

# **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 26 November 2019, at 7.30 pm

**Present:** Cllrs J Baird  
M George  
H Kitajewski – Chairman  
Samantha Marshall  
Simon Marshall  
M Saunders

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

### **F 4486 Apologies and Reasons for Absence**

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

### **F 4487 Approval of Minutes**

**Finance & General Purposes Committee, 1 October 2019**

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

### **Finance Updates**

### **F 4488 F 4463 - Defibrillator Donation**

The Town Clerk reported that following agreement with the donator's representative, contact had been made with the landlord of 'The Bull' Public House who had responded favourably to enquiries about whether the proprietor would be amenable to having the defibrillator placed on an external wall of this establishment and providing an electrical supply. The Council was seeking advice about getting an appropriate legal agreement in place. The Council would be responsible for the ongoing maintenance of the device. A further update would be provided at the next Committee meeting.

***RESOLVED: noted.***

### **F 4489 F 4478 - RBBC Local Fund Survey; Outcomes for Horley**

The Clerk advised that there had been a relatively low response from Horley residents to the survey asking for views for improving local facilities through the Community Infrastructure Levy (CIL). The suggestions provided had been ranked from high to low in a bar chart (displayed to Members), in the following priority order:

- Medical and GP centre expansion and improvement
- Outdoor activity equipment in parks and sports facilities
- Green Space improvements
- Community Buildings
- Cycle and Pedestrian Routes
- F 4489)** ➤ Road Safety Measures, traffic calming, dropped kerbs, safety signs
- Street Furniture and Public Realm Improvements
- Flood prevention or reduction measures

- Public and Community Transport
- Affordable and Social Housing

The Town Clerk added that the agreed use of the Town Council's current CIL fund would be to refurbish the Tennis Courts at Horley Recreation Ground, which was in line with the second highest priority identified in the survey.

**RESOLVED: Noted.**

**F 4490      Audit Matters**

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

**F 4491      Internal Audit 2019/20 – First Interim Report**

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

**F 4492      RESOLVED: that in line with Paul Hartley's final year as the Town Council's internal auditor, the requirement to source a replacement through the Surrey ALC recommended list of auditors, be actioned by the Clerk.**

**Financial Matters**

**F 4493      Financial Reports for September 2019**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £214,780.75 plus VAT (£214,924.75) – includes receipt of the second half of the precept and S106 agreement payments totalling £205,233.**
- iii) Payments List totalling £68,932.46 plus VAT (£70,745.02<sup>1</sup>)- includes a payment of £44,196.00 including VAT to Newlyn towards the Café Pavilion Building Works.**

**F 4494      Financial Reports for October 2019**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £2,815.66 plus VAT (3048.66)**
- iii) Payments List totalling £99,012.32 plus VAT (£100,649.40<sup>1</sup>) – includes payment of £74,823.50 including VAT to Newlyn towards the Café Pavilion Building Works.**
- iv) Summary of Receipts and Payments compared with Estimates.**

**F 4495      Communications**

The Finance Chairman 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.)

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<sup>1</sup> VAT on the Café build is not included as the majority may not be reclaimed and this will be subject to an adjustment at the end of the financial year.

**RESOLVED: noted.**

**F 4496 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

**Surrey ALC AGM, 15 October 2019**

The AGM was attended by Cllrs George and Baird. Cllr George gave an overview of the various presentations and key points from the AGM. Topics covered included; Surrey Police Update, Surrey Hills review on decluttering road signage, a presentation encouraging Councils to become dementia friendly (by SSALC Vice-President, Richard Olliver), a briefing on support for military veterans and an update from Surrey County Council regarding recycling and trees. He added that attendance at the AGM was a valuable experience which was helpful in keeping Members up to date with new best practice.

**RESOLVED: noted**

**F 4497 RESOLVED: noted that the Town Council's next annual SSALC subscription will be £1750 and the next annual NALC subscription will be £1371.02.**

**F 4498 Notice of Vacancy - Office of Town Councillor**

**RESOLVED: noted that a Notice of Poll has been published for the Town Councillor vacancy in the Horley West Ward, the poll to be held on the same day as the General Election (Thursday, 12 December); and that two nominations have been received.**

**F 4499 Café Construction and External Works, Horley Recreation Ground**

The Clerk provided the following update on the Café project:

- The framework was complete, the plastering was underway and the windows/doors were about to be installed.
- There were some delays arising from recent heavy rainfall and utility issues (since resolved) but it was anticipated that the Council would take vacant possession in January 2020.
- The insurance arrangements for the development were in hand and the Heads of Terms were being considered for the Café Operator Lease.
- The new name and address for the building had been confirmed as: 'Cafe In The Park', 65 Brighton Road, Horley. The post code would be confirmed by Royal Mail shortly.
- Subject to planning approval, it had been supported by the Café Working Group to reposition the car park with a minor revision which was thought to be more beneficial. There would be 11 extra spaces including 2 disabled spaces. Although this would result in 2 less extra spaces than the previous proposal, it would provide better access and would have less impact on the park. Members queried whether there might be a loss of spaces in the original car park to provide emergency access and this would be followed up with the surveyor for clarification.

**F 4499) Consultant Alan Jones added that there was currently a surplus of £20,000 in the Café project budget but there may be additional works required by the Council, before final completion was reached.**

**RESOLVED: noted.**

**F 4500 RESOLVED: that the expenditure for the electrical infrastructure required for**

*the integral Café area, in the approximate sum of £1,000 plus VAT, be ratified.*

**F 4501**      ***RESOLVED: that the expenditure for the ventilation system required for the integral Café area, in the approximate sum of £10,532 (inclusive of VAT,) be approved.***

**F 4502**      Consultant Alan Jones added that recommendations about the VAT position on the Café build had now been received from the VAT specialist. Some elements, provided for use of the Recreation Ground, such as the footpath and car park extension, were likely to allow for a partial reclaim and would be invoiced separately by the building contractor to allow for clarity and transparency in the accounts. The building and anything internal to the Café building was unlikely to be recoverable as there is an annual limit on the amount the Council may claim back in this way and the Council already uses much of this limit.

***RESOLVED: that receipt of a preliminary Evaluation Report and professional advice from the appointed VAT Specialist for a partial VAT Reclaim on the construction, be noted.***

**F 4503**      **RBL Remembrance Services Programme 2019**

The Town Clerk reported that there had been another impressive turnout to the Remembrance Sunday Parade & Service. The weather was dry and sunny. The PA system, sourced from an external company, provided a noticeable improvement to the audible output during the service, than in previous years. The Rededication of the Garden of Remembrance and the National Two-Minute Silence in the High Street Precinct had also been well attended. The RBL Branch Secretary, Tony Keay, and Peter Moxley of Horley Lions had expressed their gratitude to the Town Council and other volunteers who had helped and marshalled at the events. A Press Release, reporting on the annual programme for Horley, had been issued on the [HTC website](#) and eNewsletter.

***RESOLVED: noted.***

**F 4504**      **Horley Edmonds Fund**

The Town Clerk informed Members that the deadline for the next round of applications for consideration by the Community Foundation of Surrey (CFS) is 17 January 2019 and any interested organisation would need to submit an Expression of Interest (EOI) by 31 December 2019. Details were available to view on the HTC website and Newsletter.

***RESOLVED: noted.***

**F 4505**      ***RESOLVED: that the receipt of Horley Edmonds Fund Quarterly Statement, for the period 1 April 2019 to 30 September 2019, be noted.***

**F 4506**      **Proposal to change Accounting Software Package Provider**

The RFO gave an overview of the proposal. Key points were that:

- the package is more suited to a Council of this size
- the accounts are integrated with the sales invoices which is more efficient
- the reports would be equally clear
- access to the historic SCRIBE accounts would be maintained
- RBS recommend changing over in June.
- first year costs have been quoted at £1616 and £873 for the accounting

and invoicing packages, £399 per day for the training (two days recommended) and the cost of running the current SCRIBE package alongside; the ongoing cost of the packages including Making Tax Digital would be £869 for five licences which is approximately the same as the cost of the current software.

**RESOLVED: agreed that the accounts be migrated from the SCRIBE package to the RBS package in June 2020.**

**F 4507 Opportunity to Advertise at Horley Station**

The Clerk explained that Southern Railway had approached the Town Council with an advertising opportunity whereby an A4 sheet, promoting its business activities, could be placed on the notice board at Horley Station. The promotional cost for one year would be £650 + VAT. The matter had been considered by the Communications Sub-Committee, at its earlier meeting. It was thought that it would not be in the Council's best interests to pursue and that other more cost-saving avenues (through online and social media channels, including the eNewsletter) should be considered in the first instance. The Finance Committee supported the recommendation to decline the advertising offer and the Southern Railway representative would be notified accordingly.

**RESOLVED: that the Southern Railway representative be informed of the Town Council's decision to decline the promotional advertising offer, in the sum of £650 plus VAT, at Horley Railway Station.**

**F 4508 Utility Contracts Renewal**

The RFO reported that three contracts had been renewed for gas and electricity at Innes Pavilion and gas at the HTC Offices. In seeking best value, the RFO consulted brokers plus several price comparison sites and the offer from the current provider (British Gas). The contracts had been renewed with British Gas based on a three-year fixed price contract at the best value available. The previous contracts had been at a fixed price for five years and, during this time, energy prices had increased. The new contracts were therefore significantly more expensive. These contracts were on the standard British Gas mix which, for electricity, comprises 43% from renewable sources.

**RESOLVED: noted.**

**F 4509 Damaged Gate Pillar – Horley Recreation Ground**

The Town Clerk gave an update on repairs to the damaged gate pillar at Horley Recreation Ground and the insurance claim. Under the Council's Financial Regulations, three quotes had been received and the insurance claim had been submitted to the insurers, Royal & Sun Alliance. A further update would be provided at the next Committee meeting.

**F 4509)**

**RESOLVED: noted.**

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

**RESOLVED: that the expenditure for a replacement Fire Panel at the Innes Pavilion building and a 1-Year Fire Alarm Monitoring service, in the sum of £1043.40, be approved.**

**F 4511 Maintenance and Refurbishment Works – HTC Offices, Albert Rooms**

**RESOLVED: that the following expenditure (in the total sum of £1627.52), be ratified:**

- **Work to the front gable end of the Council offices, in the sum of £605.85 plus VAT**
- **Replacement of the fire exit door at side of building as emergency evacuation route in the sum of £711.67 +VAT and**
- **The fitting of a new valve in toilets, in the sum of £310.00 plus VAT.**

**F 4512 Town Council Estimates & Precept 2020/2021**

Members considered draft Estimates & Precept for 2020/21, for recommendation to Full Council on 10 December 2019.

A brief overview of the figures was given by the RFO and the key points included:

- the number of households had increased by 349,
- CIL could not be treated as income,
- Double taxation grant of around £40,000 expires 31.3.24,
- Members Allowances have been added to the budget,
- A new earmarked fund for Edmonds Hall be opened with £5,000,
- A new earmarked fund for Grounds be opened with £10,000,
- An additional £10,000 to be added to the earmarked fund for Playgrounds,
- £25,000 had been used from General Reserves to bring the percentage increase down,
- The increase per Band D household amounted to £1.85 per year.

It was noted that all of the Town Council's assets needed to be protected which would require considerable ongoing maintenance. This would include the Council Offices, given the fact that the Edmonds Hall was built in 1903.

**RECOMMEND:**

- i) that the earmarked funds for Grounds, Playgrounds and Michael Crescent be amalgamated into one fund, named 'Parks and Playgrounds', with a total earmarked reserve of £48,360***
- ii) that, subject to any further updates being necessary, a Precept of £404,676 be set for the Financial Year 2020/2021, representing £39.71 per Band D Household, an increase of £1.85 per year (4.85% increase), be considered for approval at the Full Council Meeting, to be held on 10 December 2019.***

**F 4513 Diary Dates**

**RESOLVED: that upcoming events including the Town Centre Carol Service & Councillors' Hospitality on 14 December and the Christmas Office Closure from lunchtime on Monday 23 December 2019 until the morning of Thursday 2 January 2020, be noted.**

**F 4514 Items for Future Consideration**

No matters were raised.

**RESOLVED: noted.**

Meeting closed at 8.55 pm

**Date of Next Meeting – 28 January 2020**

## 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 30/09/2019</b>		
	Cash in Hand 01/04/2019		388,715.63
	<b>ADD</b>		
	Receipts 01/04/2019 - 30/09/2019		955,738.96
	<b>SUBTRACT</b>		1,344,454.59
	Payments 01/04/2019 - 30/09/2019		535,666.43
<b>A</b>	<b>Cash in Hand 30/09/2019</b> (per Cash Book)		<b>808,788.16</b>
	Cash in hand per Bank Statements		
	Cash 30/09/2019	50.00	
	Handelsbanken 30/09/2019	297,758.56	
	FairFX Bank Debit Card 30/09/2019	746.25	
	Barclays Direct Access 30/09/2019	0.00	
	Nationwide Intl 30/09/2019	22,417.31	
	Barclays 10 Day 30/09/2019	0.00	
	HSBC Payroll 30/09/2019	12,034.43	
			<b>808,788.16</b>
	Less unrepresented cheques As attached		0.00
			808,788.16
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>808,788.16</b>
	<b>A = B Checks out OK</b>		



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

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

Name and Role (Clerk/RFO etc)

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

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

Name and Role (RFO/Chair of Finance etc)

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	Receipts 01/04/2019 - 30/09/2019		955,738.96
			1,344,454.59
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 30/09/2019		535,666.43
<b>A</b>	<b>Cash in Hand 30/09/2019</b> (per Cash Book)		<b>808,788.16</b>
	Cash in hand per Bank Statements		
	HSBC Deposit	30/09/2019	414,393.14
	HSBC Current	30/09/2019	61,388.47
			<b>808,788.16</b>
	Less unrepresented cheques As attached		0.00
			808,788.16
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>808,788.16</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
194	01/09/2019		HSBC Current	9844	Football pitch hire	Redhill Rovers	S	120.00	24.00	144.00
196	02/09/2019		HSBC Current		CIL	Reigate & Banstead Borough	E	6,590.19	0.00	6,590.19
197	02/09/2019		HSBC Current		Football pitch hire	AFC Gatwick	S	240.00	48.00	288.00
195	03/09/2019		HSBC Current	9842	Football pitch hire	Horley Amateur FC	S	360.00	72.00	432.00
219	06/09/2019		HSBC Deposit		Bank interest	HSBC	E	21.05	0.00	21.05
208	10/09/2019		HSBC Current	9811	Hall Hire Fee	Hobgoblin Theatre Group	E	35.00	0.00	35.00
198	11/09/2019		HSBC Current	9840	Banner Display	Dance Mania -Debbie Axon	E	120.00	0.00	120.00
199	11/09/2019		HSBC Current	9839	Hall Hire Fee	Kicks Dance	E	27.00	0.00	27.00
200	11/09/2019		HSBC Current	9821	Hall Hire Fee	Various	E	100.00	0.00	100.00
209	13/09/2019		HSBC Current		Market car park	Saturday Market	E	20.00	0.00	20.00
210	13/09/2019		HSBC Current	9828	Funfair	Extreme Fun	E	175.00	0.00	175.00
206	13/09/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
207	13/09/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
201	15/09/2019		HSBC Current	9835	Hall Hire Fee	Yoga - Charlotte Huggins	E	75.00	0.00	75.00
202	17/09/2019		HSBC Current	9813	Hall Hire Fee	RCCG Church	E	301.00	0.00	301.00
203	17/09/2019		HSBC Current	9833	Hall Hire Fee	Art and Craft Class	E	29.00	0.00	29.00
204	17/09/2019		HSBC Current	9838	Hall Hire Fee	Art Class	E	140.00	0.00	140.00
205	17/09/2019		HSBC Current	9759	Banner Display	RCCG Church	E	40.00	0.00	40.00
211	20/09/2019		HSBC Current		Precept	Reigate & Banstead Borough	E	186,377.50	0.00	186,377.50
212	20/09/2019		HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	18,855.50	0.00	18,855.50
213	20/09/2019		HSBC Current		Water Rates	SES WATER	E	70.73	0.00	70.73
214	20/09/2019		HSBC Current	9845	Banner Display	Various	E	60.00	0.00	60.00
215	23/09/2019		HSBC Current	9834	Hall Hire Fee	Pilates - Kathy Gerrard	E	69.00	0.00	69.00
216	24/09/2019		HSBC Current	9819	Banner Display	Various	E	40.00	0.00	40.00
217	27/09/2019		HSBC Current	9677	Football pitch hire	Horley AFC	E	40.00	0.00	40.00
218	30/09/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	48.78	0.00	48.78
<b>Total</b>								<b>214,780.75</b>	<b>144.00</b>	<b>214,924.75</b>

## Horley Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
327	Communications	02/09/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
328	Rates	02/09/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
329	Rates & Utilites	02/09/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
330	Utilities	03/09/2019		HSBC Current		Electricity supply	British Gas	L	435.40	21.77	457.17
367	Communications	03/09/2019		FairFX Bank Debit Car		Newsletter	Email Blaster	S	11.97	2.40	14.37
331	Cleaning of hall and office	06/09/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
332	Contractors' Maint (HTC)	06/09/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
333	Office Supplies & Equipment	06/09/2019		HSBC Current		Office supplies	Don Ruffles Ltd.	S	39.31	7.86	47.17
334	Tree Surgery	06/09/2019		HSBC Current		Tree surgery	Heathlands Tree Care	S	350.00	70.00	420.00
335	PAYE	06/09/2019		HSBC Current		PAYE	HMRC	E	1,121.40	0.00	1,121.40
336	NI Employee	06/09/2019		HSBC Current		NIC Employee	HMRC	E	619.80	0.00	619.80
337	NI Employer	06/09/2019		HSBC Current		NIC Employer	HMRC	E	984.22	0.00	984.22
338	Baskets and planting	06/09/2019		HSBC Current		Signage	KM Vinyl Graphics	Z	130.00	0.00	130.00
339	Legal and professional fees	06/09/2019		HSBC Current		Consultancy	LG Business Consultation	Z	1,173.00	0.00	1,173.00
340	SCC Pension Employee	06/09/2019		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
341	Security Patrols	06/09/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	568.56	113.71	682.27
342	Staff Training	06/09/2019		HSBC Current		Staff Training	SALC	S	70.00	14.00	84.00
343	SCC Pension Employer	06/09/2019		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,602.38	0.00	1,602.38
344	SCC Pension Employee	06/09/2019		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	652.52	0.00	652.52
345	CCTV Broadband Connection	11/09/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
346	CCTV Broadband Connection	11/09/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
347	Bank charges	13/09/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	S	48.00	9.60	57.60
348	Bank charges	13/09/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	61.44	0.00	61.44
349	IT	16/09/2019		HSBC Current		Sage Licence	Sage (UK) Limited	S	36.06	7.21	43.27
350	Communications	16/09/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
351	Photocopying	16/09/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	32.05	6.41	38.46
352	CCTV Broadband Connection	17/09/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
353	Maintenance Contracts	19/09/2019		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
325	Contractors' Maint (Agency)	19/09/2019		HSBC Current		Church Meadows	Burleys	S	-2,546.60	-509.31	-3,055.91
326	Contractors' Maint (HTC)	19/09/2019		HSBC Current		Church Meadows	Burleys	S	2,546.60	509.31	3,055.91
369	IT	20/09/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	123.00	0.00	123.00
370	IT	20/09/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
371	IT	20/09/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
372	Horley/South & SE in Bloom	23/09/2019		FairFX Bank Debit Car		Office supplies	Amazon	Z	40.98	0.00	40.98
354	IT	23/09/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
355	Utilities	24/09/2019		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00

## Horley Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
356	24/09/2019		HSBC Current		Electricity supply	British Gas	L	97.48	4.87	102.35
357	25/09/2019		HSBC Current		Cleaning	Asbit	S	852.00	170.40	1,022.40
358	25/09/2019		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
359	25/09/2019		HSBC Current		Staff Training	SALC	S	360.00	72.00	432.00
360	26/09/2019		HSBC Current		cafe pavilion	Newlyns	S	36,830.07	7,366.01	44,196.08
361	26/09/2019		HSBC Current		cafe pavilion	Newlyns	Z	7,366.01	0.00	7,366.01
362	26/09/2019		HSBC Current		cafe pavilion	Newlyns	Z	0.00	-7,366.01	-7,366.01
363	26/09/2019		HSBC Current		Audit Fees	PFK Littlejohn	S	1,300.00	260.00	1,560.00
366	28/09/2019		HSBC Payroll		Salaries	Horley Town Council	E	7,735.45	0.00	7,735.45
368	30/09/2019		FairFX Bank Debit Car		Office supplies	Various	Z	9.87	0.00	9.87
364	30/09/2019		HSBC Current		Telephone charges	BT	S	151.47	30.29	181.76
365	30/09/2019		HSBC Current		Bank charge - debit card mach	SumUp	Z	0.59	0.00	0.59
<b>Total</b>								<b>68,932.46</b>	<b>1,813.36</b>	<b>70,745.82</b>


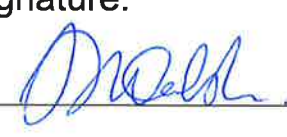

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**SEPTEMBER 2019**

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

Observations (Councillors)	Clerk's action
LIST OF BANK ACCOUNTS AND RECONCILIATION APPEARS INCOMPLETE	WILL CHECK WITH SCRIBE AND REPORT BACK.
Name: MIKE GEORGE Signature: 	Signature: 
Name: GANESH KUMAR Signature: 	
Date: 26/11/2019	Date 26/11/19.

## 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 31/10/2019</b>		
	Cash in Hand 01/04/2019		388,715.63
	<b>ADD</b> Receipts 01/04/2019 - 31/10/2019		958,787.62
			1,347,503.25
	<b>SUBTRACT</b> Payments 01/04/2019 - 31/10/2019		636,315.83
<b>A</b>	<b>Cash in Hand 31/10/2019</b> (per Cash Book)		<b>711,187.42</b>
	Cash in hand per Bank Statements		
	Cash 31/10/2019	50.00	
	Handelsbanken 31/10/2019	297,847.22	
	FairFX Bank Debit Card 31/10/2019	541.96	
	Barclays Direct Access 31/10/2019	0.00	
	Nationwide Intl 31/10/2019	22,417.31	
	Barclays 10 Day 31/10/2019	0.00	
	HSBC Payroll 31/10/2019	12,414.24	
	HSBC Deposit 31/10/2019	339,393.14	
	HSBC Current 31/10/2019	38,523.55	
			<b>711,187.42</b>
	Less unrepresented cheques		0.00
			711,187.42
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>711,187.42</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
220	01/10/2019		HSBC Current		Football pitch hire	AFC Gatwick	S	240.00	48.00	288.00
221	01/10/2019		HSBC Current		Football pitch hire	Horley Amateur FC	S	360.00	72.00	432.00
222	01/10/2019		HSBC Current		Football pitch hire	Redhill Rovers	S	120.00	24.00	144.00
223	03/10/2019		HSBC Current	9861	Hall Hire Fee	Yoga - Melita Swaby	E	58.00	0.00	58.00
224	04/10/2019		HSBC Current	9854	Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
225	10/10/2019		HSBC Current	9864	Banner Display	ESPA	E	40.00	0.00	40.00
226	11/10/2019		HSBC Current	9841	Banner Display	East Surrey College	E	180.00	0.00	180.00
227	15/10/2019		HSBC Current	9856	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
228	15/10/2019		HSBC Current	9748	Allotment Rent	Various	E	45.00	0.00	45.00
229	18/10/2019		HSBC Current	9866	Banner Display	Various	E	20.00	0.00	20.00
230	21/10/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
231	21/10/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
232	23/10/2019		HSBC Current	9860	Hall Hire Fee	Yoga - Charlotte Huggins	E	75.00	0.00	75.00
233	24/10/2019		HSBC Current	9871	Tree surgery	Various	S	350.00	70.00	420.00
234	25/10/2019		HSBC Current	9872	Football pitch hire	Horley Town FC	S	95.00	19.00	114.00
235	31/10/2019		HSBC Current	9880	Hall Hire Fee	Yoga - Melita Swaby	E	145.00	0.00	145.00
236	31/10/2019		Handelsbanken		Bank interest	HANDELSBANKEN	Z	88.66	0.00	88.66
<b>Total</b>								<b>2,815.66</b>	<b>233.00</b>	<b>3,048.66</b>

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
373	01/10/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
374	01/10/2019		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
375	01/10/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
376	01/10/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
440	01/10/2019		FairFX Bank Debit Car		Postage	Post Office	Z	3.90	0.00	3.90
441	02/10/2019		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
377	02/10/2019		HSBC Current	104395	Horley in Bloom Awards	Horley Town Council	Z	615.00	0.00	615.00
378	03/10/2019		HSBC Current		Electricity supply	British Gas	L	150.99	7.54	158.53
379	07/10/2019		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
394	07/10/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
395	07/10/2019		HSBC Current		Office supplies	Don Ruffles Ltd.	S	109.87	21.97	131.84
396	07/10/2019		HSBC Current		Litter Bin	Earth Anchors	S	86.00	17.20	103.20
397	07/10/2019		HSBC Current		PAYE	HMRC	E	1,083.20	0.00	1,083.20
398	07/10/2019		HSBC Current		PAYE	HMRC	E	619.80	0.00	619.80
399	07/10/2019		HSBC Current		PAYE	HMRC	E	984.22	0.00	984.22
400	07/10/2019		HSBC Current		Football pitch hire Refund	Horley AFC	S	180.00	36.00	216.00
401	07/10/2019		HSBC Current		Consultancy	LG Business Consultation	Z	858.90	0.00	858.90
402	07/10/2019		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
403	07/10/2019		HSBC Current		Councillor training	SSALC Ltd	S	70.00	14.00	84.00
404	07/10/2019		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,602.38	0.00	1,602.38
405	07/10/2019		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	652.52	0.00	652.52
406	08/10/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
442	08/10/2019		FairFX Bank Debit Car		Office supplies	Waitrose	Z	16.81	0.00	16.81
443	08/10/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	129.21	0.00	129.21
444	08/10/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
407	11/10/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
408	11/10/2019		HSBC Current		Gas supply	British Gas	L	62.04	3.10	65.14
409	11/10/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	42.68	0.00	42.68
410	15/10/2019		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
411	15/10/2019		HSBC Current		Refund	K. Siritharan	E	12.20	0.00	12.20
412	15/10/2019		HSBC Current		Office supplies	Various	E	23.22	0.00	23.22
413	15/10/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	339.76	67.95	407.71
414	15/10/2019		HSBC Current		HR Services	Starford HR and Legal Servic	S	262.50	52.50	315.00
415	15/10/2019		HSBC Current		Window cleaning	Michael Stone	Z	80.00	0.00	80.00
416	15/10/2019		HSBC Current		Horley in Bloom Awards	Twin Peaks Sandwich Bar	S	295.00	59.00	354.00
417	15/10/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80



## Horley Town Council

### PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
418	16/10/2019		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
419	17/10/2019		HSBC Current		Design Work	MAD Ideas	S	150.00	30.00	180.00
420	17/10/2019		HSBC Current		cafe pavilion	Newlyns	S	62,352.92	12,470.58	74,823.50
421	17/10/2019		HSBC Current		cafe pavilion	Newlyns	Z	0.00	-12,470.58	-12,470.58
422	17/10/2019		HSBC Current		cafe pavilion	Newlyns	Z	12,470.58	0.00	12,470.58
423	17/10/2019		HSBC Current		AGM and Annual Conference	SSALC Ltd	S	120.00	24.00	144.00
424	17/10/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
425	18/10/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	55.70	11.14	66.84
426	21/10/2019		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
427	22/10/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
428	24/10/2019		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
429	24/10/2019		HSBC Current		Electricity supply	British Gas	L	94.13	4.70	98.83
446	24/10/2019		FairFX Bank Debit Car		Office supplies	Amazon	S	17.20	3.44	20.64
439	28/10/2019		HSBC Payroll		Salaries	Horley Town Council	E	7,820.19	0.00	7,820.19
445	30/10/2019		FairFX Bank Debit Car		Newsletter	Email Blaster	S	5.99	1.20	7.19
430	30/10/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
431	30/10/2019		HSBC Current		Horley in Bloom Awards	Dapper Shoes	Z	141.75	0.00	141.75
432	30/10/2019		HSBC Current		Keys	Dapper Shoes	Z	79.30	0.00	79.30
433	30/10/2019		HSBC Current		Health & Safety	ETI	S	24.00	4.80	28.80
434	30/10/2019		HSBC Current		Lampposts	L&C Installations	S	63.50	12.70	76.20
435	30/10/2019		HSBC Current		Innes Pavilion Maintenance	L&C Installations	S	150.00	30.00	180.00
436	30/10/2019		HSBC Current		Innes Pavilion Maintenance	L&C Installations	S	100.00	20.00	120.00
437	30/10/2019		HSBC Current		Councillor training	SSALC Ltd	S	70.00	14.00	84.00
438	31/10/2019		HSBC Current		Bank charge - debit card mach	SumUp	Z	0.76	0.00	0.76
<b>Total</b>								<b>99,012.32</b>	<b>1,637.08</b>	<b>100,649.40</b>

# Horley Town Council

## Summary of Receipts and Payments

OCTOBER 2019 (2019-2020)

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					
<b>SUB TOTAL</b>		<b>372,755.00</b>	<b>372,755.00</b>					

### INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	600.55	-399			-399	
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	
<b>SUB TOTAL</b>		<b>44,700.00</b>	<b>55,847.19</b>	<b>11,147</b>			<b>11,147</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	7,768.00	-4,232			-4,232	
8	Football Pitches	8,400.00	2,933.51	-5,466		1,587.05	-7,054	
9	Church Rd Allotments	3,300.00	195.00	-3,105			-3,105	
10	Langshott Allotments	3,800.00	3,585.00	-215			-215	
11	Bowls Club	276.00		-276			-276	
12	Innes Pavilion	10,000.00	5,397.00	-4,603			-4,603	
13	Saturday Market	200.00	220.00	20			20	
14	Events and Banners	6,000.00	9,745.00	3,745		2,500.00	1,245	
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		100.00	100			100	
<b>SUB TOTAL</b>		<b>44,196.00</b>	<b>30,163.51</b>	<b>-14,032</b>		<b>4,087.05</b>	<b>-18,120</b>	

### OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	669.46	931	931
20	Courier & Postage				400.00	62.90	337	337
21	Office Supplies & Equipment				3,000.00	1,530.80	1,469	1,469
22	Photocopying	50.00	141.60	92	4,500.00	1,843.12	2,657	2,748
23	IT				6,000.00	2,818.70	3,181	3,181
24	Website				2,800.00	3,240.00	-440	-440
25	Communications				1,800.00	1,475.55	324	324
26	Environment Campaign							

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

15 November 2019 (2019-2020)

<b>SUB TOTAL</b>	50.00	141.60	92	20,100.00	11,640.53	8,459	<b>8,551</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				96,000.00	61,220.61	34,779	34,779
31	PAYE				11,000.00	8,480.75	2,519	2,519
32	NI Employee				11,000.00	3,937.04	7,063	7,063
33	NI Employer				11,000.00	7,040.36	3,960	3,960
34	SCC Pension Employee				12,000.00	7,849.61	4,150	4,150
35	SCC Pension Employer				24,000.00	11,157.69	12,842	12,842
<b>SUB TOTAL</b>					<b>165,000.00</b>	<b>99,686.06</b>	<b>65,314</b>	<b>65,314</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	820.35	2,180	2,180
39	Cleaning of hall and office				10,500.00	8,699.30	1,801	1,801
40	Utilities				5,400.00	2,309.36	3,091	3,091
41	Rates				3,000.00	654.52	2,345	2,345
42	Maintenance Contracts				3,200.00	650.09	2,550	2,550
43	Window Cleaning				750.00	245.00	505	505
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	1,646.05	3,414	3,414
46	Market rates and utilities							
<b>SUB TOTAL</b>					<b>30,910.00</b>	<b>15,024.67</b>	<b>15,885</b>	<b>15,885</b>

**GENERAL**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,350.00	362.39	988	988
52	Insurance				8,500.00	7,050.01	1,450	1,450
53	Legal and professional fees				19,500.00	24,241.33	-4,741	-4,741
54	Audit fees				2,200.00	2,179.00	21	21
55	Subscriptions & Licences				7,100.00	5,994.16	1,106	1,106
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	ClIr Expenses				200.00	36.00	164	164
64	ClIr Training		21.59	22	1,300.00	855.55	444	466
65	Staff Expenses				500.00	17.10	483	483

# Horley Town Council

## Summary of Receipts and Payments

15 November 2019 (2019-2020)

All Cost Centres and Codes

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
<b>SUB TOTAL</b>		<b>21.59</b>	<b>22</b>	<b>67,595.00</b>	<b>51,129.60</b>
				<b>16,465</b>	<b>16,487</b>

### GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	30,269.61	19,730	19,730
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	3,680.00	4,620	4,620
73	Playground Repairs				4,000.00	4,611.00	-611	-611
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							
<b>SUB TOTAL</b>			<b>350.00</b>	<b>350</b>	<b>78,150.00</b>	<b>42,547.61</b>	<b>35,602</b>	<b>35,952</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	838.50	2,662	2,662
80	Ornamental Gardens				1,500.00	884.63	615	615
81	Skatepark & MUGA					150.00	-150	-150
82	Footpaths & Car park					109.81	-110	-110
123	Grounds				2,000.00	40,433.50	-38,434	-38,434
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					305,799.92	-305,800	-305,800
<b>SUB TOTAL</b>			<b>472,834.45</b>	<b>472,834</b>	<b>38,000.00</b>	<b>348,216.36</b>	<b>-310,216</b>	<b>162,618</b>

### 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	1,939.14	3,061	3,061
88	Utilities		385.00	385	2,500.00	1,269.26	1,231	1,616
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**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

15 November 2019 (2019-2020)

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									
<b>SUB TOTAL</b>				<b>385.00</b>	<b>385</b>	<b>11,821.00</b>	<b>4,622.34</b>	<b>7,199</b>	<b>7,584</b>

**MICHAEL CRESCENT**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilities				700.00	413.69	286	286
121 Buildings and Grounds				1,550.00	2,700.30	-1,150	-1,150
140 Scout Hut Demolition							
<b>SUB TOTAL</b>				<b>2,250.00</b>	<b>3,113.99</b>	<b>-864</b>	<b>-864</b>

**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
<b>SUB TOTAL</b>				<b>500.00</b>	<b>155.00</b>	<b>345</b>	<b>345</b>

**ALLOTMENTS**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance					503.00	-503	-503
97 Church Rd Maintenance				1,800.00	220.15	1,580	1,580
98 Church Rd Utilities				500.00	41.52	458	458
99 Langshott Utilities		70.73	71	900.00	12.71	887	958
<b>SUB TOTAL</b>		<b>70.73</b>	<b>71</b>	<b>3,200.00</b>	<b>777.38</b>	<b>2,423</b>	<b>2,493</b>

**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	8,132.00	368	-7
101 Horley/South & SE in Bloom		200.00	200	2,100.00	1,188.28	912	1,112
102 Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>	<b>725.00</b>	<b>550.00</b>	<b>-175</b>	<b>12,500.00</b>	<b>9,320.28</b>	<b>3,180</b>	<b>3,005</b>

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

15 November 2019 (2019-2020)

**SECURITY**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,000.00	2,326.06	2,674	2,674
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	629.20	371	371
<b>SUB TOTAL</b>					<b>18,000.00</b>	<b>11,825.26</b>	<b>6,175</b>	<b>6,175</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		1,000	1,000
111	Churchyards				6,500.00		6,500	6,500
112	ClIr Initiative grants					100.00	-100	-100
113	Other Grants							
<b>SUB TOTAL</b>					<b>7,500.00</b>	<b>100.00</b>	<b>7,400</b>	<b>7,400</b>

**VAT RECLAIM**

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

**CONTINGENCY**

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

**Summary**

<b>NET TOTAL</b>	<b>462,426.00</b>	<b>933,119.07</b>	<b>470,693</b>	<b>455,526.00</b>	<b>602,246.13</b>	<b>-146,720</b>	<b>323,973</b>
<b>V.A.T.</b>		<b>25,668.55</b>			<b>33,245.61</b>		
<b>GROSS TOTAL</b>		<b>958,787.62</b>			<b>635,491.74</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 26 November 2019, at 6.45 pm

**Present**

Cllrs Helen Kitajewski (HK), Chairman  
Samantha Marshall (SM)  
Martin Saunders (MS)  
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 Adrian Kitajewski (AK).

**2. Declarations of Interest**

None were declared.

**3. Minutes of Previous Meeting (held on 1 October 2019)**

The minutes were approved as a correct record.

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

AJ reported that the ICO have provided an information pack for local Councils which recommends that Councillors do not send sensitive data through their personal email addresses. HM to send a reminder to Councillors to be mindful of this guidance. AJ to circulate the ICO's information. **Action: HM/AJ**

JW advised that the RBBC Data Protection Office, Anne Cameron, has produced an updated version of the Data Protection Act 2018 training slides for Councillors. JW to circulate to members. **Action: JW**

It was noted that on conclusion of the recent RBBC Local Fund survey (CIL), the sharing of personal details by Horley respondents with HTC had been appropriately documented in the Town Council's data register and the data would be deleted in 6-months, in line with the Retention of Documents Policy.

**Action: HM**

**5. eNewsletter**

HM reported that work to verify the domain details had been undertaken in an attempt to stop the newsletter going to some spam email folders. HM to confirm with MS and SM when the latest newsletter has been sent to see which folder it has been received in. **Noted.**

MS also requested to have some paper copies of the latest eNewsletter to give to the residents of Anvil Court who do not have internet access. HM to print 10 copies. **Action: HM**

**6. HTC Website**

**(i) Accessibility Regulations and compliance for public sector bodies**

JW reported that HTC is continuing to implement the requirements of the accessibility regulations and that work on a draft Accessibility Statement for the website had begun. The new regulations would become effective from September 2020. SLCC had also set up an advice team which HTC would access for guidance. A further update would be provided at the next meeting. **Action: JW/HM**

**(ii) HM reported there had been no significant changes in the website traffic in the past month.**

**Noted.**



- (iii) SM reported that she had found quite a number of broken links on the website. HM said she had fixed all those identified so far. JW suggested that some of these broken links might be down to the launch of the new website and historic information being placed in a separate archived area. HM to investigate. MS to provide HM with a link to a program that checks for broken website links.

**Action HM/MS**

## **7. Town Guide**

HM reported that the Town Guide had been printed by Local Authority Publishing and that Royal Mail would start delivering copies in the week commencing 9 December 2019.

**Noted.**

## **8. Other Communications Matters**

### **i) Advertising Offer by Southern Rail at Horley Station**

JW explained that Southern Railway had approached the Town Council with an advertising opportunity whereby an A4 sheet, promoting its business activities, could be placed on the notice board at Horley Station. The promotional cost for one year would be £650 + VAT. Members present thought that it would not be in the Council's best interests to pursue since alternative more cost-saving avenues (through online and social media channels, including the eNewsletter) should be investigated. Therefore, the recommendation to decline the offer by Southern Railway would be passed to the Finance Committee for consideration.

### **ii) Telephone Contract Renewal - Tritel**

JW reported that the annual contract for the telephone system at the Council Office had been renewed with Tritel at a cost of £250 + VAT which represents no increase this year.

**Noted.**

## **9. Other Communications Matters**

- i) It was noted that WP had suggested members consider a newly launch business service, known as [Horley Network](#), the details of which he circulated just prior to the meeting. The matter would therefore be considered at the next meeting of the Communications Sub-Committee when WP would be present to outline his proposals. In the meantime, HM would carry out some research of the business service to determine how it might be of benefit to HTC.

**Action: HM/WP**

## **10. Date of Next Meeting**

The next meeting will take place on **28 January 2020, 6.45pm**