

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 25 September 2018, at 7.30 pm

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

In attendance: Joan Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk

F 4247 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Biggs, Etheridge, Mabbett and Olliver be accepted, for reasons as specified in the Attendance Register.

F 4248 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 4249 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 4250 Approval of Minutes
Finance & General Purposes Committee, 31 July 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.

Audit Matters

F 4251 **RESOLVED: that the Councillors' Audit Certificate for July and August 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)**

F 4252 The Clerk advised that a final bill of approximately £250 had been received for the Global Payments Card Machine, which had not been used since the trial of the Sumup provider had begun in mid-May. Monthly charges from the Sumup provider were proving to be significantly cheaper than those previously charged by Global Payments.

RESOLVED: noted.

F 4253 **Financial Reports for July 2018**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £1,905.42 plus VAT (£20,480.30)
(Includes VAT refund of £18,573.39 from HMRC)**
- iii) Payments List totalling £40,552.29 plus VAT (£43,817.53)
(includes payment of £6,200 to St Bart's Church)**

F 4254 **Financial Reports for August 2018**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £7,550.98 (no VAT)
(Includes Section 106 Reclaim from RBBC of £4,518.38)**
- iii) Payments List totalling £19,105.19 plus VAT (£21,188.20)**
- iv) Summary of Receipts and Payments compared with Estimates.
(Summary reflects some amendments to cost codes)**

F 4255 **Precept 2019/2020**

The Clerk advised that Precept requirements for 2019/20 would be considered at each meeting in the next cycle, prior to the Finance Committee, at its November meeting, approving the Precept, for recommendation to Full Council in December.

RESOLVED: noted.

F 4256 **Communications**

Cllr Baird updated members on the meeting of the Communications Sub-Committee, which was held earlier. It was noted that the number of subscribers to the newsletter had risen to over 600. Updates on GDPR Regulations had been considered, including the possibility that all Town Councillors would need to be registered individually with the Information

- F 4256)** Commissioner's Office (ICO). Cllr Baird added that the Communications Sub-Committee was still awaiting further updates regarding possible cost savings for phone usage. (Minutes of the meeting held on 31 July 2018 are appended.)

RESOLVED: noted.

F 4257 General Data Protection Regulations (GDPR)

The Clerk reported that Alan Jones, in his capacity as Data Protection Officer, had recently attended a GDPR Briefing at Reigate Town Hall, following which he was investigating whether the Town Council was required to register all Town Councillors individually with the ICO.

RESOLVED: noted

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

- F 4258** In Cllr Olliver's absence, the Clerk read out a report of his recent SSALC related activities. Cllr Olliver explained that he had recently chaired his last Surrey ALC Board Meeting, prior to handing over the Chairmanship to the member for Dormansland, at the November AGM. He added in the report that he had been approached about becoming a Vice-President of Surrey ALC, which would enable him to attend meetings, but without a vote. Cllr Olliver was to take the lead in coordinating an approach to all parishes in Surrey and Sussex, to see how residents might be supported in Health and Wellbeing issues. Membership fees for individual councils in Surrey ALC were to rise by 9% next year, with much smaller increases in subsequent years and the cap on larger councils would increase by a small amount. It was noted that Cllrs Olliver, Powell and George would be attending the Surrey Autumn Conference & AGM in November.

RESOLVED: noted.

- F 4259** Cllr George updated members on the Councillors' Briefing and Awareness Training, which he had recently attended. It was noted that the Clerk and Finance Officer would be attending a SSALC Legal & Finance Day later in the week.

- F 4260 *RESOLVED: noted.***

The Head of Leisure advised members that Isabelle Mouland, SSALC Member Support Officer was leaving the organisation, although she would still be involved with delivering some SSALC training.

RESOLVED: noted.

F 4261 Fire Risk Assessment, Town Council Offices

The Clerk advised that a Fire Risk Assessment had been carried out at the Town Council Offices following which an Action Plan had been produced, highlighting some deficiencies. These included the correct use of and signage for fire doors, as well as up to date training being provided for all staff.

RESOLVED: that payment of £500 to Fire Protection Services Surrey Ltd for the work carried out be approved.

F 4262 Legionella Risk Assessments, Town Council Offices and Innes Pavilion

The Clerk advised that the Risk Assessments had been carried out by Water Environmental Treatment Ltd (W.E.T) and had included water sampling of the large capacity water tank at the Innes Pavilion. Legionella Training had also been provided.

RESOLVED: that payments of £238 plus VAT (Council Offices), £357 plus VAT (Innes Pavilion) and £200 plus VAT (Legionella Training) to W.E.T Ltd be approved.

F 4263 Community Infrastructure Levy (CIL)

The latest quarterly CIL Report was received.

RESOLVED: noted.

F 4264 Loud Speaker System for Albert Rooms

The Clerk advised that Alan Jones was looking at possible options and the matter would be reconsidered, once further information had been received.

RESOLVED: noted.

F 4265 Horley Vimy Twinning Association

The Committee Chairman said that she would seek an update from the Twinning Association Chairman, regarding the Association being recognised as an Outside Body of the Council.

RESOLVED: noted.

Remembrance Programme

F 4266 Receipt was noted of the Horley RBL Remembrance Programme, the Re-dedication of the Memorial Gardens taking place on 7 November and the Parade and Service on 11 November. The Head of Leisure advised that the contractor Asbit would be unavailable to carry out the associated works this year (laying out matting, setting up PA System etc) however

F 4266) Bennetts had agreed to provide all assistance required. The Committee Chairman urged all members to attend these very significant services.

RESOLVED: noted.

F 4267 The Head of Leisure advised that the Horley RBL Secretary had asked the Town Council to consider removing a set of railings into the Memorial Gardens on 11 November, to allow greater ease of access for those taking part in the Parade. Members voiced their concerns about this course of action and suggested that better marshalling and an earlier start time for the parade may address the issues raised. (Afternote, Mike Payne from Bennetts subsequently examined the railings and agreed that, for this year they could be removed and replaced at relatively little cost.)

RESOLVED: noted.

F 4268 Cllr Powell told members that he would be tidying the War Graves, in advance of this year's Remembrance Service and Cllr Simon Marshall agreed to assist Cllr Powell with putting out Remembrance Crosses on the War Graves on the Friday beforehand.

RESOLVED: noted.

F 4269 **RESOLVED: that this Council, using the General Power of Competence, make a donation of £250 to the Royal British Legion Poppy Appeal.**

Christmas 2018

F 4270 **RESOLVED: that the Town Council Offices close for the Christmas period from the evening of 21 December 2018 until the morning of 2 January 2019. (An emergency telephone cascade list to be circulated to members for this period.)**

F 4271 Members discussed arrangements for this year's Town Centre Carol Service and Hospitality. Members agreed a provisional date of 15th December, however they were made aware that the refurbishment of the Town Centre Precinct was likely to be taking place at this time, so that particular area would not be available for the Carol Service. After some discussion the following was resolved:

RESOLVED:

- i) that the organiser of the Carol Service liaise directly with Frank Etheridge at the Borough Council, regarding a possible alternative Town Centre location for the Service.**
- ii) that the purchase of the Town Centre Christmas Tree be delayed until confirmation is received that the tree pit will be available for its secure location.**

F 4272 Town Council Insurance – Low Claims Rebate

Members were advised that a refund of £186.57 was due for the period 2017-2018.

RESOLVED: noted.

F 4273 Letters Received

Receipt was noted of correspondence from the Surveillance Camera Commissioner, regarding the operation of surveillance camera systems. The Clerk confirmed that the Town Council complied with the Surveillance Camera Code of Practice.

RESOLVED: noted.

F 4274 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Horley in Bloom Awards Ceremony on 28 September, Remembrance Services on 7 & 11 November and HATS Christmas Fayre on 8 December.

F 4275 Confidential Business

RESOLVED: that, "in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."

F 4276 Replacement Safety Surfacing in Horley Rec Playground CONFIDENTIAL

Members discussed the report presented by the Head of Leisure and agreed the appointment of Southern Landscape and Construction Ltd to carry out the work for the sum of £37,700 plus VAT.




Meeting Closed at 8.25 pm. Date of Next Meeting: 20 November 2018

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s): **JULY AND AUGUST 2018**

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

Observations (Councillors)	Clerk's action
One cheque stub was not fully initialled	Noted
otherwise happy with everything	
Name: SAMANTHA MARSHALL	Signature: 
Signature: 	
Name: Helen Kitajewski	
Signature: 	
Date: 20/9/18	Date 20/9/18

Horley Town Council

Bank Reconciliation at 31/07/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 31/07/2018		243,353.98
	SUBTRACT		
	Payments 01/04/2018 - 31/07/2018		236,613.91
A	Cash in Hand 31/07/2018 (per Cash Book)		416,809.49
Cash in hand per Bank Statements			
	Cash	31/07/2018	150.00
	HSBC Current	31/07/2018	12,334.18
	HSBC Deposit	31/07/2018	836.54
	HSBC Payroll	31/07/2018	3,144.34
	Barclays 10 Day	31/07/2018	0.00
	Nationwide Intl	31/07/2018	22,231.84
	Barclays Direct Access	31/07/2018	383.50
	FairFX Bank Debit Card	31/07/2018	1,363.11
	Handelsbanken	31/07/2018	376,365.98
	Less unrepresented cheques As attached		416,809.49 0.00
	Plus unrepresented receipts As attached		416,809.49 0.00
B	Adjusted Bank Balance		416,809.49
A = B Checks out OK			

JULY 2018

21 August 2018 (2018 -2019)

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
113 Photocopying	03/07/2018		HSBC Current		Photocopying	Court Lodge Residents Assoc	S	7.50	1.50	9.00
114 Event Income	04/07/2018		HSBC Current		Banner Display	Horley Infant School	E	20.00	0.00	20.00
115 Event Income	04/07/2018		HSBC Current		Banner Display	East Surrey Operatic Society	E	40.00	0.00	40.00
116 Innes Pavilion	07/07/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
117 Utilities	07/07/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
118 Event Income	07/07/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
119 Edmonds Hall	10/07/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	115.00	0.00	115.00
120 Vat repayments	18/07/2018		HSBC Current		Vat Refund	HMRC	R	0.00	18,573.39	18,573.39
121 Saturday Market	25/07/2018		HSBC Current		Market Income	Various	E	60.00	0.00	60.00
122 Edmonds Hall	25/07/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	40.00	0.00	40.00
123 Edmonds Hall	25/07/2018		HSBC Current		Hall Hire Fee	Art and Craft Class	E	105.00	0.00	105.00
124 Edmonds Hall	25/07/2018		HSBC Current		Hall Hire Fee	Art Class	E	205.00	0.00	205.00
125 Edmonds Hall	25/07/2018		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
126 Event Income	25/07/2018		HSBC Current		Banner Display	Horley Carnival	E	80.00	0.00	80.00
127 Bank Interest	31/07/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	111.91	0.00	111.91
Total								1,905.41	18,574.89	20,480.30

July 2018

24 September 2018 (2018 -2019)

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140	02/07/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
141	02/07/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
142	02/07/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
143	03/07/2018		HSBC Current		Innes Pavilion Maintenance	J A Chapman	S	1,126.20	225.24	1,351.44
144	03/07/2018		HSBC Current		Cleaning	Asbit	S	153.32	30.66	183.98
145	03/07/2018		HSBC Current		Horley Recreation Ground	Asbit	S	52.00	10.40	62.40
146	03/07/2018		HSBC Current		Noticeboard	Asbit	S	46.41	9.29	55.70
147	03/07/2018		HSBC Current		Cleaning	Asbit	S	169.10	33.82	202.92
148	03/07/2018		HSBC Current		Memorial Gardens	Asbit	S	97.50	19.50	117.00
149	03/07/2018		HSBC Current		Grounds Maintenance	Burleys	S	420.00	84.00	504.00
150	03/07/2018		HSBC Current		Grounds Maintenance	Burleys	S	411.90	82.38	494.28
151	03/07/2018		HSBC Current		Office supplies	Don Ruffles Ltd.	S	67.94	13.59	81.53
152	03/07/2018		HSBC Current		Innes Pavilion Maintenance	Precision Electrical	Z	582.00	0.00	582.00
153	03/07/2018		HSBC Current		Cleaning	First Class Cleaning	Z	265.00	0.00	265.00
154	03/07/2018		HSBC Current		Tree surgery	Heathlands Tree Care	Z	450.00	0.00	450.00
155	03/07/2018		HSBC Current		PAYE	HMRC	E	763.60	0.00	763.60
156	03/07/2018		HSBC Current		NIC Employee	HMRC	E	651.00	0.00	651.00
157	03/07/2018		HSBC Current		NIC Employer	HMRC	E	748.65	0.00	748.65
158	03/07/2018		HSBC Current		HR Services	HR Services Partnership	S	480.00	96.00	576.00
159	03/07/2018		HSBC Current		Churchyard Grant	St Barts Church	E	6,200.00	0.00	6,200.00
160	03/07/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
161	03/07/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,296.10	0.00	1,296.10
162	03/07/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	512.97	0.00	512.97
163	04/07/2018		HSBC Current		Gas supply	British Gas	L	8.13	0.40	8.53
164	09/07/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
165	09/07/2018		HSBC Current		Gas boiler service	British Gas	S	58.45	11.69	70.14
166	11/07/2018		HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
167	12/07/2018		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	82.24	0.00	82.24
168	13/07/2018		HSBC Current		Cleaning	Asbit	S	118.88	23.78	142.66
169	13/07/2018		HSBC Current		Cleaning	Asbit	S	130.10	26.02	156.12
170	13/07/2018		HSBC Current		Memorial Gardens	Asbit	S	65.00	13.00	78.00
171	13/07/2018		HSBC Current		Memorial Gardens	Asbit	S	65.00	13.00	78.00
172	13/07/2018		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	2,770.00	554.00	3,324.00
173	13/07/2018		HSBC Current		Playground Repairs	Bennetts Builders Ltd	S	1,152.50	230.50	1,383.00
174	13/07/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	285.00	57.00	342.00
175	13/07/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	412.98	82.60	495.58

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
176	13/07/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	488.00	97.60	585.60
177	13/07/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	253.00	50.60	303.60
178	13/07/2018		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	479.20	95.84	575.04
179	13/07/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
180	13/07/2018		HSBC Current		Office maintenance - hygiene I	Constant Hygiene	S	125.00	25.00	150.00
181	13/07/2018		HSBC Current		EPC	Earth Anchors	Z	305.00	0.00	305.00
182	13/07/2018		HSBC Current		Consultancy	LG Business Consultation	Z	1,117.40	0.00	1,117.40
183	13/07/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	266.70	53.34	320.04
184	13/07/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
185	17/07/2018		HSBC Current		Bank charge - debit card mach	Global Payments	X	53.50	4.70	58.20
186	18/07/2018		HSBC Current	104385	HIB Hospitality	Horley Constitutional Club	E	57.55	0.00	57.55
187	23/07/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
188	24/07/2018		HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
189	31/07/2018		HSBC Current		Bank charge - debit card mach	SumUp	E	2.09	0.00	2.09
190	30/07/2018		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
191	31/07/2018		HSBC Current		Air Conditioning Maintenance	Airtemp AC Ltd.	S	290.00	58.00	348.00
192	31/07/2018		HSBC Current		Cleaning	Asbit	S	134.10	26.82	160.92
193	31/07/2018		HSBC Current		Cleaning	Asbit	S	153.32	30.66	183.98
194	31/07/2018		HSBC Current		Memorial Gardens	Asbit	S	65.00	13.00	78.00
195	31/07/2018		HSBC Current		Memorial Gardens	Asbit	S	65.00	13.00	78.00
196	31/07/2018		HSBC Current		Court Lodge grounds	Earth Anchors Ltd	S	474.00	94.80	568.80
197	31/07/2018		HSBC Current		Cleaning	First Class Cleaning	E	120.00	0.00	120.00
198	31/07/2018		HSBC Current		PAYE	HMRC	E	652.40	0.00	652.40
199	31/07/2018		HSBC Current		NIC Employee	HMRC	E	636.60	0.00	636.60
200	31/07/2018		HSBC Current		NIC Employer	HMRC	E	732.09	0.00	732.09
201	31/07/2018		HSBC Current		HR Services	HR Services Partnership	S	300.00	60.00	360.00
202	31/07/2018		HSBC Current		HR Services	HR Services Partnership	S	394.98	79.00	473.98
203	31/07/2018		HSBC Current		Signage	KM Vinyl Graphics	E	110.00	0.00	110.00
204	31/07/2018		HSBC Current		Office repairs	L&C Installations	S	157.68	31.54	189.22
205	31/07/2018		HSBC Current		Stationery	MAD Ideas	S	47.50	9.50	57.00
206	31/07/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
207	31/07/2018		HSBC Current		Councillor training	SSALC Ltd	S	65.00	13.00	78.00
208	31/07/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	1,276.71	0.00	1,276.71
209	31/07/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	512.97	0.00	512.97
210	31/07/2018		HSBC Current		Telephone charges	Tritel Communications	S	85.00	17.00	102.00
211	31/07/2018		HSBC Current	104384	Skittles Tournament	Horley Lions	E	36.00	0.00	36.00
212	27/07/2018		HSBC Payroll		Salaries	Horley Town Council	E	5,792.03	0.00	5,792.03
213	09/07/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
214	11/07/2018		FairFX Bank Debit Car		Office supplies	Waitrose	E	21.00	0.00	21.00

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
215 Office Supplies & Equipment	13/07/2018		FairFX Bank Debit Car		Office supplies	Connells	S	137,49	27,50	164,99
216 Subscriptions & Licences	16/07/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	119,20	0,00	119,20
217 Subscriptions & Licences	16/07/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6,00	0,00	6,00
Total								40,552.29	3,265.24	43,817.53

Horley Town Council

Bank Reconciliation at 31/08/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 31/08/2018		250,904.96
	SUBTRACT		
	Payments 01/04/2018 - 31/08/2018		257,802.11
A	Cash in Hand 31/08/2018 (per Cash Book)		403,172.27
	Cash in hand per Bank Statements		
	Cash 31/08/2018	150.00	
	HSBC Current 31/08/2018	36,427.16	
	HSBC Deposit 31/08/2018	836.54	
	HSBC Payroll 31/08/2018	5,471.05	
	Barclays 10 Day 31/08/2018	0.00	
	Nationwide Intl 31/08/2018	22,231.84	
	Barclays Direct Access 31/08/2018	383.56	
	FairFX Bank Debit Card 31/08/2018	1,201.45	
	Handelsbanken 31/08/2018	336,470.67	
			403,172.27
	Less unrepresented cheques As attached		0.00
	Plus unrepresented receipts As attached		403,172.27
			0.00
B	Adjusted Bank Balance		403,172.27
	A = B Checks out OK		

August 2018

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
129 Church Rd Allotments	01/08/2018		HSBC Current		Allotment Rent	Various	E	30.00	0.00	30.00
130 Edmonds Hall	03/08/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	125.00	0.00	125.00
131 Football Pitch Deposits	06/08/2018		HSBC Current		Football deposit	Battlebridge	E	100.00	0.00	100.00
132 Innes Pavilion	07/08/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
133 Utilities	07/08/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
134 Event Income	07/08/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
135 Edmonds Hall	08/08/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
136 Event Income	08/08/2018		HSBC Current		Banner Display	Various	E	120.00	0.00	120.00
137 Saturday Market	08/08/2018		HSBC Current		Market Income	Saturday Market	E	20.00	0.00	20.00
138 Event Income	08/08/2018		HSBC Current		Banner Display	Slimming World	E	120.00	0.00	120.00
139 Edmonds Hall	09/08/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	352.00	0.00	352.00
140 Edmonds Hall	09/08/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	341.00	0.00	341.00
141 Edmonds Hall	09/08/2018		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
142 Event Income	10/08/2018		HSBC Current		Banner Display	GLL	E	120.00	0.00	120.00
143 Football Pitches	10/08/2018		HSBC Current		Football pitch hire	Horley Town FC	E	122.85	0.00	122.85
144 Edmonds Hall	16/08/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
145 Langshott Maintenance	23/08/2018		HSBC Current		S106 Reclaim	Reigate & Banstead Borough	E	4,518.38	0.00	4,518.38
146 Langshott Allotments	28/08/2018		HSBC Current		Allotment Rent	Various	E	90.00	0.00	90.00
147 Football Pitch Deposits	28/08/2018		HSBC Current		Football deposit	AFC Gatwick	E	100.00	0.00	100.00
148 Event Income	29/08/2018		HSBC Current		Banner Display	East Surrey Operatic Society	E	40.00	0.00	40.00
149 Bank Interest	31/08/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	104.69	0.00	104.69
150 Bank Interest	01/08/2018		Barclays Direct Access		Bank interest	Barclays	E	0.06	0.00	0.06
Total								7,550.98	0.00	7,550.98

August 2018

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
218	01/08/2018	Communications	HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
219	01/08/2018	Rates	HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
220	01/08/2018	Rates & Utilities	HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
221	01/08/2018	Photocopying	HSBC Current		Photocopying - Lease	PEAC (UK) Ltd	S	519.00	103.80	622.80
222	01/08/2018	Photocopying	HSBC Current		Photocopying - Lease	CF Corporate Finance	S	618.00	123.60	741.60
223	06/08/2018	Maintenance Contracts	HSBC Current		Gas boiler service	British Gas	S	58.45	11.69	70.14
224	08/08/2018	Communications	HSBC Current		Telephone charges	BT	S	290.49	58.09	348.58
225	08/08/2018	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
226	10/08/2018	Bank charges	HSBC Current		Bank charge - debit card mad	HSBC	Z	83.28	0.00	83.28
227	13/08/2018	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
228	14/08/2018	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
229	14/08/2018	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
230	14/08/2018	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
231	14/08/2018	Tree Surgery	HSBC Current		Tree surgery	County Tree Surgeons Ltd	S	150.00	30.00	180.00
232	14/08/2018	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	S	5.89	1.18	7.07
233	14/08/2018	Office Supplies & Equipment	HSBC Current		Stationery	Don Ruffles Ltd.	S	16.97	3.39	20.36
234	14/08/2018	Maintenance & Repairs	HSBC Current		EPC	Energy Assess UK	Z	289.00	0.00	289.00
235	14/08/2018	Buildings	HSBC Current		Fire Risk Assessment	Fire Protection Services Ltd	S	350.00	70.00	420.00
236	14/08/2018	Maintenance & Repairs	HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	321.01	64.20	385.21
237	14/08/2018	Football Pitches	HSBC Current		Football pitch hire Refund	Horley Town Council	E	416.04	0.00	416.04
238	14/08/2018	Football Pitch Deposits	HSBC Current		Football deposit	Horley Town Council	E	50.00	0.00	50.00
239	14/08/2018	Legal and professional fees	HSBC Current		Consultancy	LG Business Consultation	Z	1,085.50	0.00	1,085.50
240	14/08/2018	IT	HSBC Current		IT Updates	Micro Maintenance Ltd.	S	99.00	19.80	118.80
241	14/08/2018	Legal and professional fees	HSBC Current		Room hire	Orega	S	132.00	26.40	158.40
242	14/08/2018	Subscriptions & Licences	HSBC Current		Subscription	SLCC Enterprises Ltd	E	208.00	0.00	208.00
243	16/08/2018	Bank charges	HSBC Current		Bank charge - debit card mad	Global Payments	X	53.50	4.70	58.20
244	17/08/2018	Photocopying	HSBC Current		Photocopying	SOS Systems Ltd	S	181.01	36.20	217.21
245	17/08/2018	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
246	22/08/2018	IT	HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
247	24/08/2018	Utilities	HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
248	24/08/2018	Utilities	HSBC Current		Gas supply	British Gas	L	219.11	10.95	230.06
249	29/08/2018	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
250	29/08/2018	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
251	29/08/2018	Fire Equipment & H & S	HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	205.95	41.19	247.14
252	29/08/2018	Legal and professional fees	HSBC Current		HR Services	HR Services Partnership	S	2,029.54	405.91	2,435.45
253	29/08/2018	Courier & Postage	HSBC Current		Postage	Joan Walsh	E	7.81	0.00	7.81

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
254	29/08/2018		HSBC Current		Mayoral Chain	Joan Walsh	E	12.00	0.00	12.00
255	31/08/2018		HSBC Current		Bank charge - debit card mach	SumUp	Z	3.07	0.00	3.07
256	28/08/2018		HSBC Payroll		Salaries	Horley Town Council	Z	5,873.29	0.00	5,873.29
257	09/08/2018		FairFX Bank Debit Car		Office supplies	Amazon	S	16.19	3.24	19.43
258	09/08/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
259	10/08/2018		FairFX Bank Debit Car		Office supplies	Waitrose	Z	6.08	0.00	6.08
260	10/08/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	119.20	0.00	119.20
261	10/08/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
Total								19,105.19	2,083.01	21,188.20

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	175,666.50	-175,667				-175,667
SUB TOTAL	351,333.00	175,666.50	-175,667				-175,667

Cost Centre INCOME

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2 Bank Interest	750.00	780.19	30				30
3 Section 136 LGA	36,000.00	18,413.50	-17,587				-17,587
5 Devolved Powers	1,700.00		-1,700				-1,700
6 Council Tax Support Grant	5,210.00	2,605.00	-2,605				-2,605
141 CIL		2,537.97	2,538				2,538
SUB TOTAL	43,660.00	24,336.66	-19,323				-19,323

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	4,902.00	-10,098				-10,098
8 Football Pitches	10,000.00	994.11	-9,006		416.04	-416	-9,422
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	3,855.00	-5,145				-5,145
13 Saturday Market		190.00	190				190
14 Event Income	6,000.00	3,380.00	-2,620				-2,620
15 Meeting Room	220.00		-220				-220
16 Edmonds Hall Deposits							
17 Football Pitch Deposits		313.16	313		50.00	-50	263
SUB TOTAL	47,271.00	17,454.27	-29,817		486.04	-486	-30,303

Cost Centre OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19 Stationery				1,500.00	371.29	1,129	1,129
20 Courier & Postage				400.00	132.81	267	267
21 Office Supplies & Equipment		64.49	64	1,600.00	618.47	982	1,046
22 Photocopying	50.00	70.50	21	4,500.00	2,181.84	2,318	2,339
23 IT		20.00	20	6,000.00	1,473.09	4,527	4,547
24 Website				2,000.00	150.00	1,850	1,850
25 Communications		35.00	35	1,800.00	545.00	1,255	1,290
26 Environment Campaign							
SUB TOTAL	50.00	189.99	140	17,800.00	5,472.50	12,328	12,467

Cost Centre SALARIES AND PENSIONS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30 Net Salaries				125,000.00	30,406.48	94,594	94,594
31 PAYE				22,000.00	3,554.00	18,446	18,446
32 NI Employee				3,800.00	3,159.00	641	641
33 NI Employer				10,600.00	3,632.85	6,967	6,967
34 SCC Pension Employee				10,200.00	5,197.78	5,002	5,002
35 SCC Pension Employer				2,400.00	5,786.09	-3,386	-3,386
SUB TOTAL				174,000.00	51,736.20	122,264	122,264

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	1,404.10	1,596	1,596
39	Cleaning of hall and office				8,500.00	4,222.08	4,278	4,278
40	Utilities				5,000.00	2,119.58	2,880	2,880
41	Rates				4,500.00	417.24	4,083	4,083
42	Maintenance Contracts				2,600.00	417.25	2,183	2,183
43	Window Cleaning				600.00	110.00	490	490
44	Security Alarm system							
45	Fire Equipment & H & S				1,060.00	375.95	684	684
46	Market rates and utilities							
SUB TOTAL					25,260.00	9,066.20	16,194	16,194

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	17,131.52	2,413	2,413
51	Bank charges				1,350.00	576.07	774	774
52	Insurance				7,500.00	7,071.42	429	429
53	Legal and professional fees				19,500.00	9,325.21	10,175	10,175
54	Audit fees				2,200.00	804.00	1,396	1,396
55	Subscriptions & Licences		2,917.11	2,917	6,800.00	9,384.47	-2,584	333
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	36.00	214	214
64	Cllr Training				750.00	65.00	685	685
65	Staff Expenses				500.00	22.20	478	478
66	Staff Training				1,000.00		1,000	1,000
137	Langshott Legal fees							
138	Gatwick Consultancy							
142	GDPR				3,000.00	2,764.90	235	235
SUB TOTAL			2,917.11	2,917	63,695.00	47,550.79	16,144	19,061

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	21,227.70	28,772	28,772
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	2,770.00	5,530	5,530
73	Playground Repairs				5,000.00	1,152.50	3,848	3,848
74	Litter Bins				400.00		400	400
75	Signage				1,600.00	110.00	1,490	1,490
76	Pest Control				550.00		550	550
77	Tree Surgery				13,500.00	9,175.00	4,325	4,325
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL					81,050.00	34,435.20	46,615	46,615

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				3,500.00	1,246.20	2,254	2,254
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA							
82	Footpaths & Car park							
123	Grounds				2,000.00	664.90	1,335	1,335
SUB TOTAL					7,000.00	1,911.10	5,089	5,089

Cost Centre		COURT LODGE/INNES PAVILION						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				69,000.00	69,177.00	-177	-177
87	Buildings				6,000.00	2,776.18	3,224	3,224
88	Utilities		500.00	500	2,500.00	1,105.92	1,394	1,894
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,050.00	479.20	1,571	1,571
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00		14,718	14,718
130	Refurbishment							
131	Maintenance Contracts				820.00		820	820
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			500.00	500	98,877.00	73,538.30	25,339	25,839

Cost Centre		MICHAEL CRESCENT						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				700.00	301.14	399	399
121	Buildings and Grounds				1,550.00	420.00	1,130	1,130
140	Scout Hut Demolition							
SUB TOTAL					2,250.00	721.14	1,529	1,529

Cost Centre		EMLYN MEADOWS						
Code	Title	Receipts			Payments			Net Position
		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						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance		4,518.38	4,518		540.77	-541	3,978
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	837.40	2,213	6,731

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	475.00	-525	8,500.00		8,500	7,975
101	Horley/South & SE in Bloom		150.00	150	2,100.00	57.55	2,042	2,192
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		1,000.00	625.00	-375	12,500.00	57.55	12,442	12,067

Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	1,302.10	1,298	1,298
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	401.35	479	479
SUB TOTAL					8,080.00	1,703.45	6,377	6,377

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	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

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	443,314.00	226,207.91	-217,106	501,062.00	233,867.87	267,194	50,088
V.A.T.		24,697.05			23,934.24		
GROSS TOTAL		250,904.96			257,802.11		

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 31 July 2018 at 6.45 pm

Present

Cllrs James Baird (JB), Chairman
Mike George (MG)
Linda Mabbett (LM)
Samantha Marshall (SM)

In Attendance

Giorgio Buttironi (GB)
Joan Walsh (JW) - Town Clerk

1 Apologies and Reasons for Absence

Apologies were received from Helen Kitajewski (HK).

2 Declarations of Interest

None were raised.

3 Minutes of Previous Meeting (held on 29 May 2018)

'Parish Online' - Mapping Software Provider for Parish Councils

MG advised that the mapping service offered by 'Parish Online' would be raised at the forthcoming SSALC Autumn Conference (on 15 November) to ascertain if a blanket licence for Parish and Town Councils could be provided county-wide, as this had been successfully implemented previously in Sussex.

4 General Data Protection Regulations (GDPR)

JW advised that Alan Jones (AJ) had been working through the Council's data audit measures as the appointed part-time DPO and that he would prepare a full report for the next meeting (to be held on 25 September).

In the meantime, AJ had viewed an important webinar by the Information Commissioner's Office (ICO) on **data breach reporting** which he found very useful. The ICO would be rolling out several more of these webinars on other subjects which he would also follow up.

JW stated that the new Canon printer had been installed at the Council offices with new functions for the encryption and safe sending of confidential data, leaving a clean footprint each time. SOS had provided excellent customer service as in previous years, providing the Council with a comparable deal and a considerable cost saving to the previous rental plan (current rate @ £615 per quarter, previously £976.88 per quarter).

The Council's telephone systems provider, Tritel, had also set up an auto attendant feature on the office phone lines which provided callers with a brief automated instruction on how to view the privacy notice on the website, before being connected to a staff member.

5 HTC eNewsletter

JW provided the Committee with the following update. The latest monthly edition of the eNewsletter had been issued and the consenters' list had been increasing on an almost daily basis (now at over 520 subscribers). The generated reports of eNewsletters both received and opened were being monitored, including those who had unsubscribed (currently at 0%).

A variety of new community events which had been published in the eNewsletter for public information, had been well received. The Town Council had also been liaising frequently with RBBC's Digital Communications Team, promoting important news within the borough. This included the recently launched 'Become a Councillor' campaign that had been supported with online publicity, social media and a variety of promotional events.

6 HTC Website

JW advised that Jarrett & Lam had been approached about archiving old information on the website and they were putting together a software programme for this. They were also assisting with implementing a separate public information page, featuring a comprehensive listing of locally based defibrillators which had been acquired from the South East Coast Ambulance Service (SEACAMB).

Other Communications Matters

7 Cost Savings Comparison Proposal

JW reported receipt of a Cost Savings Comparison proposal based on the Council's current line rental bills. The cost savings assumed an overall monthly saving of 46.67%, based on a standard 12-month contract. However, the quote did not include the office mobile phone contract. It was agreed that further investigations would need to be made, including a review of the Council's existing provider and that a tender programme may need to be considered along with any proposals to switch.

8 Next Meeting

The next meeting will take place on Tuesday, 25 September at 6.45 pm.