

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 2 August 2016, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
J Baker
R Biggs
M George
D Jackson
H Kitajewski
L Mabbett
V Marshall
R Olliver
H Randall

In Attendance: Alan Jones -Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – RFO

F 3880 Apologies and Reasons for Absence

All Committee members were present.

RESOLVED: noted.

F 3881 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Olliver declared a non-pecuniary interest in the Smiths Charity item.

RESOLVED: noted.

F 3882 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3883 Approval of Minutes
Finance & General Purposes Committee, 14 June 2016**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

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

Audit Matters

F 3884 **RESOLVED: that the Councillors' Audit Certificate for April and May 2016 and Clerk's responses (where applicable), be received. (A copy is appended).**

F 3885 **RESOLVED: that the audit rota be received (a copy is appended).**

F 3886 **Financial Reports for April 2016:**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £190,794.78 plus VAT (£202,262.64)
 (includes £157,941 Precept & £17,700 Section 136 Agreement)**
- iv) Payments List totalling £ 29,951.11 plus VAT (£32,298.61)**

F 3887 **Financial Reports for May 2016:**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £6,915.83 (zero VAT)**
- iv) Payments List totalling £59,939.93 plus VAT (£62,770.27)**

F 3888 **Communications**

Cllr Baird updated members on the earlier meeting of the Communications Sub-Committee. He explained that it had been agreed to postpone recommending the services of Recenseo Ltd for the development of a Communications Strategy, instead the Clerk planned to meet with the Borough Council's Communications Manager. It was also agreed that the Clerk would send out directions to all members for accessing their.gov.uk emails, as auto-forwarding was no longer permitted. (Notes of the meeting held in June are appended.)

RESOLVED: noted

F 3889 **Borough Standards Committee**

Cllr Baird updated members on the June meeting, when Cllr Dorothy Ross-Tomlin had been re-appointed as Committee Chairman and Cllr Rita Renton appointed as Vice-Chairman.

RESOLVED: noted.

Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

F 3890 Cllr Olliver reported that he had recently attended meetings of Surrey ALC, Sussex & Surrey ALC, NALC Policy Committee and SERCAF (South East Region County Association Forum). The 3SC Devolution Proposals from the partnership of three county councils, districts, boroughs and partners in Surrey and Sussex had been put on hold, following the recent UK decision to leave the Economic Union. There had been discussion at the Surrey ALC meeting about the implications of the Community Infrastructure Levy (CIL). The Clerk reminded members that there was to be a private members' briefing on CIL, given by the Borough Council's Senior Policy Development Officer, prior to the Planning Committee meeting on 13 September and advised that it would be beneficial for all members to attend. Cllr Olliver added that the newly appointed Cabinet had been discussed at the recent NALC Policy Committee meeting, however the policies of the new Local Government Minister (Rt Hon Sajid Javid MP) were as yet unknown.

RESOLVED: noted

F 3891 The Clerk advised that, following the submission of the Town Council's application for the Local Council Awards Scheme Quality Level, clarification had been requested regarding a number of items therein.

RESOLVED: noted.

F 3892 The Committee Chairman suggested that it might be beneficial to call another joint meeting of Horley County, Borough and Town Councillors to discuss future projects for Horley, especially as a number of projects had been identified in the Horley Town Plan, recently published by the Town Council.

RESOLVED: noted.

F 3893 Henry Webber Memorial and Service

Members reviewed the recent Memorial Service and agreed that it had been a very fitting occasion, much appreciated by members of the Webber family. The Clerk advised that each branch of the Webber family was to be given a copy of the Henry Webber book, written by David Hall of the Horley Local History Society. The Committee Chairman added that the family had been interested to learn that a road in the new North West Sector development (or if possible, maybe the School) was likely to be named after Henry Webber.

RESOLVED: noted.

F 3894 Open Day at Innes Pavilion

The Deputy Clerk advised that the tenant of the Pavilion (proprietor of Fuzion Martial Arts) was to hold an Open Day at the Innes Pavilion on 11 September to mark the first anniversary of the tenancy. The tenant had been advised to ensure that all necessary insurances/licences were in place for the event.

RESOLVED: noted.

F 3895 Display Boards

RESOLVED: that the purchase of two sets of display boards, for the total approximate sum of £298 plus VAT, be approved.

F 3896 Smith's Charity

The Deputy Clerk advised that one of the Trustees of Smiths Charity had contacted the Town Council regarding a local interested resident becoming an observer at Trustee Meetings, as only four official Trustees were permitted to be appointed.

RESOLVED: that the Town Council raise no objection to the proposal.

F 3897 Diary Dates

RESOLVED: that upcoming events be noted, in particular the presentation on the Community Infrastructure Levy (CIL) on 13 September.

Meeting Closed at 8.16 pm.

Date of Next Meeting: 27 September 2016


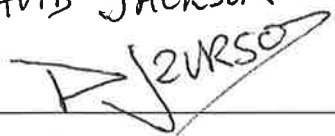
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

April & May 2016

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

Observations (Councillors)	Clerk's action
Name: SAMANTHA MARSHALL Signature: 	Signature:
Name: DAVID JACKSON Signature: 	
Date: 25/7/2016	Date

HORLEY TOWN COUNCIL

Finance & General Purposes Committee

Rota for Councillors' Audit 2016/2017

Date of Meeting	Members
2 August	Cllr Samantha Marshall Cllr David Jackson
27 September	Cllr Richard Olliver Cllr James Baker
22 November	Cllr Mike George Cllr Linda Mabbett
17 January 2017	Cllr Henry Randall Cllr James Baird
14 March	Cllr Richard Biggs Cllr Valerie Marshall
2 May	Cllr Samantha Marshall Cllr Helen Kitajewski

- 1. The RFO to liaise with members on duty to agree a time and date for their audit.**
- 2. Would members who are unable to attend please contact the office at the earliest opportunity.**

Horley Town Council

Bank Reconciliation at 30/04/2016			
	Cash in Hand 01/04/2016		326,187.14
	ADD		
	Receipts 01/04/2016 - 30/04/2016		201,262.64
	SUBTRACT		
	Payments 01/04/2016 - 30/04/2016		32,298.61
A	Cash in Hand 30/04/2016 (per Cash Book)		495,151.17
Cash in hand per Bank Statements			
	Cash	30/04/2016	150.00
	HSBC Current	30/04/2016	31,214.69
	HSBC Deposit	30/04/2016	835.52
	HSBC Payroll	30/04/2016	193.90
	Barclays 10 Day	30/04/2016	415,147.46
	Nationwide Intl	30/04/2016	21,497.82
	Barclays Direct Access	30/04/2016	25,621.20
	FairFX Corporate Bank (Debit Card)	30/04/2016	540.58
			495,201.17
	Less unrepresented cheques As attached		50.00
			495,151.17
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		495,151.17
A = B Checks out OK			

APRIL 2016

19 July 2016 (2016-2017)

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

Cost Centre PRECEPT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	315,882.00	157,941.00	-157,941				-157,941
SUB TOTAL		315,882.00	157,941.00	-157,941				-157,941

Cost Centre INCOME		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	3,000.00	321.64	-2,678				-2,678
3	Section 136 LGA	35,400.00	17,700.00	-17,700				-17,700
5	Devolved Powers							
6	Council Tax Support Grant	15,630.00	7,815.00	-7,815				-7,815
SUB TOTAL		54,030.00	25,836.64	-28,193				-28,193

Cost Centre LETTINGS AND RENT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	19,000.00	1,945.00	-17,055				-17,055
8	Football Pitches	10,000.00	1,212.14	-8,788		86.00	-86	-8,874
9	Church Rd Allotments	3,200.00	440.00	-2,760				-2,760
10	Langshott Allotments	3,500.00	1,805.00	-1,695				-1,695
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	750.00	-8,250				-8,250
13	Saturday Market	1,500.00	320.00	-1,180				-1,180
14	Event Income	3,500.00	150.00	-3,350				-3,350
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits		100.00	100				100
17	Football Pitch Deposits							
SUB TOTAL		50,171.00	6,942.14	-43,229		86.00	-86	-43,315

Cost Centre OFFICE EXPENDITURE		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				2,000.00	30.37	1,970	1,970
20	Courier & Postage				400.00		400	400
21	Office Supplies & Equipment				1,000.00	27.75	972	972
22	Photocopying	80.00		-80	4,500.00		4,500	4,420
23	IT				3,500.00	58.69	3,441	3,441
24	Website				2,000.00		2,000	2,000
25	Communications				1,800.00		1,800	1,800
26	Environment Campaign							
SUB TOTAL		80.00		-80	15,200.00	116.81	15,083	15,003

Cost Centre SALARIES AND PENSIONS		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				78,000.00	7,043.71	70,956	70,956
31	PAYE				22,000.00	1,820.00	20,180	20,180
32	NI Employee				3,800.00	285.59	3,514	3,514
33	NI Employer				9,300.00	731.21	8,569	8,569
34	SCC Pension Employee				10,200.00		10,200	10,200
35	SCC Pension Employer				39,000.00		39,000	39,000
SUB TOTAL					162,300.00	9,880.51	152,419	152,419

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

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	673.70	2,326	2,326
39	Cleaning of hall and office				8,300.00	404.74	7,895	7,895
40	Utilities				4,600.00	65.98	4,534	4,534
41	Rates				1,900.00	185.05	1,715	1,715
42	Maintenance Contracts				2,000.00	610.00	1,390	1,390
43	Window Cleaning				450.00		450	450
44	Security Alarm system							
45	Fire Equipment & H & S				460.00		460	460
46	Market rates and utilities							
SUB TOTAL					20,710.00	1,939.47	18,771	18,771

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00		19,545	19,545
51	Bank charges				1,350.00	116.98	1,233	1,233
52	Insurance				7,100.00		7,100	7,100
53	Legal and professional fees				2,250.00		2,250	2,250
54	Audit fees				2,100.00		2,100	2,100
55	Subscriptions & Licences				6,000.00	3,234.17	2,766	2,766
56	Advertising							
57	Newsletter				250.00	19.00	231	231
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	50.00	350	350
63	Cllr Expenses				250.00		250	250
64	Cllr Training				750.00		750	750
65	Staff Expenses				500.00		500	500
66	Staff Training				1,000.00		1,000	1,000
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL					41,995.00	3,420.15	38,575	38,575

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,000.00	3,497.34	42,503	42,503
71	Contractors' Maint (Agency)					386.00	-386	-386
72	Playground Inspections				7,700.00	1,661.00	6,039	6,039
73	Playground Repairs				8,500.00		8,500	8,500
74	Litter Bins				400.00		400	400
75	Signage				1,500.00		1,500	1,500
76	Pest Control				520.00		520	520
77	Tree Surgery				7,000.00		7,000	7,000
125	Project Expenditure					2,565.00	-2,565	-2,565
126	Himalayan Balsam				500.00		500	500
SUB TOTAL					72,120.00	8,109.34	64,011	64,011

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

Cost Centre HORLEY RECREATION GROUND

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79 Memorial Gardens				4,500.00	44.50	4,456	4,456
80 Ornamental Gardens				1,500.00		1,500	1,500
81 Skatepark & MUGA				500.00		500	500
82 Footpaths & Car park							
123 Grounds				1,500.00		1,500	1,500
SUB TOTAL				8,000.00	44.50	7,956	7,956

Cost Centre COURT LODGE/INNES PAVILION

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86 Football pitches/Grounds				1,000.00		1,000	1,000
87 Buildings				6,000.00		6,000	6,000
88 Utilities				2,500.00	134.92	2,365	2,365
89 Lease of land				1.00	1.00		
124 Football Pavilion Cleaning				2,025.00	533.00	1,492	1,492
127 Loans & Grants							
128 Roof							
129 Innes PWLB Repayment				14,718.00		14,718	14,718
130 Refurbishment							
131 Maintenance Contracts				770.00	63.73	706	706
132 Innes Communications				288.00		288	288
133 Rates				2,000.00		2,000	2,000
134 Security Patrols				1,500.00	60.00	1,440	1,440
135 Insurance							
139 Innes Cleaning							
SUB TOTAL				30,802.00	792.65	30,009	30,009

Cost Centre MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91 Rates & Utilities				686.00	58.64	627	627
121 Buildings and Grounds				1,550.00		1,550	1,550
140 Scout Hut Demolition				10,000.00		10,000	10,000
SUB TOTAL				12,236.00	58.64	12,177	12,177

Cost Centre EMLYN MEADOWS

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

Cost Centre ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance							
97 Church Rd Maintenance				1,700.00		1,700	1,700
98 Church Rd Utilities				450.00		450	450
99 Langshott Utilities				900.00		900	900
SUB TOTAL				3,050.00		3,050	3,050

Cost Centre TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend

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

100	Baskets and planting	1,000.00	75.00	-925	7,000.00	7,000	6,075
101	Horley/South & SE in Bloom				2,100.00	2,100	2,100
102	Christmas				1,900.00	1,900	1,900
SUB TOTAL		1,000.00	75.00	-925	11,000.00	11,000	10,075

Cost Centre SECURITY

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105 Security Patrols				2,600.00	206.00	2,394	2,394
106 CCTV Installation				1,550.00		1,550	1,550
107 CCTV Maintenance				2,100.00	25.00	2,075	2,075
108 CCTV Broadband Connections					72.04	-72	-72
SUB TOTAL				6,250.00	303.04	5,947	5,947

Cost Centre GRANTS AND DONATIONS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110 Grant Award Scheme				1,000.00		1,000	1,000
111 Churchyards				6,000.00	5,200.00	800	800
112 Cllr Initiative grants							
113 Other Grants							
SUB TOTAL				7,000.00	5,200.00	1,800	1,800

Cost Centre VAT RECLAIM

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

Cost Centre CONTINGENCY

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

NET TOTAL	421,163.00	190,794.78	-230,368	391,163.00	29,951.11	361,212	130,844
V.A.T.		10,467.86			2,347.50		
GROSS TOTAL		201,262.64			32,298.61		

APRIL 2016

19 July 2016 (2016-2017)

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Football Pitches	01/04/2016	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	120.00	0.00	120.00
2 Football Pitches	01/04/2016	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	293.07	0.00	293.07
3 Football Pitches	05/04/2016	L&A	HSBC Current		Football pitch hire	Gatwick Albion FC	Z	117.00	0.00	117.00
4 Innes Pavilion	05/04/2016	L&A	HSBC Current		Innes Pavillion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
5 Event Income	05/04/2016	L&A	HSBC Current		Banner Display	East Surrey Operatic Society	Z	30.00	0.00	30.00
6 Meeting Room	06/04/2016	L&A	HSBC Current		Meeting Room hire fee	East Surrey Conservative Ass	Z	220.00	0.00	220.00
7 Edmonds Hall	06/04/2016	L&A	HSBC Current		Edmonds Hall hire fee	Chenealers School of Dance	Z	108.00	0.00	108.00
8 Edmonds Hall	06/04/2016	L&A	HSBC Current		Edmonds Hall hire fee	Chenealers School of Dance	Z	81.00	0.00	81.00
9 Event Income	07/04/2016	L&A	HSBC Current		Banner Display	Greenwich Leisure	Z	60.00	0.00	60.00
10 Football Pitches	07/04/2016	L&A	HSBC Current		Football pitch hire	Reigate Priory FC	S	86.00	17.20	103.20
11 Langshott Allotments	08/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
12 Vat repayments	11/04/2016	F&GP	HSBC Current		Vat Refund	HMRC	R	0.00	10,399.06	10,399.06
13 Edmonds Hall	11/04/2016	L&A	HSBC Current	23	Hall Hire Fee	Ad Hoc Hirer	Z	120.00	0.00	120.00
14 Saturday Market	11/04/2016	L&A	HSBC Current	23	Market Income	Saturday Market	Z	220.00	0.00	220.00
15 Edmonds Hall	11/04/2016	L&A	HSBC Current	23	Hall Hire Fee	Ad Hoc Hirer	Z	80.00	0.00	80.00
16 Edmonds Hall	11/04/2016	L&A	HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	50.00	0.00	50.00
17 Edmonds Hall	11/04/2016	L&A	HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	75.00	0.00	75.00
18 Football Pitches	12/04/2016	L&A	HSBC Current		Football pitch hire	Reigate Priory FC	S	172.00	34.40	206.40
19 Football Pitches	12/04/2016	L&A	HSBC Current		Football pitch hire	Horley Town FC	S	86.00	17.20	103.20
20 Edmonds Hall	14/04/2016	L&A	HSBC Current	DC	Hall Hire Fee	Plates - Kathy Gerrard	Z	135.00	0.00	135.00
21 Church Rd Allotments	14/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
22 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
23 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
24 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
25 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
26 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
27 Langshott Allotments	14/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
28 Precept	18/04/2016	F&GP	HSBC Current		Precept	Reigate & Banstead Borough	E	157,941.00	0.00	157,941.00
29 Langshott Allotments	18/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	90.00	0.00	90.00
30 Langshott Allotments	18/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
31 Langshott Allotments	18/04/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
32 Church Rd Allotments	19/04/2016	L&A	HSBC Current	24	Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
33 Langshott Allotments	19/04/2016	L&A	HSBC Current	24	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
34 Langshott Allotments	19/04/2016	L&A	HSBC Current	24	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
35 Event Income	19/04/2016	L&A	HSBC Current	24	Banner Display	Smallholders Show	Z	30.00	0.00	30.00
36 Edmonds Hall	19/04/2016	L&A	HSBC Current	24	Hall Hire Fee	Art Class	Z	123.00	0.00	123.00

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
37	19/04/2016	L&A	HSBC Current	24	Hall Hire Fee	Wardrobe Wizards	Z	140.00	0.00	140.00
38	19/04/2016	L&A	HSBC Current	24	Hall Hire Fee	Tai-Chi	Z	116.00	0.00	116.00
39	19/04/2016	L&A	HSBC Current	24	Edmonds Hall deposit	Cheneles School of Dance	Z	100.00	0.00	100.00
40	19/04/2016	L&A	HSBC Current	24	Market Income	Saturday Market	Z	100.00	0.00	100.00
41	19/04/2016	L&A	HSBC Current	24	Hall Hire Fee	Silver Moon Dancing	Z	160.00	0.00	160.00
42	19/04/2016	L&A	HSBC Current	24	Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
43	18/04/2016	L&A	HSBC Current	24	Hall Hire Fee	RCCG Church	Z	577.00	0.00	577.00
44	19/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	225.00	0.00	225.00
45	19/04/2016	L&A	HSBC Current	DC	Banner Display	Blindley Heath County Show	Z	30.00	0.00	30.00
46	19/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
47	20/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	90.00	0.00	90.00
48	20/04/2016	L&A	HSBC Current	DC	Donation	Jack Chapman	Z	75.00	0.00	75.00
49	20/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
50	21/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
51	22/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
52	23/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
53	23/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
54	25/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
55	25/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	130.00	0.00	130.00
56	25/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
57	26/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
58	28/04/2016	L&A	HSBC Current	DC	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
59	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	90.00	0.00	90.00
60	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
61	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
62	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
63	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
64	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
65	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	100.00	0.00	100.00
66	29/04/2016	L&A	HSBC Current	25	Banner Display	Reigate & Banstead DSC	Z	15.00	0.00	15.00
67	29/04/2016	L&A	HSBC Current	25	Football pitch hire	Perrywood FC	Z	105.00	0.00	105.00
68	29/04/2016	L&A	HSBC Current	25	Edmonds Hall hire fee	Catalyst	Z	180.00	0.00	180.00
69	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
70	29/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
71	29/04/2016	L&A	HSBC Current	25	Football pitch hire	RH123 FC	Z	233.07	0.00	233.07
72	30/04/2016	L&A	HSBC Current	25	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
73	01/04/2016	F&GP	Barclays 10 Day		Interest	Barclays	E	306.75	0.00	306.75
74	01/04/2016	F&GP	Barclays Direct Access		Interest	Barclays	E	14.89	0.00	14.89
75	18/04/2016	F&GP	HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	17,700.00	0.00	17,700.00

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
76	18/04/2016	F&GP	HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	7,815.00	0.00	7,815.00
Total								190,794.78	10,467.86	201,262.64

APRIL 2016

19 July 2016 (2016-2017)

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	01/04/2016	F&G	HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
2	01/04/2016	F&G	HSBC Current	DD	Rates	Reigate & Banstead Borough	E	185.05	0.00	185.05
3	01/04/2016	F&G	HSBC Current	DD	Rates	Reigate & Banstead Borough	E	58.64	0.00	58.64
4	04/04/2016	F&G	HSBC Current	DD	Maintenance Agreement	British Gas	X	63.73	0.00	63.73
5	08/04/2016	F&G	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
6	11/04/2016	F&G	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
7	11/04/2016	F&G	HSBC Current	59934LD01EAS	Cleaning	Asbit	S	156.54	31.31	187.85
8	11/04/2016	F&G	HSBC Current	59934LD01EAS	Flagpole	Asbit	S	12.00	2.40	14.40
9	11/04/2016	F&G	HSBC Current	59934LD01EAS	Cleaning	Asbit	S	118.10	23.62	141.72
10	11/04/2016	F&G	HSBC Current	59934LD01EAS	Cleaning	Asbit	S	130.10	26.02	156.12
11	11/04/2016	F&G	HSBC Current	59934LD01EAS	Flagpole	Asbit	S	32.50	6.50	39.00
12	11/04/2016	F&G	HSBC Current	59934LD01EAS	Repairs/Maintenance	Asbit	S	34.50	6.90	41.40
13	11/04/2016	L&A	HSBC Current	89044LD00XGW	Football cleaning charge	Bennetts Builders Ltd	S	159.90	31.98	191.88
14	11/04/2016	L&A	HSBC Current	89044LD00XGW	Football cleaning charge	Bennetts Builders Ltd	S	159.90	31.98	191.88
15	11/04/2016	L&A	HSBC Current	89044LD00XGW	Football cleaning charge	Bennetts Builders Ltd	S	213.20	42.64	255.84
16	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
17	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	333.00	66.60	399.60
18	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	396.00	79.20	475.20
19	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
20	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
21	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
22	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	81.00	16.20	97.20
23	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	72.00	14.40	86.40
24	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	90.00	18.00	108.00
25	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	44.00	8.80	52.80
26	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	55.00	11.00	66.00
27	11/04/2016	L&A	HSBC Current	89044LD00XGW	Playground Inspection	Bennetts Builders Ltd	S	44.00	8.80	52.80
28	11/04/2016	F&G	HSBC Current	702344000JD	Office maintenance - hygiene	Constant Hygiene	S	100.00	20.00	120.00
29	11/04/2016	F&G	HSBC Current	48674LD00YLS	Stationery	Don Ruffles Ltd.	S	30.37	6.07	36.44
30	11/04/2016	F&G	HSBC Current	06464LD01P51	Gatwick Diamond Membership	Gatwick Diamond Business A	S	310.00	62.00	372.00
31	11/04/2016	L&A	HSBC Current	69964LD06Y0R	Grounds Maintenance	Burleys	S	3,497.34	699.47	4,196.81
32	11/04/2016	F&G	HSBC Current	39414LD01GXC	PAYE	HMRC	E	1,820.00	0.00	1,820.00
33	11/04/2016	F&G	HSBC Current	39414LD01GXC	NIC Employee	HMRC	E	285.59	0.00	285.59
34	11/04/2016	F&G	HSBC Current	39414LD01GXC	NIC Employer	HMRC	E	731.21	0.00	731.21
35	11/04/2016	F&G	HSBC Current	75004LD01YNA	Maintenance Agreement	Lion Security	S	295.00	59.00	354.00
36	11/04/2016	F&G	HSBC Current	75004LD01YNA	Maintenance Agreement	Lion Security	S	130.00	26.00	156.00

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	11/04/2016	F&GP	HSBC Current	75004LD01YNA	Maintenance Agreement	Lion Security	S	85.00	17.00	102.00
38	11/04/2016	F&GP	HSBC Current	75004LD01YNA	CCTV Maintenance	Lion Security	S	25.00	5.00	30.00
39	11/04/2016	F&GP	HSBC Current	10304LD020NB	Rail Users Association	Reigate, Redhill & District Rail	Z	5.00	0.00	5.00
40	11/04/2016	F&GP	HSBC Current	05674D01R70	Court Lodge Lease of land	Reigate & Banstead Borough	E	1.00	0.00	1.00
41	11/04/2016	F&GP	HSBC Current	23984LD01T30	Subscription	SALC	Z	2,820.84	0.00	2,820.84
42	11/04/2016	F&GP	HSBC Current	17634LD01TRW	Horley Rec Pavilion	Trevlyn Tanner Architects	S	2,565.00	513.00	3,078.00
43	12/04/2016	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	68.44	0.00	68.44
44	18/04/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
45	18/04/2016	F&GP	HSBC Current	DD	Bank charge	Global Payments	X	48.54	4.70	53.24
46	19/04/2016	F&GP	HSBC Current	52554LK01PGG	Repairs/Maintenance	L&C Installations	S	521.70	104.34	626.04
47	19/04/2016	F&GP	HSBC Current	52554LK01PGG	PAT Testing	L&C Installations	S	117.50	23.50	141.00
48	19/04/2016	F&GP	HSBC Current	3640LK00GRK	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
49	19/04/2016	F&GP	HSBC Current	3640LK00GRK	Security Guard Patrol	Lion Security	S	60.00	12.00	72.00
50	19/04/2016	F&GP	HSBC Current	3640LK00GRK	Security Guard Patrol	Lion Security	S	6.00	1.20	7.20
51	19/04/2016	F&GP	HSBC Current	1744LK01RWT	Churchyard Grant	Horley Parochial Church Cour	E	5,200.00	0.00	5,200.00
52	19/04/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	X	134.92	0.00	134.92
53	25/04/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	S	65.98	71.02	137.00
54	18/04/2016	L&A	HSBC Current	104356	Football pitch hire Refund	Reigate Priory FC	S	86.00	17.20	103.20
55	27/04/2016	F&GP	HSBC Current	104357	Donation	Royal British Legion	E	50.00	0.00	50.00
56	05/04/2016	F&GP	FairFX Corporate Bank		Office supplies	Amazon	S	27.75	5.55	33.30
57	07/04/2016	F&GP	FairFX Corporate Bank	DC	PVS Licence	Filmbank Distributors Ltd.	S	98.33	19.67	118.00
58	11/04/2016	F&GP	FairFX Corporate Bank		IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
59	14/04/2016	F&GP	FairFX Corporate Bank		IT Software	Apple Store	S	49.17	9.83	59.00
60	28/04/2016	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	7,043.71	0.00	7,043.71
Total								29,951.11	2,347.50	32,298.61

APRIL 2016

Horley Town Council
Uncashed payments/transfers out (All banks)
(Upto 30/04/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
55	27/04/2016	104357	Donation	50.00	HSBC Current
			Total-----	50.00	

Horley Town Council

Bank Reconciliation at 31/05/2016		
Cash in Hand 01/04/2016		326,187.14
ADD		
Receipts 01/04/2016 - 31/05/2016		208,178.47
SUBTRACT		
Payments 01/04/2016 - 31/05/2016		95,068.88
A Cash in Hand 31/05/2016 (per Cash Book)		439,296.73
Cash in hand per Bank Statements		
Cash	31/05/2016	150.00
HSBC Current	31/05/2016	24,627.80
HSBC Deposit	31/05/2016	835.52
HSBC Payroll	31/05/2016	165.56
Barclays 10 Day	31/05/2016	390,506.94
Nationwide Intl	31/05/2016	21,497.82
Barclays Direct Access	31/05/2016	631.55
FairFX Corporate Bank (Debit Card)	31/05/2016	967.54
		439,382.73
Less unrepresented cheques As attached		86.00
		439,296.73
Plus unrepresented receipts As attached		0.00
B Adjusted Bank Balance		439,296.73
A = B Checks out OK		

MAY 2016

25 July 2016 (2016-2017)

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

Cost Centre PRECEPT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	315,882.00	157,941.00	-157,941				-157,941
SUB TOTAL		315,882.00	157,941.00	-157,941				-157,941

Cost Centre INCOME		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	3,000.00	691.47	-2,309				-2,309
3	Section 136 LGA	35,400.00	17,700.00	-17,700				-17,700
5	Devolved Powers							
6	Council Tax Support Grant	15,630.00	7,815.00	-7,815				-7,815
SUB TOTAL		54,030.00	26,206.47	-27,824				-27,824

Cost Centre LETTINGS AND RENT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	19,000.00	3,731.00	-15,269				-15,269
8	Football Pitches	10,000.00	1,352.14	-8,648		86.00	-86	-8,734
9	Church Rd Allotments	3,200.00	615.00	-2,585		50.00	-50	-2,635
10	Langshott Allotments	3,500.00	2,830.00	-670				-670
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	1,500.00	-7,500				-7,500
13	Saturday Market	1,500.00	540.00	-960				-960
14	Event Income	3,500.00	2,375.00	-1,125		1,500.00	-1,500	-2,625
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits		100.00	100				100
17	Football Pitch Deposits							
SUB TOTAL		50,171.00	13,263.14	-36,908		1,636.00	-1,636	-38,544

Cost Centre OFFICE EXPENDITURE		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				2,000.00	930.74	1,069	1,069
20	Courier & Postage				400.00		400	400
21	Office Supplies & Equipment				1,000.00	213.28	787	787
22	Photocopying	80.00		-80	4,500.00	519.00	3,981	3,901
23	IT				3,500.00	1,087.21	2,413	2,413
24	Website				2,000.00		2,000	2,000
25	Communications				1,800.00	351.77	1,448	1,448
26	Environment Campaign							
SUB TOTAL		80.00		-80	15,200.00	3,102.00	12,098	12,018

Cost Centre SALARIES AND PENSIONS		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				78,000.00	13,372.05	64,628	64,628
31	PAYE				22,000.00	3,816.60	18,183	18,183
32	NI Employee				3,800.00	677.27	3,123	3,123
33	NI Employer				9,300.00	1,626.28	7,674	7,674
34	SCC Pension Employee				10,200.00	1,727.56	8,472	8,472
35	SCC Pension Employer				39,000.00	6,410.21	32,590	32,590
SUB TOTAL					162,300.00	27,629.97	134,670	134,670

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

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	1,423.20	1,577	1,577
39	Cleaning of hall and office				8,300.00	1,203.44	7,097	7,097
40	Utilities				4,600.00	316.15	4,284	4,284
41	Rates				1,900.00	375.05	1,525	1,525
42	Maintenance Contracts				2,000.00	610.00	1,390	1,390
43	Window Cleaning				450.00	55.00	395	395
44	Security Alarm system							
45	Fire Equipment & H & S				460.00		460	460
46	Market rates and utilities							
SUB TOTAL					20,710.00	3,982.84	16,727	16,727

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	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	198.91	1,151	1,151
52	Insurance				7,100.00	6,928.22	172	172
53	Legal and professional fees				2,250.00		2,250	2,250
54	Audit fees				2,100.00	750.00	1,350	1,350
55	Subscriptions & Licences				6,000.00	3,886.67	2,113	2,113
56	Advertising							
57	Newsletter				250.00	38.00	212	212
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	86.00	314	314
63	Clr Expenses				250.00		250	250
64	Clr Training				750.00	70.00	680	680
65	Staff Expenses				500.00		500	500
66	Staff Training				1,000.00		1,000	1,000
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL					41,995.00	21,730.26	20,265	20,265

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,000.00	9,367.92	36,632	36,632
71	Contractors' Maint (Agency)					386.00	-386	-386
72	Playground Inspections				7,700.00	2,197.00	5,503	5,503
73	Playground Repairs				8,500.00		8,500	8,500
74	Litter Bins				400.00		400	400
75	Signage				1,500.00		1,500	1,500
76	Pest Control				520.00		520	520
77	Tree Surgery				7,000.00	930.00	6,070	6,070
125	Project Expenditure					2,565.00	-2,565	-2,565
126	Himalayan Balsam				500.00		500	500
SUB TOTAL					72,120.00	15,445.92	56,674	56,674

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

Cost Centre HORLEY RECREATION GROUND

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
79 Memorial Gardens				4,500.00	44.50	4,456		4,456
80 Ornamental Gardens				1,500.00		1,500		1,500
81 Skatepark & MUGA				500.00		500		500
82 Footpaths & Car park								
123 Grounds				1,500.00	411.00	1,089		1,089
SUB TOTAL				8,000.00	455.50	7,545		7,545

Cost Centre COURT LODGE/INNES PAVILION

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
86 Football pitches/Grounds				1,000.00	230.00	770		770
87 Buildings				6,000.00	347.50	5,653		5,653
88 Utilities				2,500.00	508.26	1,992		1,992
89 Lease of land				1.00	1.00			
124 Football Pavillion Cleaning				2,025.00	746.20	1,279		1,279
127 Loans & Grants								
128 Roof								
129 Innes PWLB Repayment				14,718.00	7,359.06	7,359		7,359
130 Refurbishment								
131 Maintenance Contracts				770.00	127.46	643		643
132 Innes Communications				288.00		288		288
133 Rates				2,000.00		2,000		2,000
134 Security Patrols				1,500.00	114.00	1,386		1,386
135 Insurance								
139 Innes Cleaning								
SUB TOTAL				30,802.00	9,433.48	21,369		21,369

Cost Centre MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
91 Rates & Utilities				686.00	159.99	526		526
121 Buildings and Grounds				1,550.00		1,550		1,550
140 Scout Hut Demolition				10,000.00		10,000		10,000
SUB TOTAL				12,236.00	159.99	12,076		12,076

Cost Centre EMLYN MEADOWS

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

Cost Centre ALLOTMENTS

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
96 Langshott Maintenance								
97 Church Rd Maintenance				1,700.00		1,700		1,700
98 Church Rd Utilities				450.00		450		450
99 Langshott Utilities				900.00		900		900
SUB TOTAL				3,050.00		3,050		3,050

Cost Centre TOWN CENTRE

Code Title	Receipts			Payments			Net Position	
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	

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

100	Baskets and planting	1,000.00	300.00	-700	7,000.00		7,000	6,300
101	Horley/South & SE in Bloom				2,100.00	140.00	1,960	1,960
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		1,000.00	300.00	-700	11,000.00	140.00	10,860	10,160

Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	406.00	2,194	2,194
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	325.00	1,775	1,775
108	CCTV Broadband Connections					144.08	-144	-144
SUB TOTAL					6,250.00	875.08	5,375	5,375

Cost Centre GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00	100.00	900	900
111	Churchyards				6,000.00	5,200.00	800	800
112	Cllr Initiative grants							
113	Other Grants							
SUB TOTAL					7,000.00	5,300.00	1,700	1,700

Cost Centre VAT RECLAIM

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

Cost Centre CONTINGENCY

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

NET TOTAL		421,163.00	197,710.61	-223,452	391,163.00	89,891.04	301,272	77,820
V.A.T.			10,467.86			5,177.84		
GROSS TOTAL			208,178.47			95,068.88		

MAY 2016

25 July 2016 (2016-2017)

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
77	02/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
78	03/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
79	04/05/2016	L&A	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
80	04/05/2016	L&A	HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	60.00	0.00	60.00
81	04/05/2016	L&A	HSBC Current		Allotment Registration	Allotment Holder	Z	45.00	0.00	45.00
82	04/05/2016	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	75.00	0.00	75.00
83	04/05/2016	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	100.00	0.00	100.00
84	04/05/2016	L&A	HSBC Current		Edmonds Hall hire fee	RCCG Church	Z	837.00	0.00	837.00
85	05/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
86	06/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
87	08/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
88	09/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
89	10/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
90	10/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
91	10/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
92	11/05/2016	L&A	HSBC Current	26	Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
93	11/05/2016	L&A	HSBC Current	26	Banner Display	Wikeham House Care Home	Z	30.00	0.00	30.00
94	11/05/2016	L&A	HSBC Current	26	Market Income	Saturday Market	Z	140.00	0.00	140.00
95	11/05/2016	L&A	HSBC Current	26	Allotment Rent	Allotment Holder	Z	180.00	0.00	180.00
96	11/05/2016	L&A	HSBC Current		Donation	Mansell McTaggart	Z	75.00	0.00	75.00
97	14/05/2016	L&A	HSBC Current		Edmonds Hall hire fee	Cheneleers School of Dance	Z	46.00	0.00	46.00
98	15/05/2016	L&A	HSBC Current		Banner Display	Aqua Tots	Z	60.00	0.00	60.00
99	15/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
100	15/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
101	16/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	85.00	0.00	85.00
102	17/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
103	18/05/2016	L&A	HSBC Current	27	Edmonds Hall hire fee	Silver Moon Dancing	Z	160.00	0.00	160.00
104	18/05/2016	L&A	HSBC Current	27	Market Income	Saturday Market	Z	80.00	0.00	80.00
105	18/05/2016	L&A	HSBC Current	27	Donation	Dream Doors	Z	75.00	0.00	75.00
106	18/05/2016	L&A	HSBC Current	27	Edmonds Hall hire fee	Art Class	Z	205.00	0.00	205.00
107	18/05/2016	L&A	HSBC Current	27	Edmonds Hall hire fee	Tai-Chi	Z	87.00	0.00	87.00
108	18/05/2016	L&A	HSBC Current	27	Edmonds Hall hire fee	Wardrobe Wizards	Z	70.00	0.00	70.00
109	18/05/2016	L&A	HSBC Current	27	Edmonds Hall hire fee	Catalyst	Z	45.00	0.00	45.00
110	18/05/2016	L&A	HSBC Current	27	Football pitch hire	Perrywood FC	Z	140.00	0.00	140.00
111	19/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
112	20/05/2016	L&A	HSBC Current		Banner Display	Just Springers	Z	15.00	0.00	15.00
	21/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
113 Event Income	24/05/2016	L&A	HSBC Current		Banner Display	Helping Hands (Midshires Ca	Z	60.00	0.00	60.00
114 Langshott Allotments	24/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
115 Langshott Allotments	24/05/2016	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
116 Edmonds Hall	25/05/2016	L&A	HSBC Current	28	Edmonds Hall hire fee	Ad Hoc Hirer	Z	80.00	0.00	80.00
117 Edmonds Hall	25/05/2016	L&A	HSBC Current	28	Edmonds Hall hire fee	Plates - Kathy Gerrard	Z	81.00	0.00	81.00
118 Church Rd Allotments	25/05/2016	L&A	HSBC Current	28	Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
119 Event Income	25/05/2016	L&A	HSBC Current	28	Event Income	Fun Fair	Z	500.00	0.00	500.00
120 Event Income	25/05/2016	L&A	HSBC Current	28	Event Income	Fun Fair	Z	1,500.00	0.00	1,500.00
121 Langshott Allotments	25/05/2016	L&A	HSBC Current	28	Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
122 Baskets and planting	26/05/2016	L&A	HSBC Current		Donation	Mitchells of Horley Ltd	Z	75.00	0.00	75.00
123 Bank Interest	03/05/2016	F&GP	Barclays Direct Access		Interest	Barclays	E	10.35	0.00	10.35
124 Bank Interest	03/05/2016	F&GP	Barclays 10 Day		Interest	Barclays	E	359.48	0.00	359.48
Total								6,915.83	0.00	6,915.83

MAY 2016

25 July 2016 (2016-2017)

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61	03/05/2016	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
62	03/05/2016	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas	X	63.73	0.00	63.73
63	03/05/2016	F&GP	HSBC Current	DD	Rates	Reigate & Banstead Borough	E	190.00	0.00	190.00
64	03/05/2016	F&GP	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	120.85	0.00	120.85
65	03/05/2016	F&GP	HSBC Current	DD	Rates	Reigate & Banstead Borough	E	58.00	0.00	58.00
66	03/05/2016	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	43.35	0.00	43.35
67	03/05/2016	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	31.60	0.00	31.60
68	03/05/2016	F&GP	HSBC Current	26854LY00UQQ	Cleaning	Asbit	S	126.10	25.22	151.32
69	03/05/2016	F&GP	HSBC Current	26854LY00UQQ	Cleaning	Asbit	S	137.32	27.46	164.78
70	03/05/2016	F&GP	HSBC Current	26854LY00UQQ	Cleaning	Asbit	S	141.32	28.26	169.58
71	03/05/2016	F&GP	HSBC Current	26854LY00UQQ	Repairs/Maintenance	Asbit	S	12.50	2.50	15.00
72	03/05/2016	L&A	HSBC Current	65814LY00Y6X	Grounds Maintenance	Burleys	S	3,497.34	699.47	4,196.81
73	03/05/2016	L&A	HSBC Current	72994LR01APL	Tree surgery	Burleys	S	100.00	20.00	120.00
74	03/05/2016	F&GP	HSBC Current	19464LR019V1	Town Meeting	Chief on The Road	S	60.00	12.00	72.00
75	03/05/2016	L&A	HSBC Current	77844LY00V11	Tree surgery	Excelsior Tree Services	S	830.00	166.00	996.00
76	03/05/2016	L&A	HSBC Current	16124LY00V1R	Horley Recreation Ground	L&C Installations	S	175.00	35.00	210.00
77	03/05/2016	F&GP	HSBC Current	31294LR01751	Annual Report	MAD Ideas	S	271.00	54.20	325.20
78	03/05/2016	F&GP	HSBC Current	31294LR01751	Town Plan	MAD Ideas	S	486.00	97.20	583.20
79	03/05/2016	F&GP	HSBC Current	35814LY00193	Office supplies	Various	S	24.39	1.30	25.69
80	03/05/2016	F&GP	HSBC Current	09344LR01DWP	Pension payments Employee -	Prudential LGAVC	E	200.00	0.00	200.00
81	03/05/2016	F&GP	HSBC Current	42564LY00235	Football Keyholder	Kickboxing - S Reynolds	Z	110.00	0.00	110.00
82	03/05/2016	L&A	HSBC Current	42564LY00235	Football Keyholder	Kickboxing - S Reynolds	Z	120.00	0.00	120.00
83	03/05/2016	F&GP	HSBC Current	53704LY00JF5	Councillor training	SSALC Ltd	S	70.00	14.00	84.00
84	03/05/2016	F&GP	HSBC Current	10074LR01EBB	Pension payments Employee	Surrey Pension Fund	E	641.47	0.00	641.47
85	03/05/2016	F&GP	HSBC Current	10074LR01EBB	Pension payments Employer	Surrey Pension Fund	E	3,182.17	0.00	3,182.17
86	05/05/2016	F&GP	HSBC Current	DD	Photocopying	PEAC (UK) Ltd	S	519.00	103.80	622.80
87	09/05/2016	F&GP	HSBC Current	DD	Telephone charges	BT	S	351.77	70.35	422.12
88	09/05/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
89	09/05/2016	L&A	HSBC Current	41914M500TJB	Wildflower Seeds	Burleys	S	1,121.24	224.25	1,345.49
90	09/05/2016	L&A	HSBC Current	41914M500TJB	Horley Recreation Ground	Burleys	S	236.00	47.20	283.20
91	09/05/2016	L&A	HSBC Current	41914M500TJB	Church Meadows	Burleys	S	319.00	63.80	382.80
92	09/05/2016	L&A	HSBC Current	41914M500TJB	Tree surgery	Burleys	S	783.00	156.60	939.60
93	09/05/2016	F&GP	HSBC Current	17364M501Y9	PAYE	HMRC	E	1,996.60	0.00	1,996.60
94	09/05/2016	F&GP	HSBC Current	17364M501Y9	NIC Employee	HMRC	E	391.68	0.00	391.68
95	09/05/2016	F&GP	HSBC Current	17364M501Y9	NIC Employer	HMRC	E	895.07	0.00	895.07
96	09/05/2016	F&GP	HSBC Current	0251M500VW0	Repairs/Maintenance	Mitchells of Horley Ltd	S	285.00	57.00	342.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
97	11/05/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
98	13/05/2016	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	28.72	0.00	28.72
99	16/05/2016	F&GP	HSBC Current	DD	Data Protection	Information Commissioners C	Z	35.00	0.00	35.00
100	17/05/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
101	18/05/2016	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	49.21	4.70	53.91
102	18/05/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	X	52.81	0.00	52.81
103	24/05/2016	F&GP	HSBC Current	85564MJ0020Y	Cleaning	Asbit	S	145.32	29.06	174.38
104	24/05/2016	F&GP	HSBC Current	85564MJ0020Y	Repairs/Maintenance	Asbit	S	24.50	4.90	29.40
105	24/05/2016	F&GP	HSBC Current	85564MJ0020Y	Cleaning	Asbit	S	131.32	26.26	157.58
106	24/05/2016	F&GP	HSBC Current	85564MJ0020Y	Repairs/Maintenance	Asbit	S	22.50	4.50	27.00
107	24/05/2016	F&GP	HSBC Current	85564MJ0020Y	Cleaning	Asbit	S	117.32	27.46	144.78
108	24/05/2016	L&A	HSBC Current	45234MJ0035Y	Football cleaning charge	Bennetts Builders Ltd	S	213.20	42.64	255.84
109	24/05/2016	L&A	HSBC Current	45234MJ0035Y	Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
110	24/05/2016	L&A	HSBC Current	45234MJ0035Y	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
111	24/05/2016	L&A	HSBC Current	45234MJ0035Y	Monthly General Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
112	24/05/2016	F&GP	HSBC Current	17654MJ00AR	Stationery	Don Ruffles Ltd.	S	143.37	28.68	172.05
113	24/05/2016	F&GP	HSBC Current	68604MJ00NNB	Repairs/Maintenance	L&C Installations	S	57.50	11.50	69.00
114	24/05/2016	F&GP	HSBC Current	49284MJ00MKE	Projector	Micro Maintenance Ltd.	S	847.00	169.40	1,016.40
115	24/05/2016	F&GP	HSBC Current	89904ML00QJL	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
116	24/05/2016	F&GP	HSBC Current	33374MJ004J0	Audit Fees	Paul Hartley	Z	750.00	0.00	750.00
117	24/05/2016	L&A	HSBC Current	38304MLJ00N9D	Donation	Q Garden	Z	100.00	0.00	100.00
118	24/05/2016	F&GP	HSBC Current	86084MJ0071T	Scribe Licence	SCRIBE	S	442.50	88.50	531.00
119	24/05/2016	L&A	HSBC Current	70424MJ0049Y	South & SE in Bloom	South & South East in Bloom	Z	140.00	0.00	140.00
120	24/05/2016	F&GP	HSBC Current	61134MJ005X8	Window cleaning	Michael Stone	Z	55.00	0.00	55.00
121	24/05/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	L	129.32	7.68	137.00
122	24/05/2016	F&GP	HSBC Current	DD	Electricity supply	British Gas	X	288.93	0.00	288.93
123	25/05/2016	F&GP	HSBC Current	DD	Subscription	Sage (UK) Limited	S	125.00	25.00	150.00
124	27/05/2016	F&GP	HSBC Current	DD	PWLB repayment	PWLB	E	9,772.46	0.00	9,772.46
125	27/05/2016	F&GP	HSBC Current	DD	PWLB repayment	PWLB	E	7,359.06	0.00	7,359.06
126	31/05/2016	F&GP	HSBC Current	17114MQ024RW	Risk Assessment	Osiris Water Management Ltr	S	347.50	69.50	417.00
127	31/05/2016	F&GP	HSBC Current	17114MQ024RW	Risk Assessment	Osiris Water Management Ltr	S	347.50	69.50	417.00
128	31/05/2016	F&GP	HSBC Current	61064MQ01L83	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
129	31/05/2016	F&GP	HSBC Current	61064MQ01L83	Security Guard Patrol	Lion Security	S	54.00	10.80	64.80
130	31/05/2016	F&GP	HSBC Current	61064MQ01L83	CCTV Maintenance	Lion Security	S	300.00	60.00	360.00
131	31/05/2016	F&GP	HSBC Current	35224MQ01B7G	Office supplies	Various	X	31.87	1.00	32.87
132	31/05/2016	F&GP	HSBC Current	15804MQ00GWW	Pension payments Employee -	Prudential LGAVC	E	200.00	0.00	200.00
133	31/05/2016	F&GP	HSBC Current	49094MQ01QZV	Keys	Seldons Locksmiths	S	23.33	4.67	28.00
134	31/05/2016	F&GP	HSBC Current	6873MQ018V1	Pension payments Employee	Surrey Pension Fund	E	686.09	0.00	686.09
135	31/05/2016	F&GP	HSBC Current	6873MQ018V1	Pension payments Employer	Surrey Pension Fund	E	3,228.04	0.00	3,228.04

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
136 Church Rd Allotments	31/05/2016	L&A	HSBC Current	36684MQ0197R	Allotment Refund	Allotment Holder	Z	50.00	0.00	50.00
137 Insurance	31/05/2016	F&GP	HSBC Current	46584MQ019RJ	Insurance	WPS Insurance Ltd	Z	6,928.22	0.00	6,928.22
138 Event Income	31/05/2016	L&A	HSBC Current		Unpaid Cheque	Fun Fair	Z	1,500.00	0.00	1,500.00
139 Bank charges	31/05/2016	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	4.00	0.00	4.00
140 Chairman's Allowance	13/05/2016	L&A	HSBC Current	104358	Skittles Tournament	Horley Lions	Z	36.00	0.00	36.00
141 Subscriptions & Licences	13/05/2016	L&A	HSBC Current	104359	Subscription	Fields in Trust	Z	50.00	0.00	50.00
142 IT	03/05/2016	F&GP	FairFX Corporate Bank	DC	IT Software	Microsoft	S	7.00	1.40	8.40
143 IT	09/05/2016	F&GP	FairFX Corporate Bank	DC	IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
144 Office Supplies & Equipment	19/05/2016	F&GP	FairFX Corporate Bank	DC	Office supplies	Amazon	S	13.32	2.66	15.98
145 Office Supplies & Equipment	24/05/2016	F&GP	FairFX Corporate Bank	DC	Office supplies	Amazon	S	5.95	1.19	7.14
146 Office Supplies & Equipment	26/05/2016	F&GP	FairFX Corporate Bank	DC	Office supplies	Amazon	S	26.67	5.33	32.00
147 Net Salaries	28/05/2016		HSBC Payroll		Salaries	Horley Town Council	E	6,328.34	0.00	6,328.34
Total								59,939.93	2,830.34	62,770.27

MAY 2016

Horley Town Council
Uncashed payments/transfers out (All banks)
(Upto 31/05/2016)

Voucher	Date	Cheque No.	Description	Total	Bank
140	13/05/2016	104358	Skittles Tournament	36.00	HSBC Current
141	13/05/2016	104359	Subscription	50.00	HSBC Current
			Total-----	86.00	

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held at the
Town Council Offices, Albert Road, Horley 21 June 2016, at 1830 hrs

Present Cllrs James Baird, Chairman
Mike George
Richard Olliver

In Attendance Alan Jones - Town Clerk

1 Apologies and Reasons for Absence

Apologies were received from Adrian Kitajewski, Helen Kitajewski and Samantha Marshall.

2 Declarations of Interest

None.

3 Website

AJJ reported that a software change had been made to the website by Jarrett & Lam to "events" data. This has enabled a greater analysis of documents (planning, agenda, policies etc) when using Google Analytics. Statistics of site usage, visits data etc over previous months were noted. The website is often a first port of call by users searching public information to search, for example, the carnival, highways queries, planning etc.

It was noted that there is an outstanding bug with the drop down menu on Windows Phones. This will be followed up with Jarrett & Lam.

An enhancement was authorised to allow the downloading of "ics" files from the meetings page. This would enable users to be able to download meetings data to smartphone (Android and iPhone) calendars.

4 eNewsletter

Subscribers currently stood at 857. A target of 1,000 was set by the end of September. Although a new imaging editor had been developed by InTouch it was agreed to remain with the existing style and template. The viewing statistics from InTouch were analysed. It was noted that the opening rate of newsletters is currently 50%, regarded as good by InTouch.

Owing to other priorities, the next newsletter will not be sent out until early July.

5 Members' "gov.uk" email

Concern was expressed by the amount of spam sent to members' email addresses. A desktop app was also requested. Both will be investigated further with Micromaintenance.

6 PA system for meetings

AJJ reported that, following the SCC Local Committee meeting held in the Edmonds Hall, on 6 June, further details had been requested of the portable Bluetooth microphones and speakers used at that meeting. These were regarded as highly effective by those present in the public forum. An update will be provided on costs at the next meeting. There was a possibility that a grant from SCC may be available.

7 Town Guide 2017

The business and local directory entries for the 2017 edition are currently being checked. It is anticipated that the guide will be signed off by November, with a target posting date to all residents in early January 2017.

8 Communications Strategy

The committee discussed the Recenseo proposals for formulating a communications strategy:

It was agreed not to proceed further at this stage, while other competitive alternatives are researched.

It was felt that it was worth following up Social Media Training sessions(s) The cost for training would be £800 in total. This will be discussed further with members at the next F&GP meeting on 2 August.

9 Any Other Business

It was agreed to recommend the purchase an iPhone 6 as a backup to the council's existing iPads (2) and for initial use by the Chairman as required. Cost anticipated to be £250 - £300 dependant on specification.

10 Next Meeting

Tuesday 2 August @ 1830 hrs

HTC/Comms/AJJ
24 June 2016