

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 16 June 2015, at 7.30 pm

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

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

F 3658 Election of Committee Chairman (Cllr R Olliver in the Chair)

Cllr Randall proposed and Cllr Jackson seconded that Cllr Samantha Marshall be nominated as Committee Chairman. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2015/2016.

Cllr Samantha Marshall in the Chair

F 3659 Election of Committee Vice-Chairman

Cllr Jackson proposed and Cllr Davies seconded that Cllr Baird be nominated as Committee Vice-Chairman. There were no further nominations for the post.

RESOLVED: that Cllr James Baird be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2015/2016.

F 3660 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Simon Marshall be accepted, for reasons as specified in the Attendance Register.

F 3661 Disclosable Pecuniary Interests and Non-Pecuniary Interests

No Declarations of Interest were received.

F 3661) *RESOLVED: noted.*

F 3662 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3663 Approval of Minutes
Finance & General Purposes Committee, 28 April 2015**

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 3664 Proposal for Poppy Display in Memorial Gardens

It was noted that a site meeting had taken place with the organiser and the areas for the poppy display had been agreed.

RESOLVED: noted.

F 3665 Henry Webber Memorial

The Deputy Clerk advised that David Hall of the Horley Local History Society had been updated, regarding the Town Council's plans to commemorate the centenary of Henry Webber's death. She had subsequently learned that the Great Grandson of Henry Webber hoped to be visiting Horley, from Australia, and would attend the outdoor service.

RESOLVED: noted.

F 3666 Appointments to Sub-Committees and Outside Bodies Reporting to the Finance & General Purposes Committee

RESOLVED: that the appointments to the Sub-Committees and Outside Bodies be approved. (Details are appended to the minutes of the Annual Meeting held on 19 May 2015).

Audit Matters

F 3667 *RESOLVED: that the Councillors' Audit Certificate for April and May 2015 and Clerk's responses (where applicable), be received. (A copy is appended).*

F 3668 Rota for Councillors' Audit 2015/16

RESOLVED: that the rota be approved. (A copy is appended.)

F 3669 Internal Audit Report 2014-15

RESOLVED: that the Internal Audit Report and Clerk's responses, where applicable, be received. (A copy is appended.)

Financial Matters

F 3670 Financial Reports for April 2015:

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £186,450.59 plus VAT (£192,593.71)
(includes Precept payment of £151,390 and Council Tax Support Grant payment of £10,420.50)**
- iv) Payments List totalling £33,858.82 plus VAT (£37,410.75)**

F 3671 Financial Reports for May 2015:

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £20,874.87 plus VAT (£20,904.87)**
- iv) Payments List totalling £54,289.57 plus VAT (£59,416.59)**

F 3672 Pre-paid Debit Card

The Clerk reported that he had applied on behalf the Council for a pre-paid debit card, as the updated Financial Regulations no longer permitted usage of personal credit or debit cards of members or staff. (ref Regulations 6.18, 6.19)

RESOLVED: that the application for pre-paid debit card, to be credited with a balance of £250, be ratified.

Unaudited Balance Sheet and Associated Documents for FY 2014/15

F 3673 **RECOMMEND:** that the following be recommended for approval at the Full Council meeting on 30 June 2015:

- i) Unaudited Balance Sheet as at 31 March 2015**
- ii) Income & Expenditure Account for 1 April 2014- 31 March 2015**
- iii) Reserves Statement**
- iv) Parts 1 & 4 of the Annual Return as at 31 March 2015 and other associated documents.**

F 3674 Communications

RESOLVED: that the Clerk contact members of the Communications Sub-Committee to arrange a meeting date.

F 3675 Borough Standards Committee

It was noted that the next meeting would be held on 17 June 2015.

RESOLVED: noted.

F 3676 Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)

Cllr Olliver reported on recent meetings. He understood that only those Local Councils with a precept over £1m were in danger of being capped. He further advised that Surrey ALC was running training sessions for new Councillors, details of which had already been circulated to all members. Two members had attended last week's training session at the Reigate Manor Hotel.

RESOLVED: noted.

F 3677 Future Use of the Innes Pavilion

The Clerk advised that the current tenants, Horley Baptist Church, would terminate their tenancy on 30 June 2015. He said that he had been in touch with several possible new tenants, but there had been no firm interest to date. There was, however, some interest from casual hirers who may wish to use the building for a variety of activities. The existing tenants had offered some useful equipment.

RESOLVED: noted.

F 3678 Tanyard Barn Community Centre

Members considered the briefing paper circulated by the Clerk. (A copy is appended.) It was noted that an income of £15,000 would need to be generated to sustain costs. Members commented that there were already major issues regarding parking on The Acres Estate and that, owing to only three parking bays being offered, it would be challenging to attract potential hirers who would expect increased parking facilities. Several members felt the Town Council should proceed with extreme caution and questioned the viability of the project.

RESOLVED: that the matter be re-considered at a future meeting.

Horley Edmonds Fund

- F 3679** The Clerk advised that a change in legislation now allowed an element of the increased value of the Endowment Fund to be offered for grants, in addition to income received. For 2015-2016 it was proposed to make 4% of the market value of the fund, as at 31 March 2015, available for distribution, less management fees.

RESOLVED: noted.

- F 3680** **RESOLVED: that receipt be noted of the Quarter 4 Fund Statements (1 April 2014-31 March 2015), a copy of which is appended.**

- F 3681** **Redecoration of Albert Rooms**

The Clerk advised that he was seeking estimates for the redecoration of the Albert Rooms, both internally and externally. In the light of remedial work required to the roofing tiles, the Clerk was awaiting a third estimate, before any decision could be made.

RESOLVED: that the matter be re-considered at the Full Council meeting on 30 June.

V J Day Celebrations

- F 3682** The Clerk advised that a V J Day celebratory event was to be held in the town centre on Saturday 15 August.

RESOLVED: that the Town Council, whilst happy to support the event, decline the invitation to have a stall.

- F 3683** **RESOLVED: that the Clerk clarify whether a Memorial Service is to be held on Friday, 14 August.**

RESOLVED: noted.

- F 3684** **Diary Dates**

Horley Carnival: Saturday, 20 June 2015.

Skittles Tournament: Wednesday, 8 July 2015 (members' participation welcomed).

RESOLVED: noted

F 3685 **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 3686 **Demolition of Michael Crescent Former Scout Hut CONFIDENTIAL**
F 3687

Members considered quotations received and agreed the appointment of The Greenfield Group as the lead contractor to carry out all demolition and associated works.

Meeting closed at 8.47 pm.

Date of next meeting: 4 August 2015

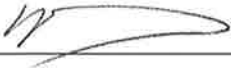
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

April/May 2015

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

Observations (Councillors)	Clerk's action
<i>No problems found</i>	
Name: <i>Richard Oliver</i>	Signature:
Signature: 	
Name:	
Signature:	
Date: <i>10-6-15</i>	Date

HORLEY TOWN COUNCIL

Finance & General Purposes Committee

Rota for Councillors' Audit 2015/2016

Date of Meeting	Members
16 June 2015	Cllr Richard Olliver
4 August	Cllr James Baird Cllr David Jackson
29 September	Cllr Valerie Marshall Cllr Samantha Marshall
24 November	Cllr Helen Davies Cllr Simon Marshall
19 January 2016	Cllr Mike George Cllr Linda Mabbett
15 March	Cllr Henry Randall Cllr James Baird
3 May	Cllr Richard Biggs Cllr Richard Olliver

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

HORLEY TOWN COUNCIL

INTERNAL AUDIT REPORT 2014-2015

I visited the Town Council Office on 21ST October 2014 to commence the Internal Audit process for the year 2014-2015. A second visit was made on 25th February 2015 to continue the process, with a final visit made on 13th May 2015 to complete the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit Plan, unless these relate to a topic already covered by one of the statutory Section 4 headings.

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. Entries are made regularly, at least weekly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31 December 2014.

Council is continuing with repayments on 2 PWLB loans taken out for Hall improvements and Pavilion roof repairs.

B. FINANCIAL REGULATIONS

Standing Orders have been reviewed to reflect requirement for recording of meetings and broadly follow latest NALC model. New Financial Regulations have been drawn up to reflect the latest NALC model, and were adopted by Council in March 2015.

Council is authorised to use the general Power of Competence, and as such, use of S.137 is no longer be required.

The agreed payment procedure as per Financial Regulations is for invoices to be authorised by the RFO, or Deputy Clerk, before processing by Accounts Officer, who codes items against budget headings and inputs to both HSBC banking on-line and to Scribe. Payments on-line are released by two Member code-holders. Manual cheques when required are signed by two Members and Council wishes to retain this dual control practice.

It is evident, however, that some payments are made without any "authorisation" marked on invoices, and Direct Debit payment invoices are not annotated as being checked to ensure accuracy. Procedures to address these issues have been recommended, and will be adopted.

HTC: Noted and now in place (13/5/15)

Matters relating to Procurement and Contracts are in order, with a correct tender process having been carried out for supply of a new photocopier. Grounds Maintenance contracts have been renewed for a one year term, and other contracts are reviewed regularly.

A pre-paid debit card has been introduced for some petty cash purchases. This will also remove the need for personal credit card payments for on-line purchases.

C. RISK MANAGEMENT

Insurance cover with Aviva was renewed for a three year term following a tender process in June 2013.

A new Risk Assessment is needed for Langshott Allotments.

HTC: This has now been drafted and is awaiting approval (13/5/15)

The Risk Assessment document presented to Council should differentiate between "frequency" and "severity" of risk in terms of impact. A template to cover this has been provided.

HTC: This will be put in place during 2015-6 year.

The Annual Review of Internal Controls is due March 2015.

Full back-up of Council records is held off-site.

Council should consider the enhancement of storage facilities to include a fire-proof safe for essential documents.

HTC: This will be considered during 2015-6.

Checks are made to ensure annual renewal of Contractors Public Liability insurance.

A full tree inspection was carried out in early 2015.

The Annual Review of Internal Controls is due in March 2015.

Whilst inspections of sites carried out by contractors are documented, those done informally by Members are not. If Council is to rely on these inspections, a checklist with dates of inspection should be maintained for each site.

HTC: Noted

D. BUDGET & PRECEPT

The current Business Plan expires 2016, and the new Council from May 2015 will need to formulate a new plan.

HTC: Noted

For the forward budget, projects which were taken out last year because of the emergency work to the Innes Pavilion, have been re-introduced, although these will be subject to funding sources.

The Precept calculation has been assisted by a number of one-off elements ,i.e. - Council Tax Support Grant; Double Taxation Agreement; and Tax base increase due to new dwellings in the Parish. These elements should not be relied upon indefinitely in calculating the Budget for subsequent years.

HTC: Noted

E. INCOME

All tariffs are reviewed annually, with Allotment fees rising in January 2015, and others to be considered with budget process.

A sound system of invoicing and control of sales and receipts is in place. Income is monitored against budget monthly. All one-off bookings are invoiced on booking with payment required in advance.

Little cash income is received other than Allotment rents, and this is properly controlled. Banking is carried out at least weekly.

Bad debts from last year are being pursued via appropriate bodies following a CCJ.

Council is registered for VAT, and this is charged on one-off pitch hires.

A sampling of random income invoices cross checked with Scribe and Bank paying-in book, and then to Bank account. VAT calculation translated correctly to VAT return.

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly.

There is little cash income for incidental items.

G. PAYROLL

Payroll is carried out in-house using Sage.

HMRC processes including RTI are properly followed

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, and the 2015 revisions have been implemented.

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

Training records are kept, and a staff appraisal scheme is in place. Appraisals are due March/April 2015. A new members Intranet facility has been introduced with useful guidance. A new Councillor training session will be arranged following May 2015 election.

Members Allowance scheme has not been adopted.

H. ASSETS & INVESTMENTS

The Asset Register could usefully be expanded into a working document by including dates of acquisition, replacement value, condition, date last inspected, and date of annual Member check.

HTC: This has now been amended accordingly (13/5/15)

The recently acquired Langshott Allotment site should be added to the Register.

HTC: This has now been done (13/5/15)

Insurance values are cross-checked to asset register at time of renewal.

No investments are held which exceed 1 year term.

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by Members using a checklist which is currently being updated.

J. YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounting system, with appropriate adjustments for debtors and creditors. All bank accounts have been correctly reconciled as at 31st March 2015.

K. TRUSTEESHIP

N/A

OTHER ITEMS

Freedom of Information schedules are due for revision April 2015, and other Council policies such as Social Networking Policy, Complaints Policy are up to date.

Some public documents , eg Complaints Policy, do not appear to be available on the Town Council website.

HTC: This will be corrected shortly (13/5/15)

Data protection registration is up to date.

Disciplinary & Grievance procedures may need updating to cover use of income payments by Debit cards.

HTC: Appropriate wording has been included in Financial Regulations (13/5/15)

Paul Hartley
Internal Auditor
18th May 2015

Horley Town Council APRIL 2015

Bank Reconciliation at 30/04/2015		
	Cash in Hand 01/04/2015	
		278,471.77
	ADD	
	Receipts 01/04/2015 - 30/04/2015	192,593.71
		471,065.48
	SUBTRACT	
	Payments 01/04/2015 - 30/04/2015	37,410.75
A	Cash in Hand 30/04/2015 (per Cash Book)	433,654.73
Cash in hand per Bank Statements		
	Cash 30/04/2015	150.00
	HSBC Current 30/04/2015	44,387.00
	HSBC Deposit 30/04/2015	834.92
	HSBC Payroll 30/04/2015	539.20
	Barclays 10 Day 30/04/2015	340,850.35
	Nationwide Intl 30/04/2015	21,483.69
	Barclays Direct Access 30/04/2015	25,445.57
		433,690.73
	Less unrepresented cheques As attached	36.00
		433,654.73
	Plus unrepresented receipts As attached	0.00
B	Adjusted Bank Balance	433,654.73
A = B Checks out OK		

Horley Town Council
Uncashed payments/transfers out (All banks)
(Upto 30/04/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
42	11/04/2015	104334	Skittles Tournament	36.00	HSBC Current
			Total-----	36.00	

Horley Town Council

Summary of Receipts and Payments April 2015

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	302,802.00	151,390.00	-151,412					-151,412
SUB TOTAL		302,802.00	151,390.00	-151,412					-151,412

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
2	Bank Interest	1,500.00	521.21	-979					-979
3	Section 136 LGA	35,700.00	17,700.00	-18,000					-18,000
5	Devolved Powers	21,607.00		-21,607					-21,607
6	Council Tax Support Grant	20,841.00	10,420.50	-10,421					-10,421
SUB TOTAL		79,648.00	28,641.71	-51,006					-51,006

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
7	Edmonds Hall	19,000.00	1,393.00	-17,607					-17,607
8	Football Pitches	10,000.00	992.60	-9,007					-9,007
9	Church Rd Allotments	3,200.00		-3,200					-3,200
10	Langshott Allotments	2,700.00	3,060.00	360					360
11	Bowls Club	251.00		-251					-251
12	Innes Pavilion	7,500.00	666.67	-6,833					-6,833
13	Saturday Market		140.00	140					140
14	Event Income	2,900.00	120.00	-2,780					-2,780
15	Meeting Room	200.00		-200					-200
16	Edmonds Hall Deposits								
17	Football Pitch Deposits								
SUB TOTAL		45,751.00	6,372.27	-39,379					-39,379

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
19	Stationery				2,000.00	241.00	1,759		1,759
20	Courier & Postage				300.00	30.00	270		270
21	Office Supplies & Equipment				1,000.00		1,000		1,000
22	Photocopying	80.00	46.61	-33	4,500.00		4,500		4,467
23	IT				3,500.00	150.00	3,350		3,350
24	Website				2,000.00		2,000		2,000
25	Communications				1,700.00		1,700		1,700
26	Environment Campaign								
SUB TOTAL		80.00	46.61	-33	15,000.00	421.00	14,579		14,546

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
30	Net Salaries				71,000.00	6,061.46	64,939		64,939
31	PAYE				20,000.00	1,800.80	18,199		18,199
32	NI Employee				3,000.00	262.01	2,738		2,738
33	NI Employer				8,500.00	711.76	7,788		7,788
34	SCC Pension Employee				13,000.00	814.72	12,185		12,185
35	SCC Pension Employer				35,000.00	2,893.67	32,106		32,106
SUB TOTAL					150,500.00	12,544.42	137,956		137,956

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	98.07	2,902		2,902
39	Cleaning of hall and office				8,100.00	584.90	7,515		7,515
40	Utilities				4,600.00	80.90	4,519		4,519
41	Rates				1,880.00	187.39	1,693		1,693
42	Maintenance Contracts				1,900.00	142.61	1,757		1,757
43	Window Cleaning				450.00	55.00	395		395
44	Security Alarm system								
45	Fire Equipment & H & S				460.00		460		460
46	Market rates and utilities								
SUB TOTAL					20,390.00	1,148.87	19,241		19,241

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
50	Public Works Loan Board				19,545.00		19,545		19,545
51	Bank charges				1,300.00	78.32	1,222		1,222
52	Insurance				7,100.00		7,100		7,100
53	Legal and professional fees				1,850.00	790.00	1,060		1,060
54	Audit fees				1,800.00		1,800		1,800
55	Subscriptions & Licences				6,000.00	2,596.70	3,403		3,403
56	Advertising								
57	Newsletter				750.00		750		750
58	Town Guide				600.00	70.00	530		530
59	Presentation Badges								
60	Election Expenses				15,244.00		15,244		15,244
61	QPS								
62	Chairman's Allowance				400.00	36.00	364		364
63	Cllr Expenses				250.00		250		250
64	Cllr Training				750.00		750		750
65	Staff Expenses				500.00		500		500
66	Staff Training				500.00	95.00	405		405
137	Langshott Legal fees								
138	Gatwick Consultancy								
SUB TOTAL					56,589.00	3,666.02	52,923		52,923

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
70	Contractors' Maint (HTC)				40,300.00	8,250.00	32,050		32,050
71	Contractors' Maint (Agency)				16,544.00	2,819.00	13,725		13,725
72	Playground Inspections				7,700.00	608.00	7,092		7,092
73	Playground Repairs				9,000.00		9,000		9,000
74	Litter Bins				400.00		400		400
75	Signage				1,500.00		1,500		1,500
76	Pest Control				520.00	100.00	420		420
77	Tree Surgery				5,000.00		5,000		5,000
125	Project Expenditure				25,000.00		25,000		25,000
126	Himalayan Balsam				500.00		500		500
SUB TOTAL					106,464.00	11,777.00	94,687		94,687

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
79	Memorial Gardens				4,000.00		4,000		4,000
80	Ornamental Gardens				1,485.00		1,485		1,485
81	Skatepark & MUGA				500.00		500		500
82	Footpaths & Car park								
123	Grounds				1,000.00		1,000		1,000
SUB TOTAL					6,985.00		6,985		6,985

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
86	Football pitches/Grounds				1,000.00		1,000		1,000
87	Buildings				2,000.00		2,000		2,000
88	Utilities				2,500.00	385.53	2,114		2,114
89	Lease of land				1.00	1.00			
124	Football Pavillion Cleaning				2,025.00	266.50	1,759		1,759
127	Loans & Grants	10,000.00		-10,000					-10,000
128	Roof					2,728.87	-2,729		-2,729
129	Innes PWLB Repayment				58,600.00		58,600		58,600
130	Refurbishment				3,000.00		3,000		3,000
131	Maintenance Contracts				770.00		770		770
132	Innes Communications				250.00		250		250
133	Rates				1,500.00		1,500		1,500
134	Security Patrols				1,600.00	78.00	1,522		1,522
135	Insurance								
139	Innes Cleaning				1,500.00		1,500		1,500
SUB TOTAL		10,000.00		-10,000	74,746.00	3,459.90	71,286		61,286

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
91	Rates & Utilites				686.00	52.80	633		633
121	Buildings and Grounds				1,550.00		1,550		1,550
SUB TOTAL					2,236.00	52.80	2,183		2,183

Cost Centre EMLYN MEADOWS

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

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
96	Langshott Maintenance	850.00		-850	850.00	525.00	325		-525
97	Church Rd Maintenance				1,700.00		1,700		1,700
98	Church Rd Utilities				450.00		450		450
99	Langshott Utilities				450.00		450		450
SUB TOTAL		850.00		-850	3,450.00	525.00	2,925		2,075

Cost Centre TOWN CENTRE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
100	Baskets and planting	1,000.00		-1,000	4,800.00		4,800		3,800

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

101	Horley/South & SE in Bloom				2,100.00			2,100	2,100
102	Christmas				1,900.00			1,900	1,900
	SUB TOTAL	1,000.00		-1,000	8,800.00			8,800	7,800
Cost Centre SECURITY									
		Receipts			Payments			Net Position	
Code Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend	
105 Security Patrols				2,600.00	200.00	2,400		2,400	
106 CCTV Installation				750.00		750		750	
107 CCTV Maintenance				2,100.00		2,100		2,100	
108 CCTV Broadband Connections				760.00	63.81	696		696	
	SUB TOTAL			6,210.00	263.81	5,946		5,946	
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		6,000		6,000	
112 Cllr Initiative grants									
113 Other Grants									
	SUB TOTAL			7,000.00		7,000		7,000	
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				4,000.00		4,000		4,000	
	SUB TOTAL			4,000.00		4,000		4,000	
NET TOTAL	440,131.00	186,450.59	-253,680	462,870.00	33,858.82	429,011		175,331	
V.A.T.		6,143.12			3,551.93				
GROSS TOTAL		192,593.71			37,410.75				

Horley Town Council RECEIPTS LIST April 2015

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	01/04/2015	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	118.13	0.00	118.13
2	01/04/2015	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	420.00	0.00	420.00
3	01/04/2015	L&A	HSBC Current		Football pitch hire	Gatwick Albion FC	Z	116.22	0.00	116.22
4	01/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
5	02/04/2015	L&A	HSBC Current		Banner Display	Greenwich Leisure	Z	60.00	0.00	60.00
6	02/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	180.00	0.00	180.00
7	02/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
8	02/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
9	07/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
10	07/04/2015	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	236.25	0.00	236.25
11	07/04/2015	L&A	HSBC Current		Innes Pavilion rent	Horley Baptist Church	Z	666.67	0.00	666.67
12	08/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
13	08/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
14	09/04/2015	F&GP	HSBC Current		Precept	Reigate & Banstead	Z	151,390.00	0.00	151,390.00
15	09/04/2015	F&GP	HSBC Current		Council Tax Support Grant	Reigate & Banstead	Z	10,420.50	0.00	10,420.50
16	10/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
17	11/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
18	12/04/2015	L&A	HSBC Current		Edmonds Hall hire fee	Monkey Music	Z	104.00	0.00	104.00
19	12/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
20	12/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
21	13/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
22	13/04/2015	L&A	HSBC Current	179	Allotment Rent	Allotment Holder	Z	180.00	0.00	180.00
23	14/04/2015	L&A	HSBC Current		Edmonds Hall hire fee	Silver Moon Dancing	Z	190.00	0.00	190.00
24	14/04/2015	L&A	HSBC Current	179	Market Income	Saturday Market	Z	40.00	0.00	40.00
25	14/04/2015	L&A	HSBC Current	179	Allotment Rent	Allotment Holder	Z	420.00	0.00	420.00
26	14/04/2015	L&A	HSBC Current	179	Allotment Rent	Allotment Holder	Z	540.00	0.00	540.00
27	16/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
28	17/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
29	17/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
30	19/04/2015	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	98.00	0.00	98.00
31	20/04/2015	F&GP	HSBC Current		Vat Refund	HMRC	R	0.00	6,133.80	6,133.80
32	20/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
33	20/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
34	21/04/2015	F&GP	HSBC Current		Photocopying	CIT Vendor Finance (UK)	S	46.61	9.32	55.93
35	22/04/2015	L&A	HSBC Current	180	Market Income	Saturday Market	Z	100.00	0.00	100.00
36	22/04/2015	L&A	HSBC Current	180	Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
	22/04/2015	L&A	HSBC Current	180	Edmonds Hall hire fee	Wardrobe Wizards	Z	132.00	0.00	132.00

Horley Town Council

RECEIPTS LIST APRIL 2015

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
37	22/04/2015	L&A	HSBC Current	180	Edmonds Hall hire fee	Art Class	Z	156.00	0.00	156.00
38	22/04/2015	L&A	HSBC Current	180	Edmonds Hall hire fee	Tai-Chi	Z	112.00	0.00	112.00
39	22/04/2015	L&A	HSBC Current	180	Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
40	22/04/2015	L&A	HSBC Current	180	Football pitch hire	Perrywood FC	Z	102.00	0.00	102.00
41	22/04/2015	L&A	HSBC Current		Banner Display	Blindley Heath County	Z	45.00	0.00	45.00
42	23/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
43	23/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
44	23/04/2015	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	104.00	0.00	104.00
45	24/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
46	27/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
47	28/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
48	28/04/2015	F&GP	HSBC Current		Section 136 Agreement	Reigate & Banstead	Z	17,700.00	0.00	17,700.00
49	29/04/2015	L&A	HSBC Current	181	Banner Display	Bobtails Pre-School	Z	15.00	0.00	15.00
50	29/04/2015	L&A	HSBC Current	181	Edmonds Hall hire fee	C Evans - Childs Party	Z	80.00	0.00	80.00
51	29/04/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
52	30/04/2015	L&A	HSBC Current		Edmonds Hall hire fee	RCCG Church	Z	417.00	0.00	417.00
53	01/04/2015	F&GP	Barclays 10 Day		Interest	Barclays	E	250.12	0.00	250.12
54	01/04/2015	F&GP	Barclays Direct		Interest	Barclays	E	16.34	0.00	16.34
55	01/04/2015	F&GP	Nationwide Intl		Interest	Nationwide	E	254.75	0.00	254.75
Total								186,450.59	6,143.12	192,593.71

Horley Town Council PAYMENTS LIST April 2015

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Rates	01/04/2015	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	187.39	0.00	187.39
2 Rates & Utilities	01/04/2015	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	52.80	0.00	52.80
3 IT	01/04/2015	F&GP	HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	150.00	30.00	180.00
4 Legal and professional	08/04/2015	F&GP	HSBC Current	17315B101SPC	Solicitors Fees	Newmans Solicitors	X	790.00	130.00	920.00
5 CCTV Broadband	08/04/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
6 CCTV Broadband	13/04/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
7 Bank charges	13/04/2015	F&GP	HSBC Current	DD	Bank charge	HSBC	E	29.76	0.00	29.76
8 Maintenance Contracts	15/04/2015	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas Commercial	S	42.61	8.52	51.13
9 Utilities	16/04/2015	F&GP	HSBC Current	DD	Gas supply	British Gas	X	385.53	0.00	385.53
10 PAYE	16/04/2015	F&GP	HSBC Current	82634BD00QTE	PAYE	HMRC	E	1,800.80	0.00	1,800.80
11 NI Employee	16/04/2015	F&GP	HSBC Current	82634BD00QTE	NI Employee	HMRC	E	262.01	0.00	262.01
12 NI Employer	16/04/2015	F&GP	HSBC Current	82634BD00QTE	NI Employer	HMRC	E	711.76	0.00	711.76
13 CCTV Broadband	17/04/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
14 Bank charges	20/04/2015	F&GP	HSBC Current	DD	Bank charge	Global Payments	X	48.56	4.70	53.26
15 Cleaning of hall and	27/04/2015	F&GP	HSBC Current	19844BM00QEQ	Cleaning	Asbit	S	584.90	116.98	701.88
16 Maintenance & Repairs	27/04/2015	F&GP	HSBC Current	19844BM00QEQ	Repairs/Maintenance	Asbit	S	98.07	19.61	117.68
17 Football Pavillion	27/04/2015	F&GP	HSBC Current	13644BM0190D	Cleaning	Bennetts Builders Ltd	S	266.50	53.30	319.80
18 Contractors' Maint	27/04/2015	F&GP	HSBC Current	13644BM0190D	Playground Inspection	Bennetts Builders Ltd	S	72.00	14.40	86.40
19 Contractors' Maint	27/04/2015	F&GP	HSBC Current	13644BM0190D	Playground Inspection	Bennetts Builders Ltd	S	55.00	11.00	66.00
20 Playground Inspections	27/04/2015	F&GP	HSBC Current	13644BM0190D	Playground Inspection	Bennetts Builders Ltd	S	275.00	55.00	330.00
21 Playground Inspections	27/04/2015	F&GP	HSBC Current	13644BM0190D	Playground Inspection	Bennetts Builders Ltd	S	333.00	66.60	399.60
22 Langshortt Maintenance	27/04/2015	F&GP	HSBC Current	13644BM0190D	Playground Inspection	Bennetts Builders Ltd	S	525.00	105.00	630.00
23 Roof	27/04/2015	F&GP	HSBC Current	21164BN0012W	Innes Pavilion Roof	Cablesheer Limited	S	2,728.87	545.77	3,274.64
24 Maintenance Contracts	27/04/2015	F&GP	HSBC Current	12834BM008KR	Office maintenance -	Constant Hygiene	S	100.00	20.00	120.00
25 Pest Control	27/04/2015	F&GP	HSBC Current	30B148M608VU	Pest Control	Ernwood Pest Control	S	100.00	20.00	120.00
26 Security Patrols	27/04/2015	F&GP	HSBC Current	63904BM01AUC	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
27 Courier & Postage	27/04/2015	F&GP	HSBC Current	63904BM01AUC	Courier	Lion Security	S	30.00	6.00	36.00
28 Security Patrols	27/04/2015	F&GP	HSBC Current	63904BM01AUC	Security Guard Patrol	Lion Security	S	78.00	15.60	93.60
29 Town Guide	27/04/2015	F&GP	HSBC Current	58294BM005C1	Town Guide	MAD Ideas	S	70.00	14.00	84.00
30 Stationery	27/04/2015	F&GP	HSBC Current	58294BM005C1	Annual Report	MAD Ideas	S	241.00	48.20	289.20
31 SCC Pension Employee	27/04/2015	F&GP	HSBC Current	06624BM01BLX	Pension payments	Prudential LGAVC	E	200.00	0.00	200.00
32 Subscriptions & Licences	27/04/2015	F&GP	HSBC Current	46034BH00U7A	Rail Users Association	Reigate, Redhill & District	E	3.00	0.00	3.00
33 Contractors' Maint (HTC)	27/04/2015	L&A	HSBC Current	45614BM00TCR	Grounds Maintenance	Reigate & Banstead	S	8,250.00	1,650.00	9,900.00
34 Contractors' Maint	27/04/2015	L&A	HSBC Current	45614BM00TCR	Grounds Maintenance	Reigate & Banstead	S	2,692.00	538.40	3,230.40
35 Lease of land	27/04/2015	L&A	HSBC Current	45614BM00TCR	Court Lodge Lease of land	Reigate & Banstead	E	1.00	0.00	1.00
36 Staff Training	27/04/2015	F&GP	HSBC Current	09714BM00U1M	Staff Training	SLCC Enterprises Ltd	S	95.00	19.00	114.00

Horley Town Council

PAYMENTS LIST APRIL 2015

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 Window Cleaning	27/04/2015	F&GP	HSBC Current	14304BM005NA	Window cleaning	Michael Stone	Z	55.00	0.00	55.00
38 Subscriptions & Licences	27/04/2015	F&GP	HSBC Current	65224BM00TB1	Subscription	SALC	Z	2,593.70	0.00	2,593.70
39 SCC Pension Employee	27/04/2015	F&GP	HSBC Current	58774BM00C6C	Pension payments	Surrey Pension Fund	Z	614.72	0.00	614.72
40 SCC Pension Employer	27/04/2015	F&GP	HSBC Current	58774BM00C6C	Pension payments	Surrey Pension Fund	Z	2,893.67	0.00	2,893.67
41 Utilities	29/04/2015	F&GP	HSBC Current	DD	Gas supply	British Gas	X	80.90	7.10	88.00
42 Chairman's Allowance	11/04/2015	L&A	HSBC Current	104334	Skittles Tournament	Horley Lions	E	36.00	0.00	36.00
43 Net Salaries	28/04/2015	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,061.46	0.00	6,061.46
Total								33,858.82	3,551.93	37,410.75

Horley Town Council May 2015

Bank Reconciliation at 31/05/2015		
	Cash in Hand 01/04/2015	278,471.77
	ADD	
	Receipts 01/04/2015 - 31/05/2015	213,498.58
	SUBTRACT	
	Payments 01/04/2015 - 31/05/2015	96,827.34
A	Cash in Hand 31/05/2015 (per Cash Book)	395,143.01
Cash in hand per Bank Statements		
	Cash 31/05/2015	150.00
	HSBC Current 31/05/2015	30,359.21
	HSBC Deposit 31/05/2015	834.92
	HSBC Payroll 31/05/2015	751.14
	Barclays 10 Day 31/05/2015	316,191.20
	Nationwide Intl 31/05/2015	21,483.69
	Barclays Direct Access 31/05/2015	25,458.85
		395,229.01
	Less unrepresented cheques As attached	86.00
		395,143.01
	Plus unrepresented receipts As attached	0.00
B	Adjusted Bank Balance	395,143.01
A = B Checks out OK		

Horley Town Council
Uncashed payments/transfers out (All banks)
(Upto 31/05/2015)

Voucher	Date	Cheque No.	Description	Total	Bank
42	11/04/2015	104334	Skittles Tournament	36.00	HSBC Current
95	12/05/2015	104335	Subscription	50.00	HSBC Current
			Total-----	86.00	

Horley Town Council

Summary of Receipts and Payments MAY 2015

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	302,802.00	151,390.00	-151,412				-151,412	
SUB TOTAL		302,802.00	151,390.00	-151,412				-151,412	

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
2	Bank Interest	1,500.00	875.34	-625				-625	
3	Section 136 LGA	35,700.00	17,700.00	-18,000				-18,000	
5	Devolved Powers	21,607.00	5,355.15	-16,252				-16,252	
6	Council Tax Support Grant	20,841.00	10,420.50	-10,421				-10,421	
SUB TOTAL		79,648.00	34,350.99	-45,297				-45,297	

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
7	Edmonds Hall	19,000.00	2,570.00	-16,430				-16,430	
8	Football Pitches	10,000.00	992.60	-9,007		945.00	-945	-9,952	
9	Church Rd Allotments	3,200.00		-3,200				-3,200	
10	Langshott Allotments	2,700.00	4,140.00	1,440				1,440	
11	Bowls Club	251.00	251.00						
12	Innes Pavilion	7,500.00	1,333.34	-6,167				-6,167	
13	Saturday Market		340.00	340				340	
14	Event Income	2,900.00	777.50	-2,123				-2,123	
15	Meeting Room	200.00		-200				-200	
16	Edmonds Hall Deposits								
17	Football Pitch Deposits					100.00	-100	-100	
SUB TOTAL		45,751.00	10,404.44	-35,347		1,045.00	-1,045	-36,392	

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
19	Stationery				2,000.00	385.69	1,614	1,614	
20	Courier & Postage				300.00	84.00	216	216	
21	Office Supplies & Equipment				1,000.00	105.71	894	894	
22	Photocopying	80.00	46.61	-33	4,500.00	519.00	3,981	3,948	
23	IT				3,500.00	300.00	3,200	3,200	
24	Website				2,000.00		2,000	2,000	
25	Communications				1,700.00	272.37	1,428	1,428	
26	Environment Campaign								
SUB TOTAL		80.00	46.61	-33	15,000.00	1,666.77	13,333	13,300	

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
30	Net Salaries				71,000.00	12,149.52	58,850	58,850	
31	PAYE				20,000.00	3,560.80	16,439	16,439	
32	NI Employee				3,000.00	515.81	2,484	2,484	
33	NI Employer				8,500.00	1,411.76	7,088	7,088	
34	SCC Pension Employee				13,000.00	814.72	12,185	12,185	
35	SCC Pension Employer				35,000.00	2,893.67	32,106	32,106	
SUB TOTAL					150,500.00	21,346.28	129,154	129,154	

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	98.07	2,902		2,902
39	Cleaning of hall and office				8,100.00	989.63	7,110		7,110
40	Utilities				4,600.00	210.33	4,390		4,390
41	Rates				1,880.00	375.39	1,505		1,505
42	Maintenance Contracts				1,900.00	699.48	1,201		1,201
43	Window Cleaning				450.00	110.00	340		340
44	Security Alarm system								
45	Fire Equipment & H & S				460.00		460		460
46	Market rates and utilities								
SUB TOTAL					20,390.00	2,482.90	17,907		17,907

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				1,300.00	156.32	1,144		1,144
52	Insurance				7,100.00		7,100		7,100
53	Legal and professional fees				1,850.00	790.00	1,060		1,060
54	Audit fees				1,800.00		1,800		1,800
55	Subscriptions & Licences				6,000.00	3,521.70	2,478		2,478
56	Advertising								
57	Newsletter				750.00		750		750
58	Town Guide				600.00	70.00	530		530
59	Presentation Badges								
60	Election Expenses				15,244.00		15,244		15,244
61	QPS								
62	Chairman's Allowance				400.00	36.00	364		364
63	Cllr Expenses				250.00		250		250
64	Cllr Training				750.00		750		750
65	Staff Expenses				500.00	5.00	495		495
66	Staff Training				500.00	95.00	405		405
137	Langshott Legal fees								
138	Gatwick Consultancy								
SUB TOTAL					56,589.00	14,446.48	42,143		42,143

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
70	Contractors' Maint (HTC)				40,300.00	9,216.66	31,083		31,083
71	Contractors' Maint (Agency)				16,544.00	2,918.16	13,626		13,626
72	Playground Inspections				7,700.00	608.00	7,092		7,092
73	Playground Repairs				9,000.00		9,000		9,000
74	Litter Bins				400.00		400		400
75	Signage				1,500.00		1,500		1,500
76	Pest Control				520.00	100.00	420		420
77	Tree Surgery				5,000.00		5,000		5,000
125	Project Expenditure				25,000.00	20,944.00	4,056		4,056
126	Himalayan Balsam				500.00		500		500
SUB TOTAL					106,464.00	33,786.82	72,677		72,677

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

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
79	Memorial Gardens				4,000.00	24.00	3,976		3,976
80	Ornamental Gardens				1,485.00		1,485		1,485
81	Skatepark & MUGA				500.00		500		500
82	Footpaths & Car park								
123	Grounds				1,000.00		1,000		1,000
SUB TOTAL					6,985.00	24.00	6,961		6,961

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
86	Football pitches/Grounds				1,000.00		1,000		1,000
87	Buildings				2,000.00	130.00	1,870		1,870
88	Utilities		308.42	308	2,500.00	1,352.74	1,147		1,456
89	Lease of land				1.00	1.00			
124	Football Pavilion Cleaning				2,025.00	266.50	1,759		1,759
127	Loans & Grants	10,000.00	10,000.00						
128	Roof					2,728.87	-2,729		-2,729
129	Innes PWLB Repayment				58,600.00	7,359.06	51,241		51,241
130	Refurbishment				3,000.00		3,000		3,000
131	Maintenance Contracts				770.00		770		770
132	Innes Communications				250.00		250		250
133	Rates				1,500.00		1,500		1,500
134	Security Patrols				1,600.00	78.00	1,522		1,522
135	Insurance								
139	Innes Cleaning				1,500.00		1,500		1,500
SUB TOTAL		10,000.00	10,308.42	308	74,746.00	11,916.17	62,830		63,138

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
91	Rates & Utilities				686.00	145.22	541		541
121	Buildings and Grounds				1,550.00		1,550		1,550
SUB TOTAL					2,236.00	145.22	2,091		2,091

Cost Centre EMLYN MEADOWS

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

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
96	Langshott Maintenance	850.00		-850	850.00	652.08	198		-652
97	Church Rd Maintenance				1,700.00		1,700		1,700
98	Church Rd Utilities				450.00	24.05	426		426
99	Langshott Utilities				450.00		450		450
SUB TOTAL		850.00		-850	3,450.00	676.13	2,774		1,924

Cost Centre TOWN CENTRE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
100	Baskets and planting	1,000.00	825.00	-175	4,800.00		4,800		4,625

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

101	Horley/South & SE in Bloom				2,100.00			2,100	2,100
102	Christmas				1,900.00			1,900	1,900
SUB TOTAL		1,000.00	825.00	-175	8,800.00			8,800	8,625

Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
105	Security Patrols				2,600.00	400.00	2,200		2,200
106	CCTV Installation				750.00		750		750
107	CCTV Maintenance				2,100.00	85.00	2,015		2,015
108	CCTV Broadband Connections				760.00	127.62	632		632
SUB TOTAL					6,210.00	612.62	5,597		5,597

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								
SUB TOTAL					7,000.00		7,000		7,000

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				4,000.00		4,000		4,000
SUB TOTAL					4,000.00		4,000		4,000

NET TOTAL	440,131.00	207,325.46	-232,806	462,870.00	88,148.39	374,722		141,916
V.A.T.		6,173.12			8,678.95			
GROSS TOTAL		213,498.58			96,827.34			

Horley Town Council
RECEIPTS LIST MAY 2015

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
56	01/05/2015	L&A	HSBC Current		Edmonds Hall hire fee	Kickboxing - S Reynolds	E	152.00	0.00	152.00
57	01/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	E	60.00	0.00	60.00
58	05/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	E	60.00	0.00	60.00
59	06/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	E	60.00	0.00	60.00
60	06/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	E	60.00	0.00	60.00
61	06/05/2015	L&A	HSBC Current		Innes Pavilion rent	Horley Baptist Church	Z	666.67	0.00	666.67
62	07/05/2015	L&A	HSBC Current		Banner Display	Horley Lawn Club	Z	37.50	0.00	37.50
63	09/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
64	09/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
65	11/05/2015	L&A	HSBC Current	182	Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
66	11/05/2015	L&A	HSBC Current	182	Market Income	Saturday Market	Z	60.00	0.00	60.00
67	11/05/2015	L&A	HSBC Current	182	Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
68	11/05/2015	L&A	HSBC Current	182	Edmonds Hall hire fee	SADAS	Z	300.00	0.00	300.00
69	11/05/2015	L&A	HSBC Current	182	Edmonds Hall hire fee	Wardrobe Wizards	Z	105.00	0.00	105.00
70	11/05/2015	L&A	HSBC Current	182	Banner Display	Gatton Trust	Z	15.00	0.00	15.00
71	11/05/2015	L&A	HSBC Current	182	Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
72	11/05/2015	L&A	HSBC Current	182	Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
73	11/05/2015	L&A	HSBC Current	182	Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
74	11/05/2015	L&A	HSBC Current		Banner Display	Trinity Oaks School	Z	30.00	0.00	30.00
75	12/05/2015	L&A	HSBC Current	183	Grant Award Scheme	GACT	Z	10,000.00	0.00	10,000.00
76	14/05/2015	L&A	HSBC Current		Banner Display	GLL	Z	60.00	0.00	60.00
77	14/05/2015	L&A	HSBC Current		Banner Display	Ashcroft Care Services	Z	15.00	0.00	15.00
78	14/05/2015	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	135.00	0.00	135.00
79	18/05/2015	L&A	HSBC Current	184	Edmonds Hall hire fee	Silver Moon Dancing	Z	120.00	0.00	120.00
80	18/05/2015	L&A	HSBC Current	184	Market Income	Saturday Market	Z	60.00	0.00	60.00
81	18/05/2015	L&A	HSBC Current	184	Bowls Club Rent	Horley Bowls Clubq	Z	251.00	0.00	251.00
82	18/05/2015	L&A	HSBC Current	184	Event Income	Circus	Z	500.00	0.00	500.00
83	18/05/2015	L&A	HSBC Current	184	Edmonds Hall hire fee	Art Class	Z	123.00	0.00	123.00
84	18/05/2015	L&A	HSBC Current	184	Edmonds Hall hire fee	Tai-Chi	Z	87.00	0.00	87.00
85	18/05/2015	L&A	HSBC Current		Grounds Maintenance	Reigate & Banstead Borough	Z	5,355.15	0.00	5,355.15
86	18/05/2015	L&A	HSBC Current		Donation	Jack Chapman	Z	150.00	0.00	150.00
87	20/05/2015	L&A	HSBC Current	185	Market Income	Saturday Market	Z	80.00	0.00	80.00
88	20/05/2015	L&A	HSBC Current	185	Donation	Dream Doors	Z	75.00	0.00	75.00
89	20/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
90	20/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	120.00	0.00	120.00
91	20/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00

Horley Town Council

RECEIPTS LIST MAY 2015

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
92 Baskets and planting	21/05/2015	L&A	HSBC Current		Donation	Mitchells of Horley Ltd	Z	75.00	0.00	75.00
93 Langshott Allotments	22/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
94 Utilities	23/05/2015	L&A	HSBC Current		Gas supply	Horley Baptist Church	X	308.42	0.00	308.42
95 Edmonds Hall	25/05/2015	L&A	HSBC Current		Edmonds Hall hire fee	C Hunt - Childs Party	Z	80.00	0.00	80.00
96 Langshott Allotments	26/05/2015	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	60.00	0.00	60.00
97 Baskets and planting	28/05/2015	L&A	HSBC Current		Sponsorship	Regency Grove Communicati	S	150.00	30.00	180.00
98 Baskets and planting	29/05/2015	L&A	HSBC Current		Donation	Countrywide Grounds Mainte	Z	150.00	0.00	150.00
99 Baskets and planting	29/05/2015	L&A	HSBC Current		Donation	Collingwood Batchellor	Z	225.00	0.00	225.00
100 Bank Interest	01/05/2015	F&GP	Barclays Direct Access		Interest	Barclays	Z	13.28	0.00	13.28
101 Bank Interest	01/05/2015	F&GP	Barclays 10 Day		Interest	Barclays	Z	340.85	0.00	340.85
102 Edmonds Hall	18/05/2015	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	75.00	0.00	75.00
Total								20,874.87	30.00	20,904.87

Horley Town Council PAYMENTS LIST MAY 2015

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
44 Rates	01/05/2015	F&GP	HSBC Current	DD	Rates	Reigate & Banstead Borough	Z	188.00	0.00	188.00
45 Utilities	01/05/2015	F&GP	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	129.43	0.00	129.43
46 Church Rd Utilities	01/05/2015	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	24.05	0.00	24.05
47 Rates & Utilities	01/05/2015	F&GP	HSBC Current	DD	Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
48 Rates & Utilities	01/05/2015	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	41.42	0.00	41.42
49 Utilities	01/05/2015	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	48.72	0.00	48.72
50 IT	01/05/2015	F&GP	HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	150.00	30.00	180.00
51 Stationery	05/05/2015	F&GP	HSBC Current	78314BT1503	Stationery	Don Ruffles Ltd.	S	67.25	13.45	80.70
52 Office Supplies & Equipment	05/05/2015	F&GP	HSBC Current	78314BT1503	Office supplies	Don Ruffles Ltd.	S	35.30	7.06	42.36
53 Subscriptions & Licences	05/05/2015	F&GP	HSBC Current	58864BT019HS	PVS Licence	Filmbank Distributors Ltd.	S	97.50	19.50	117.00
54 Maintenance Contracts	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Security Alarm System	Lion Security	S	295.00	59.00	354.00
55 Maintenance Contracts	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Security Alarm System	Lion Security	S	130.00	26.00	156.00
56 Maintenance Contracts	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Security Alarm System	Lion Security	S	85.00	17.00	102.00
57 Buildings	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Security Alarm System	Lion Security	S	65.00	13.00	78.00
58 CCTV Maintenance	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Security Alarm System	Lion Security	S	85.00	17.00	102.00
59 Buildings	05/05/2015	F&GP	HSBC Current	61394BT00N6E	Repairs/Maintenance	Lion Security	S	65.00	13.00	78.00
60 Office Supplies & Equipment	05/05/2015	F&GP	HSBC Current	77114BT00585s	Office supplies	Various	X	30.41	1.79	32.20
61 Project Expenditure	05/05/2015	L&A	HSBC Current	88984BT004RC	Horley Rec Footpath	Mitchells of Horley Ltd	S	20,944.00	4,188.80	25,132.80
62 Photocopying	06/05/2015	F&GP	HSBC Current	DD	Photocopying	CIT Vendor Finance (UK) Lirr	S	519.00	103.80	622.80
63 CCTV Broadband Connection	08/05/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
64 Communications	11/05/2015	F&GP	HSBC Current	DD	Telephone charges	BT	S	272.37	54.48	326.85
65 CCTV Broadband Connection	11/05/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
66 Subscriptions & Licences	12/05/2015	F&GP	HSBC Current	68574C0001GS	Subscription	Gatwick Diamond Business A	S	300.00	60.00	360.00
67 PAYE	12/05/2015	F&GP	HSBC Current	81834C0000774	PAYE	HMRC	E	1,760.00	0.00	1,760.00
68 NI Employee	12/05/2015	F&GP	HSBC Current	81834C0000774	NIC Employee	HMRC	E	253.80	0.00	253.80
69 NI Employee	12/05/2015	F&GP	HSBC Current	81834C0000774	NIC Employee	HMRC	E	700.00	0.00	700.00
70 Subscriptions & Licences	12/05/2015	F&GP	HSBC Current	18244C00001ZC	Subscription	SCRIBE	S	442.50	88.50	531.00
71 Langshott Maintenance	12/05/2015	L&A	HSBC Current	44534C001T5K	Keys	Seldons Locksmiths	S	127.08	25.42	152.50
72 Bank charges	12/05/2015	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	28.88	0.00	28.88
73 Subscriptions & Licences	15/05/2015	F&GP	HSBC Current	DD	Data Protection	Information Commissioners (Z	35.00	0.00	35.00
74 Maintenance Contracts	15/05/2015	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas Commercial	S	46.87	9.37	56.24
75 Utilities	15/05/2015	F&GP	HSBC Current	DD	Gas supply	British Gas	X	324.19	0.00	324.19
76 CCTV Broadband Connection	18/05/2015	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
77 Cleaning of hall and office	19/05/2015	F&GP	HSBC Current	20484C7008F5	Cleaning	Asbit	S	404.73	80.95	485.68
78 Memorial Gardens	19/05/2015	F&GP	HSBC Current	20484C7008F5	VE Day	Asbit	S	24.00	4.80	28.80
79 Contractors' Maint (HTC)	19/05/2015	L&A	HSBC Current	34244C70099N	Grounds Maintenance	Countrywide Grounds Mainte	S	483.33	96.67	580.00

Horley Town Council

PAYMENTS LIST MAY 2015

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
80	19/05/2015	L&A	HSBC Current	34244C70099N	Grounds Maintenance	Countrywide Grounds Mainte	S	49.58	9.91	59.49
81	19/05/2015	L&A	HSBC Current	34244C70099N	Grounds Maintenance	Countrywide Grounds Mainte	S	483.33	96.67	580.00
82	19/05/2015	L&A	HSBC Current	34244C70099N	Grounds Maintenance	Countrywide Grounds Mainte	S	49.58	9.91	59.49
83	19/05/2015	F&GP	HSBC Current	67214C7009SV	Stationery	Don Ruffles Ltd.	S	77.44	15.49	92.93
84	19/05/2015	F&GP	HSBC Current	19774C700ADJ	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
85	19/05/2015	L&A	HSBC Current	03464C700AWA	Football deposit	Priony Old Boys Football Club	Z	100.00	0.00	100.00
86	19/05/2015	L&A	HSBC Current	03464C700AWA	Football pitch hire	Priony Old Boys Football Club	Z	945.00	0.00	945.00
87	19/05/2015	F&GP	HSBC Current	16984C701BBE	Window cleaning	Michael Stone	Z	55.00	0.00	55.00
88	19/05/2015	F&GP	HSBC Current	DD	Bank charge - debit card ma	Global Payments	X	49.12	4.70	53.82
89	20/05/2015	F&GP	Cash		Imprest Cash	Chef on The Road	S	40.00	8.00	48.00
90	20/05/2015	F&GP	Cash		Imprest Cash	Crawley Borough Council	Z	5.00	0.00	5.00
91	20/05/2015	F&GP	Cash		Imprest Cash	Post Office	Z	54.00	0.00	54.00
92	22/05/2015	F&GP	HSBC Current	DD	Electricity supply	British Gas	X	594.30	0.00	594.30
93	27/05/2015	F&GP	HSBC Current	DD	PWLB repayment	PWLB	Z	9,772.46	0.00	9,772.46
94	27/05/2015	F&GP	HSBC Current	DD	PWLB repayment	PWLB	Z	7,359.06	0.00	7,359.06
95	12/05/2015	F&GP	HSBC Current	104335	Subscription	Fields in Trust	Z	50.00	0.00	50.00
96	28/05/2015	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,088.06	0.00	6,088.06
Total								54,289.57	5,127.02	59,416.59

Briefing re Tanyard Barn Community Centre

Background

Tanyard Barn, is a local grade 2c listing building believed to be an 18th century barn. Under the terms of the s106 agreement, Barratts are obliged to rebuild the structure following the 500th property occupation at the Acres.

The Borough Council's Corporate Plan Steering Group had previously agreed that their preferred option was for Horley Town Council to take over the management of the Tanyard Community Hall subject to the terms outlined in a letter of 15th February 2010.

Barratts Wates (Horley) have also said that in principle they are happy for the Town Council to manage the facility provided HTC has a sound business case for the facility. Barratts have also confirmed that they are happy to transfer the asset at nil cost to the Town Council [or to any other organisation the Borough chooses].

The transfer of the asset would be without any commuted sum for ongoing management and maintenance. This is partly because under the terms of the Section 106 Agreement no allowance has been made to secure a commuted sum. Instead the agreement states that the long term provision for the management and maintenance of the community hall and the other facilities in the North East Sector Neighbourhood Centre has to be secured to the satisfaction of the Borough Council.

Use of Community Centre

The Town Council has previously assessed that the barn could be utilised to provide a community facility. Based on the Town Council's experience it could be used to provide:

- (i) Regular bookings for organisations and community groups
- (ii) Entering into a lease with a 3rd party
- (iii) Provide one-off hire for residents seeking a venue for private family celebrations.
- (iv) Hire out premises to organisations and community groups for public meetings.

Finally the centre could be adopted as an emergency centre.

Parking Issues

The Tanyard Barn has extremely limited parking facilities. The Barn itself is limited to 2 parking spaces. For those hirers who travel by car, parking may be limited to using nearby roads. The council's experience at Edmonds Hall is that a typical hirer will expect a minimum of 12 car parking spaces for its classes etc.

For the town council to meet its financial projections, it is highly likely that hall hires may have to be restricted to local residents living on The Acres estate. This could adversely affect the council's ability to meet and sustain income.

Financial Projections

Using the town council's experience of managing the Edmonds Hall and the Innes Pavilion, which have a mix of regular hire, casual hire or tenancy, a very first attempt has been made to forecast annualised income and expenditure:

Income	
Hall Hire	15,000
Expenditure	
rates	1,800
utilities & insurance	4,000
cleaning	4,000
admin/caretaker	5,000
	<hr/>
	14,800

How will the hall be financed?

The centre will have to be viewed to be self-funding in terms of operating expenses hence an income of £15k must be attainable.

The building will also be covered by a 10 year maintenance agreement. Longer term refurbishment will involve budgeting for buildings maintenance. It is not yet know what fitting out will made but it should be expected to have usual CCTV, entrance fobs and alarms.

A valuation of the property will be made for insurance purposes public liability insurance and are factored into the above expenditure.

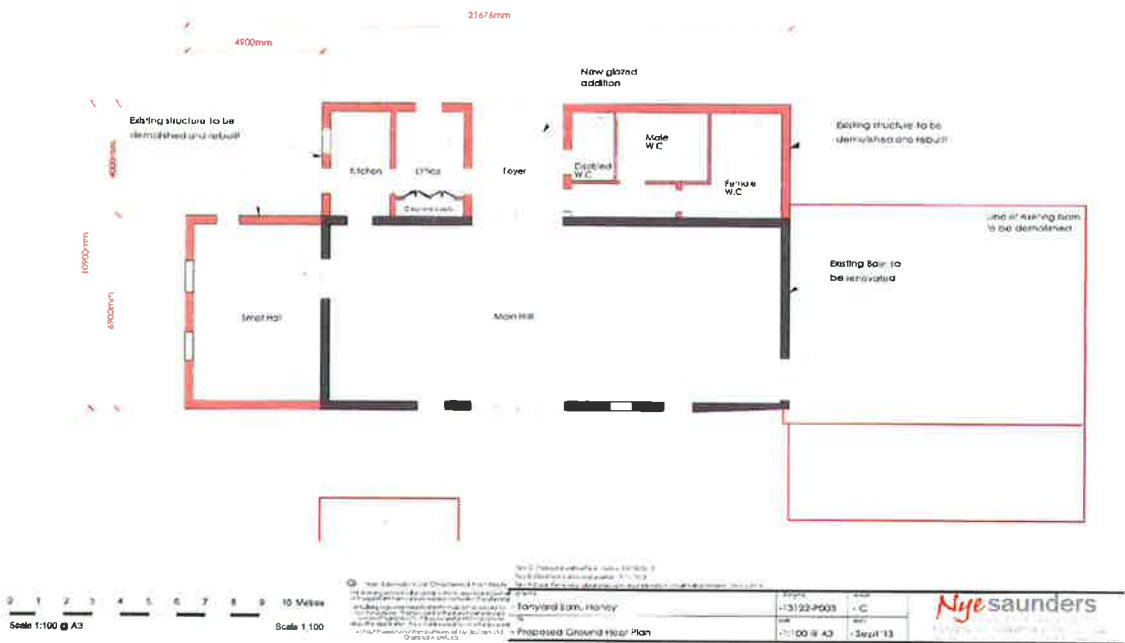
Operational

The community hall could be managed by the town council with hirers booked using similar terms and conditions of hire currently in place for the Edmonds Hall. It is anticipated that a caretaker will need to be employed to check the halls at appropriate times.

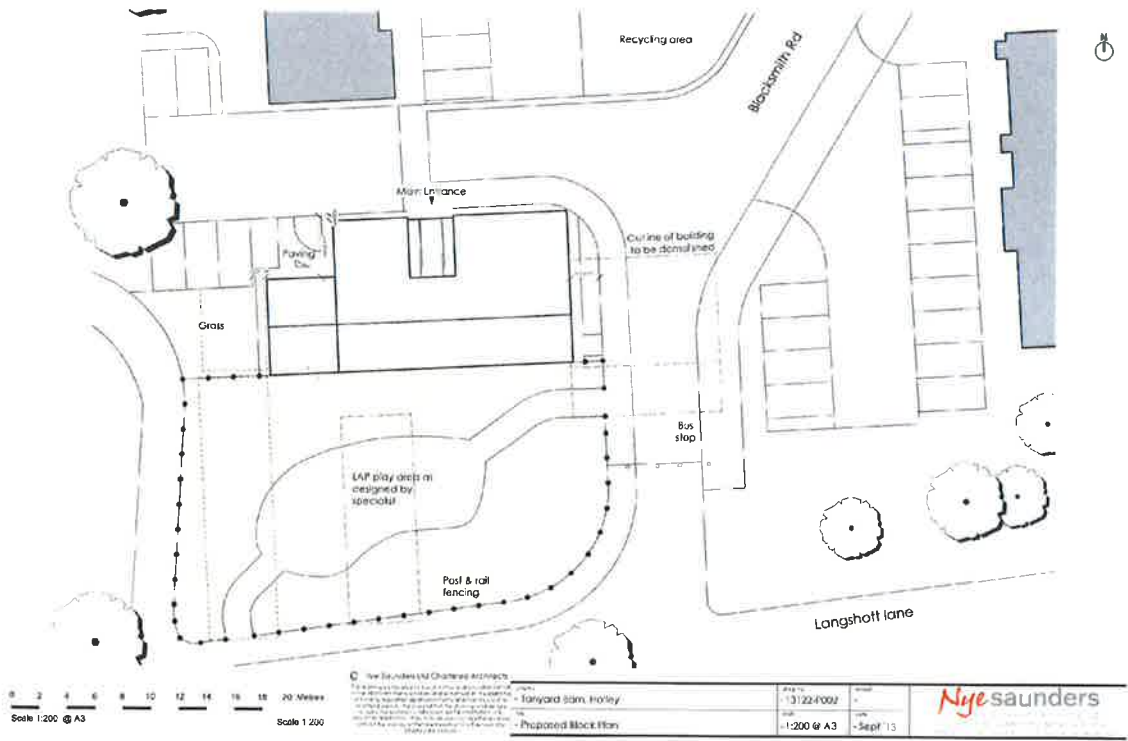
Proposals and Outcomes

Undoubtedly the transfer of the rebuilt centre will provide an improved facility in an area which currently lacks such an amenity.

Going forward and for the Town Council to make a more informed decision, it is recommended that further consultation is carried out with other parties at The Acres e.g. Residents Association, Trinity School, Farmhouse PH etc.



Ground Floor Plan



Block Plan

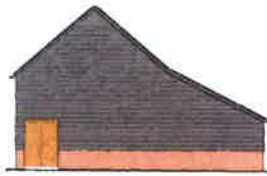
Schedule of Materials

Roof
 Reuse plain tile and hipped back ridge tile, augmented with hand made clay plain peg tiles (approx 40%) to match existing

Timber cladding
 25mm x 200mm kiln dried limed softwood square edged horizontal boarding to main beam and re-oult north gable
 25mm x 200mm kiln dried limed softwood square edged vertical boarding faced in H&M and mix pattern to West gable (existing)

Brick Finish
 Reuse existing brick & flint, re-adding bricks with existing where necessary
 New Brice finish to match existing in Flemish bond

Windows & Doors
 Black stained flush timber casement windows with double glazed sealed units. Fixed lights to be casement fixed but not double glazed
 Black stained timber framed, ledged, braced and boarded doors
 Match stained timber glazed screens



Roof 17.15m
 Eave 14.35m
 Eave 13.25m
 Finish 10.6m
 Ground level 0.0m
 D.O. Lin. 0m
 First elevation

Area of existing corn retained
 Area of existing corn demolished



South view

Area of existing corn demolished and rebuilt
 Area of existing corn retained
 Scale 1:50

Scale 1:100 @ A3
 Title 1:100
 Date 12/09/2020
 Project 1:100
 Client 1:100
 Location 1:100
 Drawing 1:100
 Projected South & East Elevation
 Nije saunders

South and East Elevation



Horley Edmonds Fund

Accounting Period: 01 April 2014 to 31 March 2015

Capital Statement

Horley Edmonds Endowment Fund

	Credit	Debit	
Market Value of fund at 01 April 2014			£111,647.83
Capital Revaluation net of distributions to Grant Fund	£4,880.89		
TOTAL	£4,880.89	£0.00	
Current Capital Fund Value at 31 March 2015			£116,528.72

Grant Fund Statement

Horley Edmonds Fund

	Credit	Debit	
Opening Balance at 01 April 2014			£3,349.61
Cash distributions from Endowment Fund	£5,199.04		
Management fees		£1,674.72	
Grant Payments		£4,496.25	
TOTAL	£5,199.04	£6,170.97	
Balance available for grant making at 31 March 2015			£2,377.68

Statement of Grants Given

01 April 2014 to 31 March 2015

Date	Applicant	Amount	Note
02/04/2014	Anchor Trust	£400.00	Social trips for elderly residents at a residential home in Horley.
02/04/2014	UBB Basketball Club	£800.00	Supporting basketball coaching for children in Horley during lunchtimes or after school.
02/04/2014	Horley Baptist Church	£1,000.00	"Living Stones Church and Community Centre" building project to support the whole community.
04/08/2014	Horley Town Council	£296.25	Purchase of a lectern to place 'Men of Horley' WWI commemorative book upon

16/10/2014	9th Horley Scout Group	£1,000.00	Camping equipment for scouts of all ages in Horley
04/02/2015	Delta Club	£1,000.00	Specialised transport to enable disabled Delta Club members to leave their homes and meet together

6 grants given to the value of £4,496.25