current		COVID response	Amazon	S	12.17	2.43	14.60
275	03/08/2020		HSBC Current		COVID response	Amazon	S	33.28	6.68	39.96
276	03/08/2020		HSBC Current		Stationery	Amazon	S	41.64	8.32	49.96
277	03/08/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
278	03/08/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	2,075.00	415.00	2,490.00
279	03/08/2020		HSBC Current		Innes Pavilion Maintenance	Bennetts Builders Ltd	S	260.00	52.00	312.00
280	03/08/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
311	04/08/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
312	06/08/2020		FairFX Bank Debit Car		COVID response	AFS Supplies Limited	S	54.95	10.99	65.94
294	07/08/2020		HSBC Current		Window cleaning	Michael Stone	E	110.00	0.00	110.00
313	07/08/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
288	07/08/2020		HSBC Current		Office supplies	Amazon	S	19.99	4.00	23.99
289	07/08/2020		HSBC Current		Printing	Amazon	S	14.98	3.00	17.98
290	07/08/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
291	07/08/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	460.00	92.00	552.00
292	07/08/2020		HSBC Current		Website	Jarret & Lam Consulting	S	120.00	24.00	144.00
293	07/08/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	397.44	79.48	476.92
296	10/08/2020		HSBC Current		Bank charge	HSBC	E	28.60	0.00	28.60
314	10/08/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
295	10/08/2020		HSBC Current		Phone line	BT	S	158.40	31.68	190.08
315	12/08/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	6.70	0.00	6.70
316	12/08/2020		FairFX Bank Debit Car		Sundries	McColl's	Z	3.50	0.00	3.50
267	13/08/2020		Cash		Petty Cash Voucher	St John's Ambulance	E	25.00	0.00	25.00
268	13/08/2020		Cash		Postage	Royal Mail	E	17.60	0.00	17.60
269	13/08/2020		Cash		Sundries	Horley Town Council	E	0.85	0.00	0.85
270	13/08/2020		Cash		Petty Cash Voucher	Horley Town Council	E	6.55	0.00	6.55

## Horley Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
297	17/08/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
309	17/08/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
326	18/08/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
298	19/08/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
299	19/08/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	62.02	12.40	74.42
300	20/08/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	41.66	8.33	49.99
301	21/08/2020		HSBC Current		Gas supply	British Gas	L	96.73	4.83	101.56
302	21/08/2020		HSBC Current		Electricity supply	British Gas	L	46.84	2.34	49.18
303	21/08/2020		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	115.00	23.00	138.00
325	21/08/2020		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	256.47	51.29	307.76
305	24/08/2020		HSBC Current		Electricity supply	British Gas	L	98.61	4.93	103.54
304	24/08/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
306	24/08/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
310	24/08/2020		HSBC Current		Gas supply	British Gas	S	125.83	25.17	151.00
307	26/08/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	60.00	12.00	72.00
308	26/08/2020		HSBC Current		Staff Training	SALC	S	30.00	6.00	36.00
317	28/08/2020		HSBC Current		Public Works Loan	PWLB	E	13,797.82	0.00	13,797.82
321	28/08/2020		HSBC Current		Consultancy	LG Business Consultation	E	630.00	0.00	630.00
327	28/08/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,470.13	0.00	8,470.13
318	28/08/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
319	28/08/2020		HSBC Current		Litter Bin	Earth Anchors Ltd	S	1,004.00	200.80	1,204.80
320	28/08/2020		HSBC Current		Tables	Gopak Ltd	S	446.27	89.25	535.52
322	28/08/2020		HSBC Current		cafe pavilion	Newlyns	S	43,561.97	8,712.39	52,274.36
323	28/08/2020		HSBC Current		Staff Training	SALC	S	60.00	12.00	72.00
324	28/08/2020		HSBC Current		Councillor training	SALC	S	60.00	12.00	72.00
<b>Total</b>								<b>85,161.59</b>	<b>11,031.43</b>	<b>96,193.02</b>

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

August 2020 (2020-2021)

**PRECEPT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	404,676.00	202,338.00	-202,338				-202,338
<b>SUB TOTAL</b>		<b>404,676.00</b>	<b>202,338.00</b>	<b>-202,338</b>				<b>-202,338</b>

**INCOME**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	264.89	-735				-735
3	Section 136 LGA	38,400.00	18,871.00	-19,529				-19,529
5	Devolved Powers	1,700.00		-1,700				-1,700
141	CIL	5,000.00	1,476.00	-3,524	22,826.61	23,784.90	-958	-4,482
<b>SUB TOTAL</b>		<b>46,100.00</b>	<b>20,611.89</b>	<b>-25,488</b>	<b>22,826.61</b>	<b>23,784.90</b>	<b>-958</b>	<b>-26,446</b>

**LETTINGS AND RENT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	75.00	-11,925				-11,925
8	Football Pitches	6,000.00	34.00	-5,966		1,260.00	-1,260	-7,226
9	Church Rd Allotments	3,300.00	98.00	-3,202				-3,202
10	Langshott Allotments	3,800.00	3,452.00	-348				-348
11	Bowls Club	276.00		-276				-276
12	Innes Pavilion	10,000.00	1,927.50	-8,073				-8,073
13	Saturday Market	200.00		-200				-200
14	Events and Banners	8,000.00	1,080.00	-6,920		20.00	-20	-6,940
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		100.00	100				100
149	Security Deposits		3,100.00	3,100				3,100
<b>SUB TOTAL</b>		<b>43,796.00</b>	<b>9,866.50</b>	<b>-33,930</b>		<b>1,280.00</b>	<b>-1,280</b>	<b>-35,210</b>

**OFFICE EXPENDITURE**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	222.24	1,378	1,378
20	Courier & Postage				400.00	24.30	376	376
21	Office Supplies & Equipment				3,000.00	654.40	2,346	2,346
22	Photocopying	80.00		-80	4,000.00	1,070.87	2,929	2,849
23	IT				8,000.00	1,446.60	6,553	6,553
24	Website				2,800.00	500.00	2,300	2,300
25	Communications				1,800.00	1,368.16	432	432
26	Environment Campaign		30.00	30				30
148	COVID -19 Compliance					8,258.50	-8,259	-8,259

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

10 September 2020 (2020-2021)

<b>SUB TOTAL</b>	80.00	30.00	-50	21,600.00	13,545.07	8,055	<b>8,005</b>
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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				105,765.00	40,383.65	65,381	65,381
31	PAYE				21,235.00	6,165.40	15,070	15,070
32	NI Employee				14,260.00	3,333.60	10,926	10,926
33	NI Employer				16,740.00	5,283.05	11,457	11,457
34	SCC Pension Employee				12,000.00	5,808.36	6,192	6,192
35	SCC Pension Employer				25,000.00	10,843.40	14,157	14,157
<b>SUB TOTAL</b>					<b>195,000.00</b>	<b>71,817.46</b>	<b>123,183</b>	<b>123,183</b>

**OFFICE MAINTENANCE & REPAIRS**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00		3,000	3,000
39	Cleaning of hall and office				13,000.00	5,991.99	7,008	7,008
40	Utilities				5,400.00	1,341.20	4,059	4,059
41	Rates				3,000.00	519.58	2,480	2,480
42	Maintenance Contracts				2,000.00	305.00	1,695	1,695
43	Window Cleaning				750.00	165.00	585	585
45	Compliance and Regulatory				5,000.00	1,247.42	3,753	3,753
<b>SUB TOTAL</b>					<b>32,150.00</b>	<b>9,570.19</b>	<b>22,580</b>	<b>22,580</b>

**GENERAL**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Council				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,000.00	150.64	849	849
52	Insurance				8,500.00	7,522.48	978	978
53	Legal and professional fees				20,000.00	19,837.40	163	163
54	Audit fees				2,600.00	861.00	1,739	1,739
55	Subscriptions & Licences				7,300.00	4,966.06	2,334	2,334
60	Election Expenses				11,256.00	8,756.52	2,499	2,499
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				100.00	14.98	85	85
64	Cllr Training				1,000.00	60.00	940	940
65	Staff Expenses				500.00		500	500
66	Staff Training				1,500.00	115.00	1,385	1,385
142	GDPR							
146	VAT Payment							
<b>SUB TOTAL</b>					<b>73,701.00</b>	<b>52,056.54</b>	<b>21,644</b>	<b>21,644</b>

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

10 September 2020 (2020-2021)

**GROUNDS MAINTENANCE**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	15,905.60	36,094	36,094
71	Contractors' Maint (Devolved Powr)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	2,778.00	5,522	5,522
73	Playground Repairs				7,000.00	150.00	6,850	6,850
74	Parks Furniture				5,000.00		5,000	5,000
75	Signage				1,600.00	90.00	1,510	1,510
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	1,800.00	6,200	6,200
<b>SUB TOTAL</b>					<b>84,150.00</b>	<b>20,723.60</b>	<b>63,426</b>	<b>63,426</b>

**HORLEY RECREATION GROUND**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00		3,500	3,500
80	Ornamental Gardens				1,500.00		1,500	1,500
123	Grounds				12,000.00	11,554.10	446	446
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	13,797.82	13,798	13,798
145	Pavilion Cafe	6,000.00		-6,000	53,000.00	50,395.01	2,605	-3,395
<b>SUB TOTAL</b>		<b>6,000.00</b>		<b>-6,000</b>	<b>97,596.00</b>	<b>75,746.93</b>	<b>21,849</b>	<b>15,849</b>

**COURT LODGE/INNES PAVILION**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds		100.00	100	1,000.00	463.20	537	637
87	Buildings - Refurbishment/Repairs				5,000.00	1,123.90	3,876	3,876
88	Utilities				2,600.00	1,245.33	1,355	1,355
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,200.00		2,200	2,200
131	Maintenance Contracts				820.00	310.10	510	510
132	Innes Communications				600.00		600	600
<b>SUB TOTAL</b>			<b>100.00</b>	<b>100</b>	<b>12,221.00</b>	<b>3,142.53</b>	<b>9,078</b>	<b>9,178</b>

**MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	317.50	423	423
121	Buildings and Grounds				2,000.00	70.00	1,930	1,930
140	Scout Hut Demolition							
<b>SUB TOTAL</b>					<b>2,740.00</b>	<b>387.50</b>	<b>2,353</b>	<b>2,353</b>

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

10 September 2020 (2020-2021)

**EMLYN MEADOWS**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00		500	500
<b>SUB TOTAL</b>				<b>500.00</b>		<b>500</b>	<b>500</b>

**ALLOTMENTS**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance	3,049.00	3,049.19	0	2,500.00	217.00	2,283	2,283
97 Church Rd Maintenance				1,800.00	104.00	1,696	1,696
98 Church Rd Utilities		45.00	45	500.00	42.87	457	502
99 Langshott Utilities				900.00		900	900
<b>SUB TOTAL</b>	<b>3,049.00</b>	<b>3,094.19</b>	<b>45</b>	<b>5,700.00</b>	<b>363.87</b>	<b>5,336</b>	<b>5,381</b>

**TOWN CENTRE**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	600.00		-600	8,500.00		8,500	7,900
101 Horley/South & SE in Bloom				2,100.00		2,100	2,100
102 Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>	<b>600.00</b>		<b>-600</b>	<b>12,500.00</b>		<b>12,500</b>	<b>11,900</b>

**SECURITY**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,500.00	3,577.97	1,922	1,922
106 CCTV Installation				12,000.00	6,205.00	5,795	5,795
107 CCTV Maintenance				1,000.00		1,000	1,000
108 CCTV Broadband Connections				1,000.00	285.16	715	715
147 Alarm Maintenance					230.00	-230	-230
<b>SUB TOTAL</b>				<b>19,500.00</b>	<b>10,298.13</b>	<b>9,202</b>	<b>9,202</b>

**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	1,100.00	-100	-100
111 Churchyards				6,550.00	6,550.00		
112 Cllr Initiative grants							
113 Other Grants							

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

10 September 2020 (2020-2021)

<b>SUB TOTAL</b>	<b>7,550.00</b>	<b>7,650.00</b>	<b>-100</b>	<b>-100</b>
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**VAT RECLAIM**

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

**Summary**

<b>NET TOTAL</b>	<b>504,301.00</b>	<b>236,040.58</b>	<b>-268,260</b>	<b>587,734.61</b>	<b>290,366.72</b>	<b>297,368</b>	<b>29,107</b>
V.A.T.		77,011.40			29,222.79		
<b>GROSS TOTAL</b>		<b>313,051.98</b>			<b>319,589.51</b>		



**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 6 October 2020, at 6.45 pm

**Present** Cllrs Helen Kitajewski (HK), Chair  
Samantha Marshall (SM)  
Adrian Kitajewski (AK)  
Mike George (MG)  
Martin Saunders (MS)

**In Attendance** Joan Walsh (JW)  
Helen Maan (HM)

**1. Apologies and Reasons for Absence**

Apologies were received from Wayne Philips (WP).

**2. Declarations of Interest**

None were declared.

**3. Minutes of Previous Meeting (held on 4 August 2020)**

The minutes were approved as a correct record.

**4. Updates from Previous Meetings**

**Cyber Security Training:**

It was noted that two separate virtual training sessions on Cyber Security had been arranged on Zoom for:

**3<sup>rd</sup> November 2020, 7.30 pm**

**1<sup>st</sup> December 2020, 7.30 pm**

All Councillors had been invited to select one session of their choice and to notify HM for booking arrangements. The training would be provided by the Town Council's IT provider, Micro Maintenance.

**Noted.**

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

JW advised that SSALC had offered free training updates on GDPR through their associate group, Breakthrough Communications. The updates given centred around the appropriate handling of personal data to safeguard the Data Subject using the following *6 Key Principles of GDPR*:

- **The personal data must be collected lawfully and the Data Subject is informed about how their data will be used and stored (as reflected in HTC's Privacy Notice).**
- **The personal data must only be processed for the reason it has been given by the Data Subject.**
- **The personal data collected must be relevant, eg. name/email so the enquiry may be responded to.**
- **The personal data stored must be accurate and updated as required.**
- **The personal data must be stored securely and only kept for as long as needed (as stated in HTC's Retention of Documents Policy).**

JW added that through this training, a new service known as the 'Compliant Council Hub' had been introduced to assist local authorities to remain compliant for a nominal subscription. Further enquiries would be pursued to see if this would be a benefit to HTC.

**Action: JW**

JW further reported that the ICO recently launched a public consultation on its updated statutory guidance on how it will exercise its regulatory functions on data protection. The survey is to help them understand areas where organisation and the general public might need more clarity about assessment, enforcement and penalty notices. It would only use the consultation outcomes for information to steer the final version of this guidance and not for considering any direct regulatory action.

## **6. eNewsletter**

HM advised that the open rate this month was around 50% and the total number of subscribers remained unchanged at 1,134 in total. HM said that she was open to suggestions as to how to increase the subscription numbers. MS suggested that HTC should put something into the RH magazine as this might attract a wider and harder-to-reach audience. He also suggested replacing the 'Level Up' project banner on the front page of the website with a link to the latest eNewsletter to encourage visitors to subscribe. JW reported that very positive feedback on the eNewsletter, including encouraging remarks from a reader, had been received and HM was complimented by members on the excellent production and design of the latest release.

**Action: HM**

## **7. HTC Website**

### **Accessibility Regulations and Compliance:**

JW advised that the new Accessibility Regulations for websites came into force on 23 September 2020 and the Council is now fully compliant. The new Regulations for access to websites through mobile phones would become effective in June 2021 but HTC had already met the requirements. HTC's website provider, Jarrett & Lam, had also completed the annual review of the website, at a cost of £240 + VAT, which would be brought the Finance Meeting for approval.

**Noted.**

### **Other updates:**

HM was unable to produce the website statistics in time for the meeting but would send them out to the Communications Sub-Committee in due course.

**Noted.**

## **8. Other Communications Matters**

JW enquired if any members knew of an online booking service that could be used by the organisers of the free tennis sessions on a Sunday morning to ensure attendee numbers are contained. Eventbrite was suggested as a free service to clubs offering free sessions which might be suitable. HM will pass on the information.

**Action: HM**

## **9. Date of Next Meeting:**

**24 November 2020, 6.45pm (to be held virtually on Zoom).**

**Noted.**

**Comms SC/JW/HM**