

**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 31 July 2018, at 7.30 pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
M George  
L Mabbett  
Simon Marshall  
V Marshall  
R Olliver  
D Powell  
H Randall

**In attendance:** Joan Walsh – Town Clerk  
C Fenton – Head of Leisure & Deputy Clerk  
2 members of the public

**F 4227 Apologies and Reasons for Absence**

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

**F 4228 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 4229 Public Forum**

Two members of the public were present, however no matters were raised.

***RESOLVED: noted.***

**F 4230 Approval of Minutes  
Finance & General Purposes Committee, 12 June 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 4231** **RESOLVED: that the Councillors' Audit Certificate for June 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)**

**F 4232** It was noted that the Councillors' Audit could be carried out as soon as the relevant monthly accounts were available, with the relevant officer present, rather than waiting until just before the next Committee meeting.

**RESOLVED: noted.**

### **Financial Reports for June 2018**

**F 4233** **RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Receipts List totalling £7,206.45 plus VAT (£7,219.05)**
- iii) Payments List totalling £83,513 plus VAT (£98,611.59)  
(includes payment of £68,178 plus VAT to HAGS-SMP Ltd)**
- iv) Summary of Receipts and Payments compared with Estimates.**

**F 4234** **RESOLVED: that the new Court Lodge Playground be given a separate cost code within the Court Lodge/Innes Pavilion cost centre.**

**F 4235** **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 was rising. Cllr Baird added that the Communications Sub-Committee would be looking at possible cost savings for phone usage, once further details were made available. (Minutes of the meeting held on 29 May 2018 are appended.)

**RESOLVED: noted.**

**F 4236** **General Data Protection Regulations (GDPR)**

The Clerk reported on recent actions taken by Alan Jones, in his capacity as Data Protection Officer. She added that the new photocopier/printer was now in place, which ensured that data was securely encrypted and allowed confidential material to be sent securely. In addition, callers phoning the Town Council Offices were made aware that the Town Council's Privacy Notice was available on the HTC website, prior to the call being connected.

**RESOLVED: noted**

**F 4237 Borough Standards Committee**

Cllr Baird reported that he had attended a meeting of the Borough Standards Committee, where Borough Cllr Rachel Turner had been elected Committee Chairman and Borough Cllr Ros Mill had been elected Committee Vice-Chairman.

**RESOLVED: noted.**

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

**F 4238** Cllr Olliver reported that he had attended a Surrey ALC Information Evening in June, along with Cllrs George and Powell. The purpose of the evening had been to explain the role of Surrey ALC to parish and town councils in Surrey. Cllr Powell said that he had found the evening very informative. Cllr Olliver added that he had attended a meeting of the South East Region County Association Forum (SERCAF), where there had been discussion about NALC policies. He had also attended a Surrey ALC meeting, where he had learnt that membership fees for individual councils were likely to rise by 5% and the cap on larger councils would also increase. The increases would allow SSALC to remain financially stable. Cllr Olliver told members that he would also be attending the Surrey Autumn Conference & AGM, along with Cllrs Powell and George, where he would be handing over the Chairmanship of Surrey ALC to his successor.

**RESOLVED: noted.**

**F 4239** Receipt was noted of the latest Surrey ALC Bi-Monthly Bulletin, which had already been circulated to members.

**RESOLVED: noted.**

**Risk Assessments**

**F 4240** The Clerk advised that a Fire Risk Assessment had been carried out at the Innes Pavilion, following which an Action Plan had been produced, highlighting some deficiencies. These included the requirement that fire exit doors be fitted with an internal opening device, not requiring the use of a key. Additionally, neither the fire safety signage nor the emergency lighting system was comprehensive to all areas. Plans of any alterations would need to be sent to RBBC Building Control and the Fire Assessor would re-attend once the deficiencies had been addressed.

**F 4241** It was noted that Legionella Risk Assessments were due to be carried out at both the Innes Pavilion and the Council Offices. (Last assessments carried out in 2016.)

**RESOLVED: noted.**

**F 4242 Community Infrastructure Levy (CIL)**

The latest quarterly CIL Report was received. The Clerk advised that, to date the Town Council had received £2,537.97.

**RESOLVED: noted.**

**F 4243 Horley Edmonds Fund**

**RESOLVED: that receipt be noted of the Fund Holder Quarterly Statement for the period April – June 2018. (A copy is appended.)**

**F 4244 Country Fair & Dog Show – Request from Horley Lions**

The Head of Leisure explained that the Horley Lions had requested permission to have a licensed bar at this year's events at Horley Recreation Ground. She had been advised that the bar would be run by a member of the local Pubwatch Scheme and all required licences would be in place.

**RESOLVED: that the request be approved on a trial basis for this year's events and the licenced bar to be open for the duration of the events only. (Correspondence subsequently sent to the Horley Lions is appended.)**

**F 4245 Horley Vimy Twinning Association**

The Head of Leisure explained that she had been in contact with the Chairman of the Twinning Association, regarding the Association being recognised as an Outside Body of the Council. The Chairman had responded that the matter would be raised at their next Committee meeting, following which she would contact the Town Council with the Association's ideas.

**RESOLVED: noted.**

**F 4246 Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the members' tours of Recreation Grounds on 7 & 21 August and the Lions Country Fair & Dog Show on 9 September.**

**Meeting Closed at 8.03 pm. Date of Next Meeting: 25 September 2018**



# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

June 2018

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

Observations (Councillors)	Clerk's action
<del>THE</del> DIFFICULT TO RECONCILE BANK BALANCES AS BANKS DO NOT CLOSE AT MONTH END WHEREAS OUR FIGURES DO	remainder of statement provided at audit. } For discussion with Finance Officer.
FIRST MONTH WITH SUM UP SYSTEM LEAD TO ESTABLISH HOW LONG BETWEEN PAYMENT MADE & AMOUNT REGISTERED IN BANK ACCOUNT	
RECEIPTS LIST STOP USING 'VARIOUS' IN CUSTOMER COLUMN	
Name: MIKE GEORGE	Signature:
Signature: 	
Name:	
Signature:	
Date: 27/7/18	Date 27/7/18

SUGGEST FOR FUTURE AUDITS COUNCILLORS ARE SATISFIED SO THAT AUDIT CAN BE CARRIED OUT, UNLESS RELEVANT STAFF MEMBER AVAILABLE & MONTHLY ACCOUNTS COMPLETED

### Horley Town Council

<b>Bank Reconciliation at 30/06/2018</b>			
	Cash in Hand 01/04/2018		410,069.42
	<b>ADD</b>		
	Receipts 01/04/2018 - 30/06/2018		222,873.61
	<b>SUBTRACT</b>		632,943.03
	Payments 01/04/2018 - 30/06/2018		192,796.38
<b>A</b>	<b>Cash in Hand 30/06/2018</b> (per Cash Book)		<b>440,146.65</b>
	Cash in hand per Bank Statements		
	Cash	30/06/2018	150.00
	HSBC Current	30/06/2018	37,869.15
	HSBC Deposit	30/06/2018	836.54
	HSBC Payroll	30/06/2018	736.37
	Barclays 10 Day	30/06/2018	0.00
	Nationwide Intl	30/06/2018	22,231.84
	Barclays Direct Access	30/06/2018	383.43
	FairFX Bank Debit Card	30/06/2018	1,685.25
	Handelsbanken	30/06/2018	376,254.07
			<b>440,146.65</b>
	Less unrepresented cheques As attached		0.00
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>440,146.65</b>
<b>A = B Checks out OK</b>			

# Horley Town Council

## JUNE 2018

### RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
71	01/06/2018		HSBC Current		Office supplies	Lexis	Z	59.99	0.00	59.99
72	01/06/2018		HSBC Current		Allotment Rent	Various	Z	65.00	0.00	65.00
73	02/06/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
74	02/06/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
75	02/06/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
76	04/06/2018		HSBC Current		Court Lodge grounds	ICO	Z	35.00	0.00	35.00
77	04/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
78	04/06/2018		HSBC Current		Debit Card Machine Test	Various	Z	3.50	0.00	3.50
79	05/06/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	113.16	0.00	113.16
80	05/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
81	05/06/2018		HSBC Current		Banner Display	Various	Z	40.00	0.00	40.00
82	06/06/2018		HSBC Current		Football pitch hire	RH123 FC	Z	111.98	0.00	111.98
83	06/06/2018		HSBC Current		Football pitch hire	Horley Athletic	Z	216.00	0.00	216.00
84	06/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
85	07/06/2018		HSBC Current		Flowers	Mitchells of Horley Ltd	Z	75.00	0.00	75.00
86	08/06/2018		HSBC Current		Flowers	Collingwood Batchellor	Z	225.00	0.00	225.00
87	08/06/2018		HSBC Current		Flowers	Regency Grove Communicati	Z	75.00	0.00	75.00
88	09/06/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	50.00	0.00	50.00
89	10/06/2018		HSBC Current		Football pitch hire	Horley Town FC U17's	Z	57.00	0.00	57.00
90	11/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
91	12/06/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	Z	115.00	0.00	115.00
92	13/06/2018		HSBC Current		Hall Hire Fee	Various	Z	160.00	0.00	160.00
93	13/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
94	13/06/2018		HSBC Current		Market car park	Various	Z	30.00	0.00	30.00
95	13/06/2018		HSBC Current		Banner Display	Various	Z	30.00	0.00	30.00
96	14/06/2018		HSBC Current		Allotment Rent	Various	Z	45.00	0.00	45.00
97	14/06/2018		HSBC Current		Hall Hire Fee	RCCG Church	Z	373.00	0.00	373.00
98	14/06/2018		HSBC Current		Hall Hire Fee	Wardrobe Wizards	Z	210.00	0.00	210.00
99	14/06/2018		HSBC Current		Hall Hire Fee	Art Class	Z	164.00	0.00	164.00
100	14/06/2018		HSBC Current		Photocopying	Court Lodge Residents Assoc	S	63.00	12.60	75.60
101	14/06/2018		HSBC Current		Flowers	Clr Simon Marshall	Z	25.00	0.00	25.00
102	14/06/2018		HSBC Current		Flowers	Dream Doors	Z	75.00	0.00	75.00
103	19/06/2018		HSBC Current		Subscription	SSALC Ltd	Z	2,917.11	0.00	2,917.11
104	19/06/2018		HSBC Current		Debit Card Machine Test	Alan Jones	Z	1.00	0.00	1.00
105	26/06/2018		HSBC Current		Allotment Rent	Various	Z	60.00	0.00	60.00
106	26/06/2018		HSBC Current		IT Hardware	Mike George	Z	20.00	0.00	20.00

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
107 Edmonds Hall	28/06/2018		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	Z	175.00	0.00	175.00
108 Event Income	29/06/2018		HSBC Current		Banner Display	Aqua Tots	Z	240.00	0.00	240.00
109 Bank Interest	01/06/2018		Barclays Direct Access		Bank interest	Barclays	Z	0.07	0.00	0.07
110 Bank Interest	01/06/2018		HSBC Deposit		Bank interest	HSBC	Z	0.15	0.00	0.15
111 Bank Interest	22/06/2018		Nationwide Intl		Bank interest	Nationwide	Z	165.49	0.00	165.49
<b>Total</b>								<b>7,206.45</b>	<b>12.60</b>	<b>7,219.05</b>



**Horley Town Council  
PAYMENTS LIST**

JUNE 2018

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	01/06/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
107	01/06/2018		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	344.83	68.97	413.80
108	01/06/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
109	01/06/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
110	04/06/2018		HSBC Current		Electricity supply	British Gas	L	290.54	14.52	305.06
111	05/06/2018		HSBC Current		Electricity supply	British Gas	L	454.70	22.73	477.43
112	07/06/2018		HSBC Current		Gas boiler service	British Gas	S	58.45	11.69	70.14
113	08/06/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
114	11/06/2018		HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
115	13/06/2018		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	62.80	0.00	62.80
116	25/06/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
117	18/06/2018		HSBC Current		Bank charge - debit card ma	Global Payments	X	53.77	4.70	58.47
118	19/06/2018		HSBC Current		Air Conditioning Maintenance	Airtemp AC Ltd.	S	130.00	26.00	156.00
119	19/06/2018		HSBC Current		Cleaning	Asbit	S	145.32	29.06	174.38
120	19/06/2018		HSBC Current		Cleaning	Asbit	S	149.32	29.86	179.18
121	19/06/2018		HSBC Current		Cleaning	Asbit	S	175.38	35.08	210.46
122	19/06/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
123	19/06/2018		HSBC Current		Grounds Maintenance	Burleys	S	84.00	16.80	100.80
124	19/06/2018		HSBC Current		Grounds Maintenance	Burleys	S	856.20	171.24	1,027.44
125	19/06/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	51.42	10.28	61.70
126	19/06/2018		HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	68,178.00	13,635.60	81,813.60
127	19/06/2018		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
128	19/06/2018		HSBC Current		Consultancy	LG Business Consultation	Z	1,295.50	0.00	1,295.50
129	19/06/2018		HSBC Current		Consultancy	Micro Maintenance Ltd.	S	240.00	48.00	288.00
130	19/06/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	266.70	53.34	320.04
131	25/06/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
132	26/06/2018		HSBC Current		Gas supply	British Gas	S	166.67	33.33	200.00
133	29/06/2018		HSBC Current		Telephone charges	BT	S	113.37	22.67	136.04
134	30/06/2018		HSBC Current		Bank charge - debit card ma	SumUp	E	5.39	0.00	5.39
135	01/06/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
136	08/06/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	119.20	0.00	119.20
137	08/06/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
138	11/06/2018		FairFX Bank Debit Car		Office supplies	Waitrose	E	9.23	0.00	9.23
139	28/06/2018		HSBC Payroll		Salaries	Horley Town Council	E	5,787.65	0.00	5,787.65
							<b>Total</b>	<b>83,513.00</b>	<b>15,098.59</b>	<b>98,611.59</b>

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

JUNE 2018

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
<b>SUB TOTAL</b>		<b>351,333.00</b>	<b>175,666.50</b>	<b>-175,667</b>				<b>-175,667</b>

Cost Centre		INCOME						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	563.46	-187				-187
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
<b>SUB TOTAL</b>		<b>43,660.00</b>	<b>24,119.93</b>	<b>-19,540</b>				<b>-19,540</b>

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	3,073.00	-11,927				-11,927
8	Football Pitches	10,000.00	871.26	-9,129				-9,129
9	Church Rd Allotments	3,300.00	65.00	-3,235				-3,235
10	Langshott Allotments	3,500.00	3,635.00	135		20.00	-20	115
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	2,313.00	-6,687				-6,687
13	Saturday Market		110.00	110				110
14	Event Income	6,000.00	2,760.00	-3,240				-3,240
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		113.16	113				113
<b>SUB TOTAL</b>		<b>47,271.00</b>	<b>12,940.42</b>	<b>-34,331</b>		<b>20.00</b>	<b>-20</b>	<b>-34,351</b>

Cost Centre		OFFICE EXPENDITURE						
Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				1,500.00	323.79	1,176	1,176
20	Courier & Postage				400.00	125.00	275	275
21	Office Supplies & Equipment		64.49	64	1,600.00	334.91	1,265	1,330
22	Photocopying	50.00	63.00	13	4,500.00	863.83	3,636	3,649
23	IT		20.00	20	6,000.00	1,419.09	4,581	4,601
24	Website				2,000.00	150.00	1,850	1,850
25	Communications		35.00	35	1,800.00	1,051.88	748	783
26	Environment Campaign							
<b>SUB TOTAL</b>		<b>50.00</b>	<b>182.49</b>	<b>132</b>	<b>17,800.00</b>	<b>4,268.50</b>	<b>13,532</b>	<b>13,664</b>

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	18,741.16	106,259	106,259
31	PAYE				22,000.00	2,138.00	19,862	19,862
32	NI Employee				3,800.00	1,871.40	1,929	1,929
33	NI Employer				10,600.00	2,152.11	8,448	8,448
34	SCC Pension Employee				10,200.00	3,421.84	6,778	6,778
35	SCC Pension Employer				2,400.00	3,213.28	-813	-813
<b>SUB TOTAL</b>					<b>174,000.00</b>	<b>31,537.79</b>	<b>142,462</b>	<b>142,462</b>

**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	300.00	2,700	2,700	
39	Cleaning of hall and office				8,500.00	1,872.26	6,628	6,628	
40	Utilities				5,000.00	928.71	4,071	4,071	
41	Rates				4,500.00	251.24	4,249	4,249	
42	Maintenance Contracts				2,600.00	175.35	2,425	2,425	
43	Window Cleaning				600.00	55.00	545	545	
44	Security Alarm system								
45	Fire Equipment & H & S				1,060.00	170.00	890	890	
46	Market rates and utilities								
<b>SUB TOTAL</b>					<b>25,260.00</b>	<b>3,752.56</b>	<b>21,507</b>	<b>21,507</b>	

**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	298.39	1,052	1,052	
52	Insurance				7,500.00	7,071.42	429	429	
53	Legal and professional fees				22,250.00	5,830.69	16,419	16,419	
54	Audit fees				2,200.00	804.00	1,396	1,396	
55	Subscriptions & Licences		2,917.11	2,917	6,800.00	8,904.17	-2,104	813	
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		250	250	
64	Cllr Training				750.00		750	750	
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								
<b>SUB TOTAL</b>			<b>2,917.11</b>	<b>2,917</b>	<b>63,445.00</b>	<b>40,432.39</b>	<b>23,013</b>	<b>25,930</b>	

**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	13,514.02	36,486	36,486	
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700	
72	Playground Inspections				8,300.00		8,300	8,300	
73	Playground Repairs				5,000.00		5,000	5,000	
74	Litter Bins				400.00		400	400	
75	Signage				1,600.00		1,600	1,600	
76	Pest Control				550.00		550	550	
77	Tree Surgery				8,000.00	8,575.00	-575	-575	
125	Project Expenditure								
126	Himalayan Balsam								
<b>SUB TOTAL</b>					<b>75,550.00</b>	<b>22,089.02</b>	<b>53,461</b>	<b>53,461</b>	

**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	888.70	2,611		2,611
80	Ornamental Gardens				1,500.00		1,500		1,500
81	Skatepark & MUGA								
82	Footpaths & Car park								
123	Grounds				2,000.00		2,000		2,000
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>888.70</b>	<b>6,111</b>		<b>6,111</b>

**Cost Centre COURT LODGE/INNES PAVILION**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
86	Football pitches/Grounds				1,000.00	68,418.00	-67,418		-67,418
87	Buildings				6,000.00		6,000		6,000
88	Utilities		300.00	300	2,500.00	878.68	1,621		1,921
89	Lease of land				1.00		1		1
124	Football Pavilion Cleaning				2,050.00		2,050		2,050
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								
<b>SUB TOTAL</b>			<b>300.00</b>	<b>300</b>	<b>30,877.00</b>	<b>69,296.68</b>	<b>-38,420</b>		<b>-38,120</b>

**Cost Centre MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
91	Rates & Utilites				700.00	199.14	501		501
121	Buildings and Grounds				1,550.00		1,550		1,550
140	Scout Hut Demolition								
<b>SUB TOTAL</b>					<b>2,250.00</b>	<b>199.14</b>	<b>2,051</b>		<b>2,051</b>

**Cost Centre EMLYN MEADOWS**

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

**Cost Centre ALLOTMENTS**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
96	Langshott Maintenance					52.77	-53		-53
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
<b>SUB TOTAL</b>					<b>3,050.00</b>	<b>349.40</b>	<b>2,701</b>		<b>2,701</b>

**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	2,100	2,250
102	Christmas				1,900.00	1,900	1,900
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>625.00</b>	<b>-375</b>	<b>12,500.00</b>	<b>12,500</b>	<b>12,125</b>

**Cost Centre SECURITY**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	1,035.40	1,565	1,565
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	240.81	639	639
<b>SUB TOTAL</b>					<b>8,080.00</b>	<b>1,276.21</b>	<b>6,804</b>	<b>6,804</b>

**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		6,000	6,000
112	Cllr Initiative grants							
113	Other Grants					100.00	-100	-100
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>100.00</b>	<b>6,900</b>	<b>6,900</b>

**Cost Centre VAT RECLAIM**

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

**Cost Centre CONTINGENCY**

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

<b>NET TOTAL</b>	<b>443,314.00</b>	<b>216,751.45</b>	<b>-226,563</b>	<b>427,312.00</b>	<b>174,210.39</b>	<b>253,102</b>	<b>26,539</b>
<b>V.A.T.</b>		<b>6,122.16</b>			<b>18,585.99</b>		
<b>GROSS TOTAL</b>		<b>222,873.61</b>			<b>192,796.38</b>		

**HORLEY TOWN COUNCIL**  
**Communications Sub-Committee**

Minutes of a Meeting of the above-named Sub-Committee held at the  
Town Council Offices, 92 Albert Road, Horley on 29 May 2018 at 6.45 pm

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

**In Attendance** Joan Walsh (JW) - Town Clerk

**1 Appointment of Chairman**

James Baird (JB) was appointed Chairman for 2018/19.

**2 Apologies and Reasons for Absence**

Apologies were received from Adrian Kitajewski (AK) and Helen Kitajewski (HK).

**3 Declarations of Interest**

None were raised.

**4 Minutes of Previous Meeting (held on 1 May 2018)**

**'Parish Online' - Mapping Software Provider for Parish Councils**

The Committee revisited the possibility of the web-based mapping service offered by 'Parish Online' to assist public authorities should be pursued as a potential benefit to the Town Council, such as, for the Neighbourhood Plan. MG advised that a blanket licence for Parish and Town Councils county-wide might be possible and further enquires would be pursued through SSALC.

**5 General Data Protection Regulations (GDPR)**

JW advised that appropriate measures had been taken by the Town Council in the run up to GDPR compliance on 25 May 2018, including a full data audit, new data register/mapping system and data privacy notices. Moving forward, all data protection matters and policies would be regularly reviewed to remain fully compliant. The appointment of a Data Protection Officer (DPO) would also need to be considered by the Town Council at a later date. JW added that a Councillors' Briefing on GDPR would be held at the Town Hall on 6 June at Reigate Town Hall.

**6 eNewsletter**

JW advised that in view of GDPR requirements in the run up to compliance by 25 May, issue of the eNewsletter had to be postponed in March and April to ensure prior consent had been given by subscribers. However, two further releases of the eNewsletter with regular updates would be sent out in May, including a separate update on GDPR (subsequently sent). It was noted that consenters for the eNewsletter was increasing on a daily basis and, in essence, rebuilding the database of subscribers. It was agreed that former recipients could be invited to re-subscribe through the HTC website and other social networking publicity and this would be followed up.

**7 HTC Website**

The group considered proposals for potentially archiving old but useful information on the website. It was decided that the matter be taken up with Jarrett & Lam to see how this could best be achieved and JW would follow this up.

JW advised that Jarrett & Lam were had successfully set up Data Privacy Notices on the website with a disclaimer pertaining to compliance on data protection. A data cleansing exercise was also in progress to remove out-of-date information on the website.

**8. Other Communications Matters**

**Canon Printer**

JW presented to the Committee two quotes received from SOS Systems. Option 1 would be to purchase two bolt-on kits to encrypt and secure private data on the existing machine @ £976 plus VAT per quarter (existing charge @ £793.88 per quarter). Option 2 would be to replace the current model with a Canon IRC5540j which would achieve the same objectives but could also erase data, leaving a blank footprint @ £615 plus VAT per quarter. Both quotes were based over a 5-year contract term. The Committee felt that Option 2 was clearly more cost effective and that this be recommended to F&GP for approval.

**9. Next Meeting**

The next meeting will take place on Tuesday, 31 July at 6.45 pm.

**Fund Holder Quarterly Statement**

**Report for the Period:** 01 April 2018 to 30 June 2018

<b>Horley Edmonds Endowment Fund</b>			
<b>Market Value of Fund at 31 March 2018</b>			<b>£119,818.76</b>
<b>TOTAL</b>	<b>Credits £0.00</b>	<b>Debits £0.00</b>	
<b>Total Fund at 30 June 2018</b>			<b>£119,818.76</b>

<b>Grants Income &amp; Expenditure</b>			
<b>Opening Balance at 01 April 2018</b>			<b>£3,548.92</b>
	<b>Receipts</b>	<b>Payments</b>	
Dividend receipts and cash distributions from Endowment Funds	£1,198.19		
Contribution to Community Foundation		£449.32	
Grant Payments		£500.00	
<b>TOTAL</b>	<b>£1,198.19</b>	<b>£949.32</b>	
<b>Balance available for grant making at 30 June 2018</b>			<b>£3,797.79</b>

**Statement of Grants Given**

01 April 2018 to 30 June 2018

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
05/04/2018	Staywell	£500.00	IT training and drop in services for elderly people in the areas of Woodhatch, Banstead and Horley.
<b>1 grant given to the value of £500.00</b>			



# HORLEY TOWN COUNCIL

**Town Clerk – Joan Walsh**  
**Head of Leisure – Carol Fenton**  
Council Offices, 92 Albert Road  
Horley, Surrey RH6 7HZ  
Tel: 01293 784765  
Info@horleysurrey-tc.gov.uk  
www.horleysurrey-tc.gov.uk



Mr P Moxley  
Horley Lions Club  
30 Wellington Way  
Horley  
RH6 8JH

1 August 2018

Dear Peter

**Horley Lions Country Fair & Annual Dog Show at Horley Recreation Ground –  
Sunday 9 September 2018**

I am pleased to confirm, on behalf of the Town Council, that we are agreeable to your organising a Country Fair and your annual Dog Show at Horley Recreation Ground on Sunday 9 September 2018.

You will need to collect a key to the park barrier to allow your vehicles onto the Recreation Ground and, if weather conditions are good and the ground is firm, we would have no objection to you allowing vehicles to park either alongside the tennis courts or closer to the Dog Show area. We would however ask that any parking is carefully supervised, particularly the movement of any vehicles through the Park and that you keep the barrier closed as much as possible. As there is only limited parking, you may wish to encourage people to park elsewhere, possibly in the town centre or at other nearby venues.

We understand that you will be contacting Horley Bowling Club regarding the use of water, electricity etc however there are electrical adaptors on several of the lamp posts. As you are aware, there are no toilet facilities at the Recreation Ground, so we would request that some be hired for these events.

Your request to have a licensed bar at the Recreation Ground is approved for this year, on a trial basis and the matter will be reviewed for future occasions, following the event taking place. The Town requests that the licensed bar is open for the duration of the events only and that the operator fulfils all licensing requirements.

No charge will be levied by the Town Council for the use of the Recreation Ground, however we would request a deposit of £100, which we will return to you afterwards, provided that we do not incur any costs as a direct result of your events. In the event of any serious damage to the grounds, we may have to make a request for additional payment for any reinstatement costs incurred.

We note your undertaking about the removal of dog faeces. We trust that you will carry out a risk assessment prior to the events taking place. Horley Town Council reserves the right to refuse the use of the Recreation Ground for these events, should the weather conditions turn particularly unfavourable and the grounds become very soft.

Finally, members wish to be assured that Horley Lions has adequate Public Liability Insurance for the event. While the Town Council accepts responsibility for its property, it seeks indemnity against claims or actions for loss, damage, injury or death caused as a direct result of the events or associated activities. A copy of your public liability insurance cover would be appreciated.

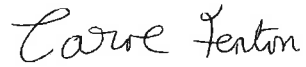
...Continued

One final point, as in previous years we have a Circus arriving at the park later that evening, however I believe that you hope to have cleared the park by around 6.00 pm. Please let me know if this is likely to be later so that I can let the Circus people know.

Please let me know if you accept the Town Council's terms and conditions (by email will be fine).

Good luck with the events and we hope that both are a great success!

Yours sincerely

A handwritten signature in cursive script that reads "Carole Fenton".

**Head of Leisure**