

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 20 November 2018, at 7.40 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
M George
H Kitajewski
Simon Marshall
V Marshall
R Olliver
H Randall

In attendance: C Fenton – Head of Leisure & Deputy Clerk
A Jones – Consultant
Two members of the public

F 4277 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Biggs, Etheridge, Mabbett and Powell be accepted, for reasons as specified in the Attendance Register. The apology of the Town Clerk was also noted.

F 4278 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

F 4279 Public Forum

A member of the public asked about parking facilities at both the old and new library sites. Cllr George responded that there would still be twelve parking spaces at the old library site, which would include two spaces for disabled parking and he added that there would also be disabled parking to the rear of the new library at Russell Square.

RESOLVED: noted.

**F 4280 Approval of Minutes
Finance & General Purposes Committee, 25 September 2018**

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.

F 4281 Remembrance Service, 11 November 2018

It was noted that the recent Service had been attended by huge numbers of people and there had been some comments raised about the effectiveness of the Town Council's PA System for such an event. Peter Moxley from the Horley Lions had suggested that the Horley British Legion may wish to consider hiring the PA system used by the Lions for the Firework Display. It was noted that the Horley RBL could consider making an application to the HTC Grant Scheme, to cover the costs involved. The Committee Chairman agreed to make these points known at the next meeting of the Horley RBL Committee.

RESOLVED: noted.

F 4282 Horley Vimy Twinning Association

The Head of Leisure advised that there had still been no formal response to the Town Council regarding the suggestion that the Twinning Association be recognised as an Outside Body of the Town Council.

RESOLVED: noted.

F 4283 Loud Speaker System for Albert Rooms (Edmonds Hall)

Consultant Alan Jones advised that he would be meeting with Neil Munday from Susy Radio to see whether the existing speaker system within the Hall could be upgraded.

RESOLVED: noted.

F 4284 Councillors' Audit Matters

RESOLVED: that the Councillors' Audit Certificate for September and October 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)

F 4285 Internal Audit 2018-2019 – First Interim Report

RESOLVED: that the First Interim Report, and Clerk's responses where applicable, be received.

Annual Audit for the Year Ended 31 March 2018

F 4286 The Head of Leisure reported that the Audit for the year ended 31.3.18 had been completed and was unqualified, with no issues arising. It was noted that the completed Annual Governance and Accountability Return would be formally approved at the Full Council meeting in December. Cllr Olliver advised that Councils across the country had experienced similar delays in the completion of their external audits.

RESOLVED: noted.

F 4287 ***RESOLVED: that payment of £1,000 plus VAT to PKF Littlejohn LLP, for the completion of the audit be approved.***

F 4288 **Financial Reports for September 2018**

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

- i) Bank Reconciliations***
- ii) Receipts List totalling £201,384.48 plus VAT (£201,516.68)
(Includes Precept, Double Taxation and Council Tax Support payments of £196,685))***
- iii) Payments List totalling £30,334.72 plus VAT (£33,837.29)***

F 4289 **Financial Reports for October 2018**

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

- i) Bank Reconciliations***
- ii) Receipts List totalling £3,583.17 plus VAT (£3,604.56)***
- iii) Payments List totalling £32,082.79 plus VAT (£34,827.03)***
- iv) Summary of Receipts and Payments compared with Estimates.***

F 4290 **Communications**

Cllr Baird updated members on the meeting of the Communications Sub-Committee, which was held earlier. (Minutes of this meeting and the September meeting are appended.)

RESOLVED: noted.

F 4291 **General Data Protection Regulations (GDPR)**

As had been reported at the earlier meeting of the Communications Sub-Committee, Alan Jones told members that he had received additional advice from the Information Commissioner's Office (ICO) on registration requirements for Town Councillors as Data Controllers. He explained that, whilst Reigate & Banstead Borough Council had registered all their Councillors as Data Controllers, Town and Parish Councils did not need to do the same as they did not have constituents. The registration of the Council as a single entity was sufficient.

RESOLVED: noted

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

F 4292 Cllr Olliver reported that he had recently attended a SERCAF meeting, as well as the NALC Annual Conference, where he had participated in some very informative workshops. He said that NALC was moving towards

F 4292) mandatory training for all Parish and Town Councillors. West Sussex had received a Star Council Award, for its work in supporting residents in Health and Wellbeing issues. He added that he had also attended the Surrey ALC AGM and Autumn Conference, along with Cllrs Powell and George, where he had handed over the Chairmanship of Surrey ALC to the member for Dormansland, Cllr Fitzgerald. Cllr Olliver added that he had now been made a Vice-President, which enabled him to attend meetings, but without a vote.

RESOLVED: noted.

F 4293 Cllr George told members that, after comments he had made about a lack of community engagement, following the Surrey Police Update, which had been given at the AGM, he had received an email from Reigate & Banstead Borough Commander Angie Austin advising that the Horley Police Sergeant would be contacting the Town Council, with a view to re-convening the regular meetings with local Councillors and residents. (Cllr George's report of the conference is appended.)

RESOLVED: noted.

F 4294 The Head of Leisure advised members that the Town Council's SSALC subscription for 2019/2020 would be £1,675 and the NALC subscription would be £1,294.90.

RESOLVED: noted.

F 4295 Possible Use of Edmonds Hall as a Polling Station

The Head of Leisure told members that an approach had been made to the Town Council from the Borough Council's Electoral Services Manager, regarding the possible use of the Edmonds Hall as a Polling Station. The Electoral Services Manager had subsequently visited the Albert Rooms to see the facilities and had confirmed that the Town Council Offices could still be used by officers and members on Election days, however no regular hirers would be able to use the Hall. It was noted that a Consultation on the polling places being considered would follow in due course. Members agreed that the Edmonds Hall be put forward for consideration as a Polling Station and suggested that a charge of £200 be levied for its use by the Borough Council.

RESOLVED: noted.

F 4296 Members were keen also to know what voting arrangements might be put in place for Westvale Park residents and the Head of Leisure agreed to contact the Electoral Services Manager.

RESOLVED: noted.

F 4297 Reigate & Banstead Civic Protocol

The Head of Leisure told members that the RBBC Mayor's Office Manager had requested that the Town Council be made aware that the Borough Council had a Protocol in place, in the event of a senior national figure passing away. The Protocol was strictly confidential and details would only be made available to the Town Council in the event of the protocol being triggered.

RESOLVED: noted.

Horley Edmonds Fund

F 4298 Receipt was noted of the report for the period 1 April – 30 September 2018, showing a balance of £3,507.12 available for grant making. (A copy is appended.)

RESOLVED: noted.

F 4299 Cllr George voiced his concern that receipt of End of Grant Reports for completed projects still seemed to be delayed.

RESOLVED: noted.

F 4300 Emergency Lights at Innes Pavilion

RESOLVED: that the quotation of £1,054.30 from L&C Installations Ltd be approved.

F 4301 Town Council Estimates & Precept 2019/2020

Members considered draft Estimates & Precept for 2019/2020, for recommendation to Full Council on 11 December 2018. Consultant Alan Jones gave a brief overview of the figures. He explained that the number of households had increased by 321. The Council Tax Support Grant had now ceased and the last repayment had been made on the PWLB loan for the Innes Pavilion roof.

Susy Radio had expressed strong interest in using the Michael Crescent Scout Hut for its radio station, however the cost of refurbishing the building was still unknown. There was a £10,000 earmarked fund for Michael Crescent, originally for the demolition of the building.

£5,000 had been included for compliance with Health & Safety regulations and a further £2,500 had been added for election expenses. £11,000 had been included to upgrade the CCTV systems in Horley Rec and at Court Lodge Fields.

An earmarked fund of £20,000 for playground improvements had been included at the request of the Leisure Committee.

F 4301) The largest project was likely to be the Café in the Park. The closing date for the receipt of tenders was 30 November. Zero operational rent had been assumed for the rest of the financial year. It was hoped that VAT might be recoverable on the footpaths and car park extension. PWLB loan repayments of £31,000 had been included and £15,000 added to the Cafe earmarked fund, making a total of £115,000. There was a possibility that some Section 106 money might be available from the Borough Council, however this was still being investigated.

Cllr Olliver remarked that the Band D figure being proposed still only represented two thirds of the National Average.

After further discussion the following was resolved:

RECOMMEND: that, subject to any further updates being necessary, a Precept of £372,755 be set for the Financial Year 2019/2020, representing £37.87 per Band D Household (2.64% increase), the recommendation to be considered at the Full Council Meeting on 11 December 2018.

F 4302 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Residents' Forum on 26 November, HATS Christmas Fayre on 8 December and Town Centre Carol Service & Hospitality on 15 December, for which £10 voluntary donations were still being sought from members.

Meeting Closed at 9.01pm. Date of Next Meeting: 22 January 2019





HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

September and October 2018

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

Observations (Councillors)	Clerk's action
① Suggested that date banked column be added to paid invoices list.	To be considered.
② Query re mismatch/overpayment of a football invoice	Resolved at Audit.
Name: SAMANTHA MARSHALL	Signature: 
Signature: 	
Name: VALERIE MARSHALL	Signature: 
Signature: 	
Date: 15/11/18	Date 15/11/18

HORLEY TOWN COUNCIL

INTERNAL AUDIT 2018-2019 – FIRST INTERIM REPORT

Clerk's Responses shown in red below

I visited the Town Council Office on 9th November 2018 to commence the Internal Audit process for the year 2018-2019, reviewing actions taken on last year's recommendations and concentrating particularly on Income procedures, aspects of Risk Management, and Council's Policies. Further visits will be made during the financial year to continue the process, with a final visit to complete the Internal Audit and check the AGAR at the end of the financial year.

The comments below are in the order of the headings in the Internal Audit Section of the AGAR. Recommendations are shown **in bold and underlined**, and any responses received from Council will be added in *italics*.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements. **However, the system may be unable to cope with new HMRC requirements, and Council could well investigate the use of a package such as RIALTAS Omega.**

Since VAT Returns are becoming digitalised from October next year, we must ensure that our accounting system (SCRIBE) FULLY complies with HMRC requirements, and we are following up on this.

Entries are made regularly and are up-to-date and balanced monthly against bank statements.

Council is registered for VAT and charges it appropriately on one-off pitch bookings. VAT on expenditure is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31st September 2018.

A check needs to be made regarding the VAT position on pitch bookings which were for 15 bookings, but were subsequently reduced to less than that.

VAT requirement - if our contracted teams are not fulfilling all 15 matches under their Booking Contract, then they must play a minimum of 10 matches over the season to be VAT exempt. We will be informing all teams of this regulation and the requirement to play at least 10 matches during the season to avoid paying VAT on matches played.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for Innes Pavilion roof will be completely repaid this month.

B. FINANCIAL REGULATIONS

Standing Orders date from 2015 and need updating to reflect the latest NALC model.

F/Regs were updated at April 2017 to reflect latest legislative requirements.

[Other matters to be addressed]

C. RISK MANAGEMENT

Risk Management and Internal Control reviews were carried out and approved at Council on 13th February 2018, having been previously considered by F&GP Committee.

Contracts have been let for Legionella and PAT testing for Council's properties; at the Innes Pavilion these are the responsibility of the tenant and checks will be made to ensure these have been done.

Insurance cover with Aviva via WPS was renewed in June 2018.

Contractor's Public Liability insurance for a recent fire safety inspection was not checked. **All contractors' insurance should be checked for currency and relevant amount at start of new contracts, and annually thereafter if contract is for several years.**

For risk management measures, we must ensure all our contractors produce their current Public Liability Certificates. We have since requested these, some of which have been provided.

[Other matters to be addressed]

D. BUDGET & PRECEPT

The Budget process for 2019-2020, has started with Committees requested to consider their future requirements.

[Other matters to be considered]

E. INCOME

All tariffs were reviewed in June 2018. Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required. VAT is charged as appropriate. **See Section A above.**

The possibility of using a "sales invoice" process on the accounts system, rather than a separate XL spreadsheet for income expected is being investigated. See Section A above.

One-off hirers pay a security deposit which is held unbanked until hire is satisfactorily completed.

The new arrangements for taking payment by debit and credit cards (Sumup) works satisfactorily, although there is several days delay before funds enter the bank account. **This will need to be monitored approaching year-end.**

We will need to monitor Sum-Up payment processing at the year-end since they take longer (up to 9 days) to process cleared funds rather than the normal 3-business days. Nevertheless costs for using this method of payment are still significantly less than the previous system used.

F. PETTY CASH

[To be addressed]

G. PAYROLL

[To be addressed]

H. ASSETS & INVESTMENTS

The Register has provision for a physical check by members, **but this check has not yet been carried out.**

A routine check by members of the Asset Register will be required during a future internal audit, which we will implement.

[Other matters to be considered]

I. BANK RECONCILIATIONS

[To be addressed]

J. YEAR END ACCOUNTS

[To be addressed]

OTHER ITEMS

-Complaints Procedure on website not dated.

-Listing of Policies not user friendly – some only under 2017 heading. **Website content to be updated.**

-New GDPR policy documents, including Document Retention, Information and data protection and privacy approved and adopted 26/6/18

**Paul Hartley
Internal Auditor
9th November 2018**

Horley Town Council

Bank Reconciliation at 30/09/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 30/09/2018		452,421.64
	SUBTRACT		
	Payments 01/04/2018 - 30/09/2018		291,639.40
A	Cash in Hand 30/09/2018 (per Cash Book)		570,851.66
	Cash in hand per Bank Statements		
	Cash 30/09/2018	150.00	
	HSBC Current 30/09/2018	62,101.96	
	HSBC Deposit 30/09/2018	836.72	
	HSBC Payroll 30/09/2018	7,906.37	
	Barclays 10 Day 30/09/2018	0.00	
	Nationwide Intl 30/09/2018	22,231.84	
	Barclays Direct Access 30/09/2018	383.63	
	FairFX Bank Debit Card 30/09/2018	662.95	
	Handelsbanken 30/09/2018	476,578.19	
			570,851.66
	Less unpresented cheques As attached		0.00
			570,851.66
	Plus unpresented receipts As attached		0.00
B	Adjusted Bank Balance		570,851.66
	A = B Checks out OK		

SEPTEMBER 2018

12 October 2018 (2018 -2019)

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
151 Football Pitches	03/09/2018		HSBC Current		Football pitch hire	RH123 FC	E	144.65	0.00	144.65
152 Edmonds Hall	05/09/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
153 Photocopying	05/09/2018		HSBC Current		Photocopying	Asbit	S	50.00	10.00	60.00
154 Edmonds Hall	05/09/2018		HSBC Current		Hall Hire Fee	Various	E	48.00	0.00	48.00
155 Football Pitches	05/09/2018		HSBC Current		Football pitch hire	Horley AFC	E	326.21	0.00	326.21
156 Innes Pavilion	06/09/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
157 Utilities	06/09/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
158 Event Income	06/09/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
159 Edmonds Hall	06/09/2018		HSBC Current		Hall Hire Fee	Art and Craft Class	E	210.00	0.00	210.00
160 Edmonds Hall	06/09/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	381.00	0.00	381.00
161 Event Income	06/09/2018		HSBC Current		Horley Recreation Ground	Circus	E	1,200.00	0.00	1,200.00
162 Football Pitches	07/09/2018		HSBC Current		Football pitch hire	Various	S	92.00	18.40	110.40
163 Horley/South & SE in Bloom	07/09/2018		HSBC Current		HIB Sponsorship	MAD Ideas	E	95.00	0.00	95.00
164 Football Pitch Deposits	10/09/2018		HSBC Current		Football pitch hire	Charlwood Juniors	E	100.00	0.00	100.00
165 Football Pitches	11/09/2018		HSBC Current		Football pitch hire	HTFC	E	122.85	0.00	122.85
166 Edmonds Hall	11/09/2018		HSBC Current		Hall Hire Fee	Hobgoblin Theatre Group	E	35.00	0.00	35.00
167 Precept	13/09/2018		HSBC Current		Precept	Reigate & Banstead Borough	E	175,666.50	0.00	175,666.50
168 Section 136 LGA	13/09/2018		HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	18,413.50	0.00	18,413.50
169 Council Tax Support Grant	13/09/2018		HSBC Current		Council Tax Support Grant	Reigate & Banstead Borough	E	2,605.00	0.00	2,605.00
170 Event Income	13/09/2018		HSBC Current		Banner Display	Dance Mania - Debbie Axon	E	120.00	0.00	120.00
171 Photocopying	17/09/2018		HSBC Current		Photocopying - Lease	PEAC (UK) Ltd	S	519.00	103.80	622.80
172 Edmonds Hall	19/09/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
173 Football Pitches	28/09/2018		HSBC Current		Football pitch hire	Charlwood Juniors	E	25.00	0.00	25.00
174 Bank Interest	07/09/2018		HSBC Deposit		Bank interest	HSBC	E	0.18	0.00	0.18
175 Bank Interest	03/09/2018		Barclays Direct Access		Bank interest	Barclays	E	0.07	0.00	0.07
176 Bank Interest	28/09/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	107.52	0.00	107.52
Total								201,384.48	132.20	201,516.68

SEPTEMBER 2018

12 October 2018 (2018 -2019)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
263	03/09/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
264	03/09/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
265	03/09/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
266	03/09/2018		HSBC Current		Electricity supply	British Gas	L	288.97	14.44	303.41
267	03/09/2018		HSBC Current		Gas supply	British Gas	L	39.36	1.96	41.32
268	05/09/2018		HSBC Current		Planters	Amethyst Horticulture	S	8,776.11	1,755.22	10,531.33
269	05/09/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
270	05/09/2018		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	703.00	140.60	843.60
271	05/09/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	685.40	137.08	822.48
272	05/09/2018		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	100.00	20.00	120.00
273	05/09/2018		HSBC Current		Football Pavilion Cleaning	Bennetts Builders Ltd	S	53.50	10.70	64.20
274	05/09/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
275	05/09/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	28.95	5.79	34.74
276	05/09/2018		HSBC Current		PAYE	HMRC	E	717.60	0.00	717.60
277	05/09/2018		HSBC Current		NIC Employee	HMRC	E	637.92	0.00	637.92
278	05/09/2018		HSBC Current		NIC Employee	HMRC	E	733.61	0.00	733.61
279	05/09/2018		HSBC Current		GDPR	Micro Maintenance Ltd.	S	80.00	16.00	96.00
280	05/09/2018		HSBC Current		Room hire	Orega	S	120.00	24.00	144.00
281	05/09/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
282	05/09/2018		HSBC Current		Councillor training	SSALC Ltd	S	60.00	12.00	72.00
283	05/09/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,326.47	0.00	1,326.47
284	05/09/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	520.96	0.00	520.96
285	05/09/2018		HSBC Current		Maintenance Contracts	WET Ltd	S	170.00	34.00	204.00
286	07/09/2018		HSBC Current		Maintenance Contracts	British Gas	S	58.45	11.69	70.14
287	10/09/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
288	11/09/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	21.27	4.25	25.52
289	12/09/2018		HSBC Current		Bank charges	HSBC	Z	58.96	0.00	58.96
290	17/09/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
291	18/09/2018		HSBC Current		Bank charges	Global Payments	X	83.50	10.70	94.20
292	19/09/2018		HSBC Current		Cleaning of hall and office	Asbit	S	299.58	59.92	359.50
293	19/09/2018		HSBC Current		Cleaning of hall and office	Asbit	S	276.50	55.30	331.80
294	19/09/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	20.98	4.20	25.18
295	19/09/2018		HSBC Current		Memorial Gardens	Flagmakers	S	135.15	27.03	162.18
296	19/09/2018		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
297	19/09/2018		HSBC Current		Legal and professional fees	LG Business Consultation	E	971.75	0.00	971.75
298	19/09/2018		HSBC Current		Window Cleaning	Michael Stone	E	55.00	0.00	55.00

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
299	19/09/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	653.40	130.68	784.08
300	19/09/2018		HSBC Current		Football Keyholder	SmartGuard Security	S	120.00	24.00	144.00
301	19/09/2018		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	49.81	9.96	59.77
302	21/09/2018		HSBC Current		Gas boiler service	British Gas	S	60.23	12.04	72.27
303	24/09/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
304	24/09/2018		HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
305	24/09/2018		HSBC Current	104387	HIB Awards	Horley Town Council	E	695.00	0.00	695.00
306	28/09/2018		HSBC Current		Telephone charges	BT	S	115.77	23.15	138.92
307	30/09/2018		HSBC Current		Bank charge - debit card mach	SunUp	Z	0.59	0.00	0.59
308	28/09/2018		HSBC Payroll		Salaries	Horley Town Council	E	5,764.68	0.00	5,764.68
309	10/09/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
310	10/09/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	47.00	0.00	47.00
311	10/09/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
312	14/09/2018		FairFX Bank Debit Car		Back Up Facility	Carbonite	E	224.38	0.00	224.38
313	17/09/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	72.20	0.00	72.20
314	21/09/2018		FairFX Bank Debit Car		Photo Frames	Amazon	S	44.97	9.00	53.97
315	21/09/2018		FairFX Bank Debit Car		Signage	Amazon	E	1.90	0.00	1.90
316	21/09/2018		FairFX Bank Debit Car		Office supplies	Amazon	S	22.07	4.41	26.48
317	24/09/2018		FairFX Bank Debit Car		Key Safe	Amazon	S	42.06	8.41	50.47
318	24/09/2018		FairFX Bank Debit Car		Office supplies	Amazon	S	37.63	7.52	45.15
Total								30,334.72	3,502.57	33,837.29

Horley Town Council

Bank Reconciliation at 31/10/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 31/10/2018		456,026.20
	SUBTRACT		
	Payments 01/04/2018 - 31/10/2018		326,466.43
A	Cash in Hand 31/10/2018 (per Cash Book)		539,629.19
	Cash in hand per Bank Statements		
	Cash 31/10/2018	150.00	
	HSBC Current 31/10/2018	28,204.63	
	HSBC Deposit 31/10/2018	836.72	
	HSBC Payroll 31/10/2018	10,161.06	
	Barclays 10 Day 31/10/2018	0.00	
	Nationwide Intl 31/10/2018	22,231.84	
	Barclays Direct Access 31/10/2018	383.69	
	FairFX Bank Debit Card 31/10/2018	941.39	
	Handelsbanken 31/10/2018	476,719.86	
			539,629.19
	Less unrepresented cheques As attached		0.00
			539,629.19
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		539,629.19
	A = B Checks out OK		

OCTOBER 2018

12 November 2018 (2018 -2019)

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
177 CIL	01/10/2018		HSBC Current		CILCA	Reigate & Banstead Borough	E	148.23	0.00	148.23
178 Football Pitches	01/10/2018		HSBC Current		Football pitch hire	Horley Amateur FC	E	326.21	0.00	326.21
179 Football Pitches	03/10/2018		HSBC Current		Football pitch hire	RH123 FC	E	144.65	0.00	144.65
180 Football Pitches	05/10/2018		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
181 Innes Pavilion	06/10/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
182 Utilities	06/10/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	50.00	0.00	50.00
183 Event Income	06/10/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
184 Football Pitches	10/10/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	135.89	0.00	135.89
185 Horley/South & SE in Bloom	04/10/2018		HSBC Current		HIB Sponsorship	Mitchells of Horley Ltd	Z	95.00	0.00	95.00
186 Football Pitches	05/10/2018		HSBC Current		Football pitch hire	Crawley Royals FC	S	92.00	18.40	110.40
187 Edmonds Hall	09/10/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	100.00	0.00	100.00
188 Edmonds Hall	11/10/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	69.00	0.00	69.00
189 Saturday Market	12/10/2018		HSBC Current		Market car park	Saturday Market	E	80.00	0.00	80.00
190 Event Income	12/10/2018		HSBC Current		Banner Display	East Surrey College	E	210.00	0.00	210.00
191 Edmonds Hall	12/10/2018		HSBC Current		Hall Hire Fee	Art Class	E	328.00	0.00	328.00
192 Football Pitches	12/10/2018		HSBC Current		Football pitch hire	Perrywood FC	E	126.50	0.00	126.50
193 Horley/South & SE in Bloom	12/10/2018		HSBC Current		HIB Sponsorship	SGN	E	150.00	0.00	150.00
194 Horley/South & SE in Bloom	12/10/2018		HSBC Current		HIB Awards	Horley Carnival	S	50.96	2.99	53.95
195 Edmonds Hall	16/10/2018		HSBC Current		Hall Hire Fee	SGN	E	65.00	0.00	65.00
196 Edmonds Hall Deposits	16/10/2018		HSBC Current		Hall Hire Fee	SGN	E	100.00	0.00	100.00
197 Event Income	22/10/2018		HSBC Current		Banner Display	Various	E	60.00	0.00	60.00
198 Edmonds Hall	31/10/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	115.00	0.00	115.00
199 Football Pitches	06/10/2018		HSBC Current		Football pitch hire	Horley AFC	E	40.00	0.00	40.00
200 Bank Interest	01/10/2018		Barclays Direct Access		Bank interest	Barclays	E	0.06	0.00	0.06
201 Bank Interest	31/10/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	141.67	0.00	141.67
Total								3,583.17	21.39	3,604.56

OCTOBER 2018

12 November 2018 (2018 -2019)

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
319	01/10/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
320	01/10/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
321	01/10/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
322	01/10/2018		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
323	03/10/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
324	03/10/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
325	03/10/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
326	03/10/2018		HSBC Current		Room hire	Horley Baptist Church	E	23.60	0.00	23.60
327	03/10/2018		HSBC Current		HIB Awards	Dapper Shoes	E	117.00	0.00	117.00
328	03/10/2018		HSBC Current		Office supplies	Don Ruffles Ltd.	S	26.83	5.37	32.20
329	03/10/2018		HSBC Current		Fire Risk Assessment	Fire Protection Services Ltd	S	500.00	100.00	600.00
330	03/10/2018		HSBC Current		Tree surgery	Heathlands Tree Care	E	450.00	0.00	450.00
331	03/10/2018		HSBC Current		PAYE	HMRC	E	717.80	0.00	717.80
332	03/10/2018		HSBC Current		NIC Employer	HMRC	E	732.09	0.00	732.09
333	03/10/2018		HSBC Current		NIC Employee	HMRC	E	636.60	0.00	636.60
334	03/10/2018		HSBC Current		HR Services	HR Services Partnership	S	1,890.00	378.00	2,268.00
335	03/10/2018		HSBC Current		IT Software	Micro Maintenance Ltd.	S	70.00	14.00	84.00
336	03/10/2018		HSBC Current		Signage	Pig signs	S	448.00	89.60	537.60
337	03/10/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
338	03/10/2018		HSBC Current		Staff Training	SSALC Ltd	S	200.00	40.00	240.00
339	03/10/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,326.47	0.00	1,326.47
340	03/10/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	520.96	0.00	520.96
341	08/10/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
342	11/10/2018		HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
343	17/10/2018		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	39.16	0.00	39.16
344	17/10/2018		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	63.81	12.76	76.57
345	17/10/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
346	17/10/2018		HSBC Current		Cleaning of hall and office	Asbit	S	276.50	55.30	331.80
347	17/10/2018		HSBC Current		Cleaning of hall and office	Asbit	S	276.50	55.30	331.80
348	17/10/2018		HSBC Current		Maintenance & Repairs	Asbit	S	32.50	6.50	39.00
349	17/10/2018		HSBC Current		Horley/South & SE in Bloom	Dapper Shoes	E	45.25	0.00	45.25
350	17/10/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	45.04	9.01	54.05
351	17/10/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	34.59	6.92	41.51
352	17/10/2018		HSBC Current		Legal and professional fees	Helixhr	E	775.20	0.00	775.20
353	17/10/2018		HSBC Current		Website	Jarret & Lam Consulting	S	160.00	32.00	192.00
354	17/10/2018		HSBC Current		Legal and professional fees	Various	E	820.00	0.00	820.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
355	17/10/2018		HSBC Current		Consultancy	LG Business Consultation	E	718.00	0.00	718.00
356	17/10/2018		HSBC Current		Yellow Book	SLCC Enterprises Ltd	E	108.79	0.00	108.79
357	17/10/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	791.70	158.34	950.04
358	17/10/2018		HSBC Current		Hall Hire Fee	Slaywell Regent House	E	132.00	0.00	132.00
359	17/10/2018		HSBC Current		HIB Hospitality	Twin Peaks Sandwich Bar	S	336.00	67.20	403.20
360	18/10/2018		HSBC Current		Playground Equipment	Swish Basketball	S	33.50	5.80	39.30
361	22/10/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
362	22/10/2018		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
363	31/10/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
364	31/10/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
365	31/10/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	29.58	5.92	35.50
366	31/10/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	25.68	5.14	30.82
367	31/10/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	7.12	1.42	8.54
368	31/10/2018		HSBC Current		Office supplies	Don Ruffles Ltd.	S	29.92	5.98	35.90
369	31/10/2018		HSBC Current		PAYE	HMRC	E	717.60	0.00	717.60
370	31/10/2018		HSBC Current		NIC Employer	HMRC	E	745.20	0.00	745.20
371	31/10/2018		HSBC Current		NIC Employee	HMRC	E	648.00	0.00	648.00
372	31/10/2018		HSBC Current		HR Services	HR Services Partnership	S	2,202.60	440.52	2,643.12
373	31/10/2018		HSBC Current		Heater Service	L&C Installations	S	150.00	30.00	180.00
374	31/10/2018		HSBC Current		Emergency Lighting Inspector	L&C Installations	S	200.00	40.00	240.00
375	31/10/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
376	31/10/2018		HSBC Current		Court Lodge Lease of land	Reigate & Banstead Borough	E	1.00	0.00	1.00
377	31/10/2018		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
378	31/10/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,313.10	0.00	1,313.10
379	31/10/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	513.89	0.00	513.89
380	31/10/2018		HSBC Current		Bank charge - debit card mach	SumUp	E	5.12	0.00	5.12
381	24/10/2018		HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
382	26/10/2018		HSBC Current		Salaries	Horley Town Council	E	5,945.31	0.00	5,945.31
383	08/10/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	47.00	0.00	47.00
384	09/10/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
385	09/10/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
386	09/10/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	72.20	0.00	72.20
387	09/10/2018		FairFX Bank Debit Car		Office supplies	Amazon	S	10.95	2.19	13.14
388	09/10/2018		FairFX Bank Debit Car		Councillor expenses	Amazon	S	9.17	1.83	11.00
389	11/10/2018		FairFX Bank Debit Car		Office supplies	Photobox	S	19.15	3.83	22.98
390	22/10/2018		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
391	23/10/2018		FairFX Bank Debit Car		Office supplies	Waitrose	E	29.97	0.00	29.97

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
								32,082.79	2,744.24	34,827.03
							Total			

OCTOBER 2018

15 November 2018 (2018 -2019)

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

Cost Centre PRECEPT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
1	Precept	351,333.00	351,333.00						
SUB TOTAL		351,333.00	351,333.00						

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
2	Bank Interest	750.00	1,029.69	280					280
3	Section 136 LGA	36,000.00	36,827.00	827					827
5	Devolved Powers	1,700.00		-1,700					-1,700
6	Council Tax Support Grant	5,210.00	5,210.00						
141	CIL		2,686.20	2,686					2,686
SUB TOTAL		43,660.00	45,752.89	2,093					2,093

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
7	Edmonds Hall	15,000.00	6,465.00	-8,535					-8,535
8	Football Pitches	10,000.00	2,714.07	-7,286		416.04	-416		-7,702
9	Church Rd Allotments	3,300.00	95.00	-3,205					-3,205
10	Langshott Allotments	3,500.00	3,725.00	225		20.00	-20		205
11	Bowls Club	251.00		-251					-251
12	Innes Pavilion	9,000.00	5,397.00	-3,603					-3,603
13	Saturday Market		270.00	270					270
14	Event Income	6,000.00	5,050.00	-950					-950
15	Meeting Room	220.00		-220					-220
16	Edmonds Hall Deposits		100.00	100					100
17	Football Pitch Deposits		413.16	413		50.00	-50		363
SUB TOTAL		47,271.00	24,229.23	-23,042		486.04	-486		-23,528

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
19	Stationery				1,500.00	590.06	910		910
20	Courier & Postage				400.00	132.81	267		267
21	Office Supplies & Equipment		64.49	64	1,600.00	839.32	761		825
22	Photocopying	50.00	639.50	590	4,500.00	2,748.46	1,752		2,341
23	IT		20.00	20	6,000.00	2,810.46	3,190		3,210
24	Website				2,000.00	460.00	1,540		1,540
25	Communications		35.00	35	1,800.00	583.00	1,217		1,252
26	Environment Campaign								
SUB TOTAL		50.00	758.99	709	17,800.00	8,164.11	9,636		10,345

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
30	Net Salaries				90,000.00	42,116.47	47,884		47,884
31	PAYE				12,000.00	5,707.00	6,293		6,293
32	NI Employee				11,000.00	5,177.21	5,823		5,823
33	NI Employer				12,000.00	5,748.06	6,252		6,252
34	SCC Pension Employee				12,600.00	7,878.59	4,721		4,721
35	SCC Pension Employer				22,000.00	9,752.13	12,248		12,248
SUB TOTAL					159,600.00	76,379.46	83,221		83,221

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	1,436.60	1,563	1,563	
39	Cleaning of hall and office				8,500.00	6,733.66	1,766	1,766	
40	Utilities				5,000.00	2,919.05	2,081	2,081	
41	Rates				4,500.00	583.24	3,917	3,917	
42	Maintenance Contracts				2,600.00	596.14	2,004	2,004	
43	Window Cleaning				600.00	220.00	380	380	
44	Security Alarm system								
45	Fire Equipment & H & S				1,060.00	877.85	182	182	
46	Market rates and utilities								
SUB TOTAL					25,260.00	13,366.54	11,893	11,893	

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	763.40	587	587	
52	Insurance				7,500.00	7,071.42	429	429	
53	Legal and professional fees				19,500.00	16,846.36	2,654	2,654	
54	Audit fees				2,200.00	804.00	1,396	1,396	
55	Subscriptions & Licences		2,917.11	2,917	6,800.00	9,057.10	-2,257	660	
56	Advertising								
57	Newsletter				400.00		400	400	
58	Town Guide				500.00		500	500	
59	Presentation Badges								
60	Election Expenses								
61	QPS								
62	Chairman's Allowance				400.00	370.00	30	30	
63	Cllr Expenses				250.00	45.17	205	205	
64	Cllr Training				750.00	125.00	625	625	
65	Staff Expenses				500.00	22.20	478	478	
66	Staff Training				1,000.00	200.00	800	800	
137	Langshott Legal fees								
138	Gatwick Consultancy								
142	GDPR				3,000.00	2,844.90	155	155	
SUB TOTAL			2,917.11	2,917	63,695.00	47,922.01	15,773	18,690	

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
70	Contractors' Maint (HTC)				50,000.00	28,941.38	21,059	21,059	
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700	
72	Playground Inspections				8,300.00	3,473.00	4,827	4,827	
73	Playground Repairs				5,000.00	1,837.90	3,162	3,162	
74	Parks Furniture				2,500.00		2,500	2,500	
75	Signage				1,600.00	110.00	1,490	1,490	
76	Pest Control				550.00		550	550	
77	Tree Surgery				13,500.00	9,625.00	3,875	3,875	
125	Project Expenditure								
126	Himalayan Balsam								
SUB TOTAL					83,150.00	43,987.28	39,163	39,163	

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre								
HORLEY RECREATION GROUND		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	1,381.35	2,119	2,119
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA							
82	Footpaths & Car park							
123	Grounds				2,000.00	698.40	1,302	1,302
SUB TOTAL					7,000.00	2,079.75	4,920	4,920
Cost Centre								
COURT LODGE/INNES PAVILION		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				69,000.00	69,745.00	-745	-745
87	Buildings				6,000.00	3,168.24	2,832	2,832
88	Utilities		650.00	650	2,500.00	1,261.05	1,239	1,889
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,050.00	532.70	1,517	1,517
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	7,359.06	7,359	7,359
130	Refurbishment							
131	Maintenance Contracts				820.00	170.00	650	650
132	Innes Communications				288.00		288	288
133	Rates				2,000.00		2,000	2,000
134	Security Patrols				1,500.00		1,500	1,500
135	Insurance							
139	Innes Cleaning							
SUB TOTAL			650.00	650	98,877.00	82,237.05	16,640	17,290
Cost Centre								
MICHAEL CRESCENT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				700.00	403.14	297	297
121	Buildings and Grounds				1,550.00	420.00	1,130	1,130
140	Scout Hut Demolition							
SUB TOTAL					2,250.00	823.14	1,427	1,427
Cost Centre								
EMLYN MEADOWS		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	52.00	448	448
SUB TOTAL					500.00	52.00	448	448
Cost Centre								
ALLOTMENTS		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance		4,518.38	4,518		640.77	-641	3,878
97	Church Rd Maintenance				1,700.00		1,700	1,700
98	Church Rd Utilities				450.00	281.38	169	169
99	Langshott Utilities				900.00	15.25	885	885
SUB TOTAL			4,518.38	4,518	3,050.00	937.40	2,113	6,631
Cost Centre								
TOWN CENTRE		Receipts			Payments			Net Position
Code	Title	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	475.00	-525	8,500.00	8,776.11	-276	-801
101	Horley/South & SE in Bloom		540.96	541	2,100.00	1,465.40	635	1,176
102	Christmas				1,900.00		1,900	1,900
	SUB TOTAL	1,000.00	1,015.96	16	12,500.00	10,241.51	2,258	2,274
Cost Centre SECURITY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	2,747.20	-147	-147
106	CCTV Installation				2,500.00		2,500	2,500
107	CCTV Maintenance				2,100.00		2,100	2,100
108	CCTV Broadband Connections				880.00	561.89	318	318
	SUB TOTAL				8,080.00	3,309.09	4,771	4,771
Cost Centre GRANTS AND DONATIONS								
		Receipts			Payments			Net Position
Code	Title	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	6,200.00	-200	-200
112	Cllr Initiative grants							
113	Other Grants					100.00	-100	-100
	SUB TOTAL				7,000.00	6,300.00	700	700
Cost Centre VAT RECLAIM								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
120	Vat repayments							
	SUB TOTAL							
Cost Centre CONTINGENCY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
122	Contingency							
	SUB TOTAL							
NET TOTAL		443,314.00	431,175.56	-12,138	488,762.00	296,285.38	192,477	180,338
V.A.T.			24,850.64			30,181.05		
GROSS TOTAL			456,026.20			326,466.43		

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 25 September 2018 at 6.45 pm

Present Cllrs James Baird (JB), Chairman
Mike George (MG)
Helen Kitajewski (HK)
Samantha Marshall (SM)

In Attendance Joan Walsh (JW) - Town Clerk
Helen Maan (HM)

1 Apologies and Reasons for Absence

Apologies were received from Linda Mabbett (LM).

JW welcomed Helen Maan (HM), HTC Administrative Officer, who would be attending future meetings as she had taken on the responsibility of co-ordinating the requirements for the HTC website and eNewsletter.

2 Declarations of Interest

None were raised.

3 Minutes of Previous Meeting (held on 25 September 2018)

No matters were raised.

4 Data Protection Bill and General Data Protection Regulations (GDPR)

JW advised that Alan Jones (AJ) (DPO) had continued to work through the Town Council's data audit measures and would have a full report for the next meeting.

He had also attended a repeat RBBC Briefing for members on GDPR, held on 6 September, by the Borough's DPO, Anne Cameron, along with Cllr Samantha Marshall (SM). A particular query was raised whereby if a Councillor acts as a Data Controller in their own right if, say, contacted by a resident direct, whether they should be registered individually by the ICO for this purpose rather than under the blanket membership of the Council as a whole. It was understood that all 50 Borough Members had been registered individually in this way. However, AJ would investigate further to clarify if all Town Councillors would similarly require individual registration along with the Council's annual membership renewal.

5 HTC eNewsletter

JW advised that issue of the eNewsletter had risen to over 600 on the consent list and extra measures would be taken to increase this number significantly. The system had generated useful reports about eNewsletters that were successfully transmitted and opened by each recipient and this would continue to be closely monitored. It also included those who had unsubscribed (currently at 0.71%). In Touch had made more enhancements to the configuration of the eNewsletter to make the application more user-friendly during its preparation and would give a much more contemporary look to future releases.

6 HTC Website

JW advised that Jarrett & Lam had implemented some new features on the website. These included two additional web pages; one providing a separate listing of locally based defibrillators (provided by the South East Coast Ambulance Service) which could potentially be linked to a national database; and the other to publicise the Horley Resident Forum Meetings along with forthcoming meeting dates. The banner picture slide-show at the top of the home page had been enhanced to become more visually appealing and the accompanying text clearer to view. Significantly out-of-date information, prior to 2010, had also been placed in a separate 'News Archive' area as a good housekeeping exercise but could still be accessed for reference purposes.

7 Town Guide 2019

JW advised that the first draft of the Town Guide 2019 had been sent to Local Authority Publishing and a compilation of photographs from the Horley in Bloom competition would also be sent shortly to be used in the design of the front cover. Once available, the final proof would be forwarded to the Communications Sub-Committee to check before final sign-off of the publication (subsequently completed). It was expected that the delivery of the Town Guides to Horley households would start in early January and 500 copies would be delivered to the Town Council office.

8 Other Communications Matters

i) Line Rental - Cost Savings Comparison Proposal

JW explained that a Cost Savings Comparison Proposal had been received for the phone lines at the Council Offices and Innes Pavilion to compare against the Council's existing contracts with BT. However, it subsequently became apparent that the information supplied did not contain an exact like-for-like quote and only covered a one-month period. A more precise quotation had therefore been requested to compare with previous total quarterly charges incurred for each phone line. BT would also be approached to renegotiate existing contracts for potentially better savings and to clarify buyout costs for the longer term contracts, some of which would not expire until 2022. A further update would be provided at the next meeting.

9 Next Meeting

The next meeting will take place on Tuesday, 20 November at 6.45 pm (subsequently changed to 6.30 pm).

HORLEY TOWN COUNCIL
Communications Sub- Committee

Minutes of a Meeting of the above-named Sun-Committee held at the
Town Council Offices, 92 Albert Road, Horley on 20 November at 6:30 pm

Present

Cllrs	James Baird (JB) Chairman
	Mike George (MG)
	Adrian Kitajewski (AK)
	Helen Kitajewski (HK)
	Linda Mabbett (LM)
	Samantha Marshall (SM)

In Attendance

	Alan Jones (AJ)
	Helen Maan (HM)

1 Apologies and Reasons for Absence

The apology of the Clerk, Joan Walsh (JW), was noted for personal reasons.

2 Declarations of Interest

None were raised.

3 Minutes of Previous Meeting (held on 25 September 2018)

It was noted that the date was incorrect on the minutes and would be amended accordingly.

Action: HM

4 Data Protection Bill and General Data Protection Regulations (GDPR)

AJ advised that he had been working on an audit and general tidy up of personal data held by the Town Council.

He had also received further advice on using the previous years' consenter list for the eNewsletter. The rules allow the Town Council to use those who have previously consented to receive the eNewsletter and these recipients would be added to the mailing list.

Action: AJ

AJ had also received additional advice on registration requirements for Councillors as Data Controllers from the ICO. He said that Reigate & Banstead Borough Council had registered all their Councillors as Data Controllers but Town and Parish Councils did not need to do the same as they did not have constituents. The registration of the Council as a single entity was sufficient.

He had queried what happened when a Councillor was contacted directly by a resident and this remained unclear. It was suggested that the best approach would be to ask the resident for their express consent to pass on their details to a third person/body, before dealing with their request.

5 HTC eNewsletter

HM advised that there were just over 600 recipients of the eNewsletter currently and that a new fresher format was now being used.

As previously mentioned, further clarification had been sought as to whether or not it was appropriate to use older consent lists for the eNewsletter. AJ would be working with InTouch to add these consenters to the mailing list which should take it to over 1000 subscribers.

HM advised that having watched a webinar from InTouch it may be useful to change the heading of the email that recipients receive. There was also a suggestion that a catchier title might induce more recipients to open the eNewsletter.

AJ had also been in contact with InTouch to investigate measures that could be taken to ensure more of the recipients received the eNewsletter directly in their inbox instead of it going into their spam/junk mail folders. This would involve InTouch doing some work at their end to ensure mailboxes recognise the eNewsletter comes from the Horley Town Council and not InTouch themselves. There may be a small cost attached to this feature and AJ would continue to liaise with InTouch on this issue.

6 HTC Website

AJ and HM advised that they were currently trying to schedule a meeting with Jarrett and Lam to look at ways to update the website front page to give it a more contemporary look. JB suggested he would also like to attend to participate in the discussions.

AJ provided some analytics showing which pages were most popular on the website and showed a comparison with last years' figures. Traffic to the site had risen 33% in total and, most notably, by 44% on the 'What's-on' pages.

There was also the suggestion that the Business Listings page be reduced to a note recommending information is available on other search engines. Numerous entries on the Business Listings page were out of date due to businesses moving and closing without informing HTC. It was also noted that for many people, when searching for this information, they did not go direct to the Horley Town Council website but used other websites and social media instead. HM agreed to investigate further and look at what other Councils were doing in this regard.

Action: HM

Google Analytics, produced by AJ, also revealed that nearly half of users were now accessing the website using smartphones as opposed to desktop devices.

7 Town Guide

HM updated the Committee on the status of the Town Guide. The final proof had been sent to Local Authority Publishing and every household in Horley would have a copy delivered by Royal Mail in January. It was also noted that 500 copies would be given to the Town Council and an interactive guide will be made available on the HTC website. It had also been suggested by the internal auditor, Paul Hartley, that paper copies of the Town Guide be supplied to be Westvale Park Showhouses, to benefit new residents, and this suggestion was supported by the Committee.

8 Other Communication Matters

i) Line Rental – Cost Savings Comparison Proposal

HM advised that after further investigation, the Town Council was unable to make cost savings to the current phone line charges at the present time. This was because HTC was under contract with BT until February 2022 and would have to pay for the full rental period which over 13 quarters at £235.05 would be approximately £3,055. It would therefore not be cost effective to change phone provider at present time but would be reviewed again later in 2021 when the contract was due for renewal.

ii) Digital Mapping Software for Parish Councils

It was noted that NALC had provided information on another Digital Mapping software provider (Pear Technology) for Parish and Town Councils which was similar to the one provided previously by SSALC. MG reported that he had attended a recent meeting where this matter was discussed and it did not seem that a countywide license would become available for this purpose and, as such, alternative possibilities would need to be followed up.

9 AOB

i) Facebook Page

SM suggested that there might be a need for a Council owned Facebook page as an additional platform to the HTC website and Twitter. It was agreed to investigate the possibility of having a heavily restricted, read only, Facebook page that could be used as a notice board only and one that would not allow any other Facebook users to post items. The matter would be revisited again in the New Year.

ii) HTC Calendar

JB advised he was looking to start working on the HTC Council calendar for 2020.

10 Next Meeting

The next meeting will take place on Tuesday, 22 January 2019, at 6:45 pm. (Prior to the meeting of the F&GP Committee.)

SALC 2018 AGM & AUTUMN CONFERENCE REPORT:

Richard Olliver stepped down as SALC Chairman after 4 years but will become a Life Vice President.

The new Chairman is Harry Fitzgerald from Dormansland PC & Richard's Vice Chairman.

The new Vice Chairman is Stephen Cossor for Godalming TC.

SSALC are carrying out election training for Clerks 14 Feb in preparation for the May elections.

There was a presentation from County Cllrs Mike Goodman & Colin Kemp & Joanna Killian the recently appointed SCC Chief Exec. This covered a wide range of issues but no surprises. I asked if there was still a commitment, following the Vision 2020 presentation at Reigate, for PC & TC's to become participants in the new Joint Committees including voting rights. It was confirmed this commitment is still on the books & would be rolled out across the county ASAP.

Jonathon Owen, CEO of NALC, gave a presentation but again no earth shattering news.

Chief Supt Alison Barlow gave an update on Surrey Police current internal structures. In a couple of her slides was a mention of 'understand our local communities'. I challenged her that the best way was to re-start links with local councils sadly lacking over the past years. That local cllrs were very in tune with the issues facing our communities; issues which would not necessarily be known to her officers patrolling in cars with no regular contacts with residents. She agreed totally with my question & that Surrey Police must do better in this area. Over lunch I explained that in Horley we used to have a 2/3 monthly meet with a member of the local Police team to discuss local issues & find solutions. Alison took my contact details so let's see what happens!

The Police are also developing neighbourhood profiles for officers.

Alison also mentioned the lack of a traveller camp in Surrey which was not helping in addressing unauthorised encampments. Transit camps are established in Kent & Hants.

That about sums up the day. I will drop off the folder, which contains hard copies of the presentations, into the office on Tues.

Mike

Fund Holder Quarterly Statement

Report for the Period: 01 April 2018 to 30 September 2018

Horley Edmonds Endowment Fund

Market Value of Fund at 31 March 2018			£119,818.76
	TOTAL	Credits £0.00	Debits £0.00
Total Fund at 30 September 2018			£119,818.76

Grants Income & Expenditure

Opening Balance at 01 April 2018			£3,548.92
		Receipts	Payments
Dividend receipts and cash distributions from Endowment Funds		£2,461.11	
Contribution to Community Foundation			£922.91
Grant Payments			£1,580.00
	TOTAL	£2,461.11	£2,502.91
Balance available for grant making at 30 September 2018			£3,507.12

Statement of Grants Given

01 April 2018 to 30 September 2018

Date	Applicant	Amount	Note
05/04/2018	Staywell	£500.00	IT training and drop in services for elderly people in the areas of Woodhatch, Banstead and Horley.
02/07/2018	Active Prospects	£300.00	'Future Prospects' Employability Programme for people with learning disabilities
06/08/2018	St Francis Church - Horley	£780.00	Refurbishment of toilets at a Church in Horley.
3 grants given to the value of £1,580.00			