

**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 22 January 2019, at 7.30 pm

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

**In attendance:** J Walsh – Town Clerk  
C Fenton – Head of Leisure & Deputy Clerk  
A Jones – Consultant and Data Protection Officer  
Three members of the public

**F 4303 Apologies and Reasons for Absence**

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

**F 4304 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Baird declared a non-pecuniary interest in the website enhancements item.

***RESOLVED: noted.***

**F 4305 Public Forum**

Members received a brief presentation from the Company Secretary of the Archway Theatre. He explained the theatre's concerns about Railtrack's plans (nearing completion) to sell its railway arches to private management firms, and the possibility that the rent for the Theatre's arches may be raised to an unaffordable level. It was further explained that the Theatre was looking at any alternative locations, where a new Theatre could be developed, should the current location become unaffordable. Members asked the Theatre representative to ascertain their requirements, in terms of square meterage, location, car parking and to come back to the Town Council with the more detailed information.

***RESOLVED: noted.***

**F 4306 Approval of Minutes  
Finance & General Purposes Committee, 20 November 2018**

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

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

**F 4307 Internal Audit Matters**

**RESOLVED: that the Councillors' Audit Certificates for November and December 2018 and Clerk's responses, where applicable, be received. (Copies are appended.)**

**F 4308 Financial Reports for November 2018**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £15,808.51 plus VAT (£15,832.62)**
- iii) Payments List totalling £53,920.45 plus VAT (£59,419.69)**

**F 4309 Financial Reports for December 2018**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £2,701.77 plus VAT (£2,714.37)**
- iii) Payments List totalling £39,467.49 plus VAT (£43,631.69)**
- iv) Summary of Receipts and Payments compared with Estimates.**

**Communications**

**F 4310** Cllr Baird updated members on the meeting of the Communications Sub-Committee, which was held earlier. (Minutes of the meeting are appended.)

**RESOLVED: noted.**

**F 4311** **RESOLVED: that enhancements to the Town Council's website by Jarrett & Lam (total £2,980 plus VAT), as recommended by the Communications Sub-Committee be approved.**

**F 4312 General Data Protection Regulations (GDPR)**

Data Protection Officer Alan Jones explained that the ICO had provided an overview of the Regulations in December, which in particular had clarified what was reasonable with regard to Subject Access Requests.

**F 4312)** He added that the data audit was still being completed.

**RESOLVED: noted**

**F 4313** **Town Meeting, 29 March 2019**

Members considered possible guest speakers to invite. (It was subsequently confirmed that RBBC Portfolio Holder Cllr Keith Foreman had agreed to be guest speaker and give a presentation on the Reigate and Banstead Development Management Plan.)

**RESOLVED: noted.**

**F 4314** **Risk Assessment**

**RESOLVED: that the Risk Assessment and Management Paper for 2018/2019, subject to two minor changes, be recommended for approval by Full Council on 12 February 2019.**

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

**F 4315** Cllr Olliver reported that he would continue to attend SSALC and Surrey ALC meetings in his new capacity as a Vice-President and would report back to members accordingly.

**RESOLVED: noted.**

**F 4316** It was agreed to call a meeting of the Standing Orders Sub-Committee (to include Cllr Olliver) to review the NALC 2018 Model Standing Orders and update the HTC Standing Orders to reflect any changes. Further changes to the NALC Standing Orders were likely as a result of GDPR.

**RESOLVED: that a meeting of the Standing Orders Sub-Committee be called.**

**F 4317** It was noted that Horley Town Council had been featured in the recent NALC Publication, "Points of Light 2019".

**RESOLVED: noted.**

**F 4318** The Head of Leisure advised that Finance Officer Judy Morgan would be attending a training session on VAT Essentials in February.

**RESOLVED: noted.**

**F 4319** **Council Offices – Electrical Five-Year Test, Inspection and Certification**

**RESOLVED: that the quotation for £927.02 plus VAT received from J Prior Electrical Contractors Ltd (JPEC Group) be approved.**

**F 4320 Use of Edmonds Hall as a Polling Station**

It was noted that the RBBC Electoral Services Manager had confirmed the use of the Edmonds Hall as a Polling Station on 2 May, for the agreed charge of £200.

**RESOLVED: noted.**

**F 4321 Charges for the hire of the Edmonds Hall for 2019/2020**

**RESOLVED: that no increases be levied. (Details are appended.)**

**Horley Edmonds Fund**

**F 4322** The Head of Leisure updated members regarding correspondence received from the Community Foundation for Surrey (CFS), in which the Grants Officer was encouraging the Town Council to award grants closer to £1,000 as these were more cost effective for groups to apply for. The Grants Officer had also added that views were being sought from donor funds awarding less than £10,000 a year, regarding awarding grants once a year, to encourage more strategic grant making. Members discussed the points raised. With regard to the level of grants awarded, Cllr Olliver pointed out that the Fund Agreement stated that grants of up to £1,000 be awarded. Members did not favour awarding grants only once per year. Cllr Powell believed that this could make grants harder to access and may eliminate deserving groups requiring urgent funding.

**RESOLVED: that these points be made to the CFS Grants Officer and a meeting with CFS representatives be requested.**

**F 4323** **RESOLVED: that receipt be noted of the Fund Holder Statement for the period 1 April 2018 – 31 December 2018 (A copy is appended.)**

**CCTV Cameras**

**F 4324** **RESOLVED: that the quotation of £150 plus VAT received from Innovation Fire & Security Ltd for a replacement camera on the Innes Pavilion be approved.**

**F 4325** The Clerk advised that the annual maintenance costs for all existing CCTV cameras would be £425 plus VAT, which was less than the previous provider had charged.

**RESOLVED: noted.**

**F 4326** **Quarterly Water Monitoring at Council Offices and Innes Pavilion**

**RESOLVED: that the quotation of £780 received from Water Environmental Treatment Ltd (W.E.T) be approved.**

**F 4327 Innes Pavilion Lease**

The Clerk advised that a draft five-year lease was currently being prepared by Newman's Solicitors for the tenant of the Innes Pavilion Clubhouse. The existing Licence to Occupy would be extended if necessary, whilst the lease was being finalised.

**RESOLVED: noted.**

**F 4328 Innes Pavilion Changing Rooms – Replacement Locks**

**RESOLVED: that recent expenditure of £1,910.96 plus VAT for fire compliant locks on the changing room doors be approved.**

**F 4329 Air Quality Monitoring Station, Michael Crescent**

**RESOLVED: that the request from RBBC Officer Leon Hibbs to retain an additional cabin at Michael Crescent Centenary Park until the end of June 2019 be approved.**

**F 4330 Possible Use of Michael Crescent Scout Hut by Susy Radio**

Alan Jones advised that the Structural Engineer was to carry out his survey of the building on 29<sup>th</sup> January and a report with his recommendations would follow.

**RESOLVED: noted.**

**F 4331 Insurance Reinstatement Cost Assessments**

**RESOLVED: that receipt be noted of the report from Barrett, Corp & Harrington Ltd.**

**F 4332 Community Infrastructure Levy (CIL)**

**RESOLVED: that receipt be noted of the Quarterly Report for the period 16/9/18 – 15/12/18**

**F 4333 Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the Residents' Forum on 28 January and visit to Greyhound Trust on 18 February.**

**F 4334 Items for Future Consideration**

**RESOLVED: that the provision of a Microphone/Speaker system for the Edmonds Hall be placed on the agenda for the next meeting of this Committee.**

Meeting closed at 8.50 pm Date of Next Meeting – 12 March 2019

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**November 2018**

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

Observations (Councillors)	Clerk's action
All OK	
Name: S. MARSHALL	Signature:
Signature: <i>S Marshall</i>	<i>Dr Walsh</i>
Name: R. J. DUNN	
Signature: <i>[Signature]</i>	
Date: 16/01/2019.	Date 16/1/19

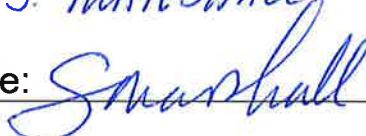
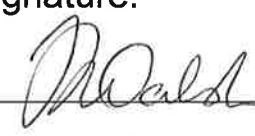

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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**December 2018**

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

Observations (Councillors)	Clerk's action
Name: S. MARSHALL	Signature:
Signature: 	
Name: R. J. OLLIVER	
Signature: 	
Date: 16/01/2019.	Date 18/1/19

### Horley Town Council

<b>Bank Reconciliation at 30/11/2018</b>		
Cash in Hand 01/04/2018		410,069.42
<b>ADD</b>		
Receipts 01/04/2018 - 30/11/2018		471,858.82
<b>SUBTRACT</b>		
Payments 01/04/2018 - 30/11/2018		881,928.24
<b>A Cash in Hand 30/11/2018 (per Cash Book)</b>		<b>496,042.12</b>
Cash in hand per Bank Statements		
Cash 30/11/2018	150.00	
HSBC Current 30/11/2018	22,706.55	
HSBC Deposit 30/11/2018	836.72	
HSBC Payroll 30/11/2018	12,229.95	
Barclays 10 Day 30/11/2018	0.00	
Nationwide Intl 30/11/2018	22,231.84	
Barclays Direct Access 30/11/2018	383.76	
FairFX Bank Debit Card 30/11/2018	653.18	
Handelsbanken 30/11/2018	436,850.12	
		<b>496,042.12</b>
Less unrepresented cheques As attached		0.00
		496,042.12
Plus unrepresented receipts As attached		0.00
<b>B Adjusted Bank Balance</b>		<b>496,042.12</b>
<b>A = B Checks out OK</b>		



# NOVEMBER 2018

12 December 2018 (2018 -2019)

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
202 Football Pitches	01/11/2018		HSBC Current		Football pitch hire	Horley Amateur FC	E	326.21	0.00	326.21
203 Edmonds Hall	03/11/2018		HSBC Current	9522	Hall Hire Fee	Various	E	80.00	0.00	80.00
204 Edmonds Hall Deposits	02/11/2018		HSBC Current		Hall Hire Fee	Various	E	100.00	0.00	100.00
205 Football Pitches	02/11/2018		HSBC Current	9520	Football pitch hire	Charwood Juniors	E	20.00	0.00	20.00
206 Horley/South & SE in Bloom	05/11/2018		HSBC Current		Flowers	Surrey County Council	E	2,500.00	0.00	2,500.00
207 Football Pitches	05/11/2018		HSBC Current		Football pitch hire	RH123 FC	S	120.54	24.11	144.65
208 Football Pitches	05/11/2018		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
209 Event Income	07/11/2018		HSBC Current	9510	Banner Display	Horley Cricket Club	E	30.00	0.00	30.00
210 Innes Pavilion	08/11/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
211 Utilities	08/11/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	50.00	0.00	50.00
212 Event Income	08/11/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
213 Langshott Allotments	10/11/2018		HSBC Current	9525	Allotment Rent	Various	E	35.00	0.00	35.00
214 Edmonds Hall	11/11/2018		HSBC Current	9515	Hall Hire Fee	Yoga - Charlotte Huggins	E	200.00	0.00	200.00
215 Football Pitches	12/11/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	135.89	0.00	135.89
216 Edmonds Hall	13/11/2018		HSBC Current	9516	Hall Hire Fee	Silver Moon Dancing	E	160.00	0.00	160.00
217 Saturday Market	13/11/2018		HSBC Current		Market Income	Various	E	20.00	0.00	20.00
218 Vat repayments	13/11/2018		HSBC Current		Vat Refund	HMRC	E	8,717.12	0.00	8,717.12
219 Edmonds Hall	13/11/2018		HSBC Current	9503	Hall Hire Fee	Art and Craft Class	E	105.00	0.00	105.00
220 Edmonds Hall	13/11/2018		HSBC Current	9498	Hall Hire Fee	RCCG Church	E	389.00	0.00	389.00
221 Edmonds Hall	13/11/2018		HSBC Current	9519	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
222 Edmonds Hall	13/11/2018		HSBC Current	9517	Hall Hire Fee	Art Class	E	164.00	0.00	164.00
223 Edmonds Hall	13/11/2018		HSBC Current	9512	Hall Hire Fee	Art and Craft Class	E	40.00	0.00	40.00
224 Edmonds Hall	13/11/2018		HSBC Current	9518	Hall Hire Fee	Art and Craft Class	E	105.00	0.00	105.00
225 Insurance	13/11/2018		HSBC Current		Insurance	WPS Insurance Ltd	E	186.57	0.00	186.57
226 Event Income	13/11/2018		HSBC Current	9524	Banner Display	Horley Infant School	E	20.00	0.00	20.00
227 Langshott Allotments	13/11/2018		HSBC Current	9330	Allotment Rent	Various	E	45.00	0.00	45.00
228 Football Pitches	15/11/2018		HSBC Current		Football pitch hire	Horley Town FC	E	122.85	0.00	122.85
229 Event Income	18/11/2018		HSBC Current	9526	Banner Display	Horley Methodist Church	E	20.00	0.00	20.00
230 Football Pitches	19/11/2018		HSBC Current	9521	Football pitch hire	Horley Athletic	E	20.00	0.00	20.00
231 Football Pitches	22/11/2018		HSBC Current		Football pitch hire	Battlebridge	E	60.00	0.00	60.00
232 Event Income	22/11/2018		HSBC Current	9528	Banner Display	Horley Baptist Church	E	40.00	0.00	40.00
233 Event Income	27/11/2018		HSBC Current	9529	Banner Display	Oakwood Sports Centre	E	120.00	0.00	120.00
234 Football Pitches	27/11/2018		HSBC Current		Football pitch hire	Battlebridge	E	100.00	0.00	100.00
235 Edmonds Hall	29/11/2018		HSBC Current	9497	Hall Hire Fee	Various	E	120.00	0.00	120.00
236 Langshott Allotments	29/11/2018		HSBC Current	9527	Allotment Rent	Various	E	20.00	0.00	20.00
237 Saturday Market	29/11/2018		HSBC Current		Market Income	Saturday Market	E	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
238 Football Pitches	29/11/2018		HSBC Current	9531	Football pitch hire	Horley Town FC U17's	E	20.00	0.00	20.00
239 Edmonds Hall	29/11/2018		HSBC Current	9513	Hall Hire Fee	RCCG Church	E	301.00	0.00	301.00
240 Bank Interest	30/11/2018		Handelsbanken		Bank interest	HANDELSBANKEN	E	130.26	0.00	130.26
241 Bank Interest	01/11/2018		Barclays Direct Access		Bank interest	Barclays	E	0.07	0.00	0.07
<b>Total</b>								<b>15,808.51</b>	<b>24.11</b>	<b>15,832.62</b>

# NOVEMBER 2018

12 December 2018 (2018 -2019)

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
393	01/11/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
394	01/11/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
395	01/11/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
396	01/11/2018		HSBC Current		Water Rates	SES BUSINESS WATER	Z	109.51	0.00	109.51
397	01/11/2018		HSBC Current		Water Rates	SES BUSINESS WATER	Z	44.33	0.00	44.33
398	01/11/2018		HSBC Current		Water Rates	SES BUSINESS WATER	Z	46.33	0.00	46.33
399	01/11/2018		HSBC Current		Water Rates	East Surrey Water	Z	41.53	0.00	41.53
400	01/11/2018		HSBC Current		Water Rates	SES WATER	Z	15.25	0.00	15.25
401	02/11/2018		HSBC Current	104388	Poppy Appeal	Royal British Legion	Z	250.00	0.00	250.00
402	02/11/2018		HSBC Current	104389	Poppy Wreath	Royal British Legion	Z	87.50	0.00	87.50
403	08/11/2018		HSBC Current		Telephone charges	BT	S	263.15	52.63	315.78
404	08/11/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
405	12/11/2018		HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
406	13/11/2018		HSBC Current		Bank charge	HSBC	Z	79.84	0.00	79.84
407	14/11/2018		HSBC Current		Horley in Bloom	Amethyst Horticulture	S	1,200.00	240.00	1,440.00
408	14/11/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
409	14/11/2018		HSBC Current		Grounds Maintenance	Burleys	S	817.44	163.49	980.93
410	14/11/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
411	14/11/2018		HSBC Current		Tree surgery	Heathlands Tree Care	S	833.33	166.67	1,000.00
412	14/11/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	426.70	85.34	512.04
413	14/11/2018		HSBC Current		Playground Equipment	Sutcliffe Play	S	5,505.60	1,101.12	6,606.72
414	14/11/2018		HSBC Current		Playground Equipment	Sutcliffe Play	S	5,988.82	1,197.76	7,186.58
415	19/11/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
416	20/11/2018		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	51.89	10.38	62.27
417	21/11/2018		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
418	22/11/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
419	23/11/2018		HSBC Current		Electricity supply	British Gas	L	256.79	12.83	269.62
420	26/11/2018		HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
421	26/11/2018		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
422	26/11/2018		HSBC Current		Playground repairs	HAGS-SMP Ltd	S	1,358.00	271.60	1,629.60
423	26/11/2018		HSBC Current		HR Services	HR Services Partnership	S	1,908.38	381.68	2,290.06
424	26/11/2018		HSBC Current		Website	Jarret & Lam Consulting	S	795.00	159.00	954.00
425	26/11/2018		HSBC Current		Maintenance & Replacement	L&C Installations	S	84.25	16.85	101.10
426	26/11/2018		HSBC Current		Consultancy	LG Business Consultation	E	1,458.40	0.00	1,458.40
427	26/11/2018		HSBC Current		Audit Fees	PFK Littlejohn	S	1,000.00	200.00	1,200.00
428	26/11/2018		HSBC Current		SalC Conference	SSALC Ltd	S	90.00	18.00	108.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
429	26/11/2018	Fire Equipment & H & S	HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	595.00	119.00	714.00
430	27/11/2018	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
431	27/11/2018	Langshott Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	250.00	50.00	300.00
432	27/11/2018	Church Rd Maintenance	HSBC Current		Skip Hire	Britannia Crest	S	250.00	50.00	300.00
433	27/11/2018	Buildings	HSBC Current		Gas boiler service	British Gas Commercial	S	103.79	20.76	124.55
434	27/11/2018	Grounds	HSBC Current		Grounds Maintenance	Burleys	S	131.00	26.20	157.20
435	27/11/2018	Pitches/Playgrounds	HSBC Current		Signage	KM Vinyl Graphics	Z	155.00	0.00	155.00
436	27/11/2018	Maintenance & Repairs	HSBC Current		Gas boiler service	Cowley Group	S	95.00	19.00	114.00
437	27/11/2018	Maintenance Contracts	HSBC Current		Telephone system maintenanc	Tritel Communications	S	250.00	50.00	300.00
438	27/11/2018	Edmonds Hall Deposits	HSBC Current		Refund	Horley Town Council	E	100.00	0.00	100.00
439	27/11/2018	Public Works Loan Board	HSBC Current		PWLB repayment	PWLB	E	17,131.56	0.00	17,131.56
440	30/11/2018	Bank charges	HSBC Current		Bank charge - debit card mach	SumUp	E	4.89	0.00	4.89
441	08/11/2018	IT	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	119.20	0.00	119.20
442	08/11/2018	IT	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	6.00	0.00	6.00
443	12/11/2018	Subscriptions & Licences	FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
444	16/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	E	23.85	0.00	23.85
445	16/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	2.90	0.58	3.48
446	16/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	2.46	0.49	2.95
447	16/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	Z	3.00	0.00	3.00
448	19/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	5.44	1.09	6.53
449	19/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	Z	79.55	0.00	79.55
450	28/11/2018	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	20.32	4.06	24.38
451	20/11/2018	IT	FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
452	28/11/2018	Net Salaries	HSBC Payroll		Salaries	Horley Town Council	E	6,131.11	0.00	6,131.11
<b>Total</b>								<b>53,920.45</b>	<b>5,499.24</b>	<b>59,419.69</b>

## Horley Town Council

<b>Bank Reconciliation at 31/12/2018</b>			
	Cash in Hand 01/04/2018		410,069.42
	<b>ADD</b>		
	Receipts 01/04/2018 - 31/12/2018		474,573.19
	<b>SUBTRACT</b>		
	Payments 01/04/2018 - 31/12/2018		429,892.81
<b>A</b>	<b>Cash in Hand 31/12/2018</b> (per Cash Book)		<b>454,749.80</b>
	Cash in hand per Bank Statements		
	Cash 31/12/2018	150.00	
	HSBC Current 31/12/2018	20,462.91	
	HSBC Deposit 31/12/2018	837.14	
	HSBC Payroll 31/12/2018	12,799.64	
	Barclays 10 Day 31/12/2018	0.00	
	Nationwide Intl 31/12/2018	22,231.84	
	Barclays Direct Access 31/12/2018	383.83	
	FairFX Bank Debit Card 31/12/2018	912.79	
	Handelsbanken 31/12/2018	396,971.65	
			<b>454,749.80</b>
	Less unrepresented cheques As attached		0.00
			454,749.80
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>454,749.80</b>
	<b>A = B Checks out OK</b>		

DECEMBER 2018

16 January 2019 (2018 -2019)

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
242	03/12/2018		HSBC Current		Football pitch hire	Horley Amateur FC	E	326.21	0.00	326.21
243	04/12/2018		HSBC Current	9542	Allotment Rent	Various	E	15.00	0.00	15.00
244	04/12/2018		HSBC Current	9540	Football pitch hire	Charwood Juniors	E	40.00	0.00	40.00
245	04/12/2018		HSBC Current	9533	Hall Hire Fee	Hobgoblin Theatre Group	E	70.00	0.00	70.00
246	05/12/2018		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
247	06/12/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
248	06/12/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	50.00	0.00	50.00
249	06/12/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
250	06/12/2018		HSBC Current	9543	Football pitch hire	RH123 FC	E	16.05	0.00	16.05
251	10/12/2018		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	135.89	0.00	135.89
252	17/12/2018		HSBC Current	9501 / 9537	Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
253	17/12/2018		HSBC Current	9510	Banner Display	Horley Cricket Club	E	30.00	0.00	30.00
254	17/12/2018		HSBC Current		Market Income	Various	E	20.00	0.00	20.00
255	18/12/2018		HSBC Current	9538	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
256	18/12/2018		HSBC Current	9539	Hall Hire Fee	Art Class	E	205.00	0.00	205.00
257	18/12/2018		HSBC Current	9541	Allotment Rent	Various	E	35.00	0.00	35.00
258	18/12/2018		HSBC Current	9532	Photocopying - copies	Court Lodge Residents Assoc	S	63.00	12.60	75.60
259	18/12/2018		HSBC Current	9538	Wayleaves	UK Power Networks	E	8.60	0.00	8.60
260	19/12/2018		HSBC Current	9545	Banner Display	Slimming World	E	90.00	0.00	90.00
261	20/12/2018		HSBC Current	9546	Banner Display	Oakwood Sports Centre	E	150.00	0.00	150.00
262	27/12/2018		HSBC Current	9544	Banner Display	YMCA Reigate & Redhill	E	40.00	0.00	40.00
263	31/12/2018		Handelsbanken		Bank Interest	HANDELSBANKEN	E	121.53	0.00	121.53
264	03/12/2018		Barclays Direct Access		Bank Interest	Barclays	E	0.07	0.00	0.07
265	07/12/2018		HSBC Deposit		Bank interest	HSBC	E	0.42	0.00	0.42
<b>Total</b>								<b>2,701.77</b>	<b>12.60</b>	<b>2,714.37</b>

# DECEMBER 2018

16 January 2019 (2018 -2019)

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
454	03/12/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
455	03/12/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
456	03/12/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
457	03/12/2018		HSBC Current		Gas supply	British Gas	L	165.92	8.29	174.21
458	03/12/2018		HSBC Current		Electricity supply	British Gas	L	316.38	15.81	332.19
459	05/12/2018		HSBC Current	104390	Flowers	Horley Flower Club	E	30.00	0.00	30.00
460	10/12/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
461	10/12/2018		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
462	10/12/2018		HSBC Current		Cleaning	Asbit	S	299.00	59.80	358.80
463	10/12/2018		HSBC Current		Christmas tree	J S Greenwood - Balcombe E	S	555.00	111.00	666.00
464	10/12/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
465	10/12/2018		HSBC Current		Bench	Earth Anchors Ltd	S	799.00	159.80	958.80
466	10/12/2018		HSBC Current		Fire Extinguisher Maintenance	Fire Protection Services Ltd	S	174.90	34.98	209.88
467	10/12/2018		HSBC Current		PAYE	HMRC	E	726.60	0.00	726.60
468	10/12/2018		HSBC Current		NIC Employee	HMRC	E	658.56	0.00	658.56
469	10/12/2018		HSBC Current		NIC Employer	HMRC	E	757.34	0.00	757.34
470	10/12/2018		HSBC Current		Domain Authentication	In Touch CRM (Eazy Collect)	S	100.00	20.00	120.00
471	10/12/2018		HSBC Current		Air Conditioning Maintenance	RSI Aircon Ltd	E	108.00	0.00	108.00
472	10/12/2018		HSBC Current		Maintenance & Repairs	Surrey Pension Fund	E	1,372.07	0.00	1,372.07
473	10/12/2018		HSBC Current		SCC Pension Employer	Surrey Pension Fund	E	535.27	0.00	535.27
474	10/12/2018		HSBC Current		SCC Pension Employee	Surrey Pension Fund	E	21.27	4.25	25.52
475	11/12/2018		HSBC Current		CCTV Broadband	Zen Internet	S	65.08	0.00	65.08
476	13/12/2018		HSBC Current		Bank charges	HSBC	Z	29.50	5.90	35.40
477	17/12/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
478	20/12/2018		HSBC Current		Cleaning	Asbit	S	586.49	117.30	703.79
479	20/12/2018		HSBC Current		Playground Inspections	Bennetts Builders Ltd	S	2,788.00	557.60	3,345.60
480	20/12/2018		HSBC Current		Football Pavillion Cleaning	Bennetts Builders Ltd	S	983.40	196.68	1,180.08
481	20/12/2018		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	340.00	68.00	408.00
482	20/12/2018		HSBC Current		Buildings	Bennetts Builders Ltd	S	1,964.96	392.99	2,357.95
483	20/12/2018		HSBC Current		Buildings and Grounds	Bennetts Builders Ltd	S	1,868.90	373.78	2,242.68
484	20/12/2018		HSBC Current		Playground Repairs	Bennetts Builders Ltd	S	1,151.56	230.31	1,381.87
485	20/12/2018		HSBC Current		Memorial Gardens	Bennetts Builders Ltd	S	460.00	92.00	552.00
486	20/12/2018		HSBC Current		Maintenance & Repairs	Bennetts Builders Ltd	S	797.08	159.42	956.50
487	20/12/2018		HSBC Current		Langshott Allotments	Bennetts Builders Ltd	S	10.00	2.00	12.00
488	20/12/2018		HSBC Current		Pitches/Playgrounds	Burleys	S	1,200.00	240.00	1,440.00
489	20/12/2018		HSBC Current		Maintenance Contracts	Constant Hygiene	S	225.00	45.00	270.00
490	20/12/2018		HSBC Current		Office Supplies & Equipment	Don Ruffles Ltd.	S	26.12	5.22	31.34

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
491 PAYE	20/12/2018		HSBC Current		PAYE	HMRC	E	717.60	0.00	717.60
492 NI Employee	20/12/2018		HSBC Current		NI Employee	HMRC	E	766.92	0.00	766.92
493 NI Employer	20/12/2018		HSBC Current		NI Employer	HMRC	E	881.96	0.00	881.96
494 Legal and professional fees	20/12/2018		HSBC Current		HR Services	HR Services Partnership	S	945.00	189.00	1,134.00
495 Website	20/12/2018		HSBC Current		Website	Jarret & Lam Consulting	S	190.00	38.00	228.00
496 Legal and professional fees	20/12/2018		HSBC Current		Consultancy	LG Business Consultation	E	963.00	0.00	963.00
497 Office Supplies & Equipment	20/12/2018		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	59.00	11.80	70.80
498 SCC Pension Employee	20/12/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
499 Security Patrols	20/12/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	406.70	81.34	488.04
500 SCC Pension Employer	20/12/2018		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,584.27	0.00	1,584.27
501 SCC Pension Employee	20/12/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	606.52	0.00	606.52
502 Photocopying	21/12/2018		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	25.84	5.17	31.01
503 Maintenance Contracts	21/12/2018		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
504 IT	24/12/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
505 Utilities	24/12/2018		HSBC Current		Gas supply	British Gas	L	255.25	12.75	268.00
506 Utilities	28/12/2018		HSBC Current		Telephone charges	BT	S	119.75	23.95	143.70
507 Bank charges	31/12/2018		HSBC Current		Bank charge - debit card mact	SumUp	Z	1.18	0.00	1.18
508 Net Salaries	21/12/2018		HSBC Payroll		Salaries	Horley Town Council	Z	7,630.31	0.00	7,630.31
509 Staff Training	03/12/2018		FairFX Bank Debit Car		Staff Training	CLPD	S	4.17	0.83	5.00
510 Courier & Postage	06/12/2018		FairFX Bank Debit Car		Courier	Courier Express Ltd	S	46.60	9.32	55.92
511 Subscriptions & Licences	10/12/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
512 Subscriptions & Licences	10/12/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	47.00	0.00	47.00
513 Subscriptions & Licences	10/12/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
514 Subscriptions & Licences	10/12/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	72.20	0.00	72.20
515 IT	20/12/2018		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	Z	8.32	0.00	8.32
516 Office Supplies & Equipment	19/12/2018		FairFX Bank Debit Car		Flowers	Sweetpea Florist	Z	35.00	0.00	35.00
<b>Total</b>								<b>39,467.49</b>	<b>4,164.20</b>	<b>43,631.69</b>



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

Cost Centre								
PRECEPT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	351,333.00	351,333.00					
<b>SUB TOTAL</b>		<b>351,333.00</b>	<b>351,333.00</b>					
Cost Centre								
INCOME		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	1,282.04	532				532
3	Section 136 LGA	36,000.00	36,827.00	827				827
5	Devolved Powers	1,700.00		-1,700				-1,700
6	Council Tax Support Grant	5,210.00	5,210.00					
141	CIL		2,686.20	2,686				2,686
<b>SUB TOTAL</b>		<b>43,660.00</b>	<b>46,005.24</b>	<b>2,345</b>				<b>2,345</b>
Cost Centre								
LETTINGS AND RENT		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	15,000.00	8,944.00	-6,056				-6,056
8	Football Pitches	10,000.00	4,397.49	-5,603		416.04	-416	-6,019
9	Church Rd Allotments	3,300.00	95.00	-3,205				-3,205
10	Langshott Allotments	3,500.00	3,875.00	375		30.00	-30	345
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	6,939.00	-2,061				-2,061
13	Saturday Market		330.00	330				330
14	Event Income	6,000.00	5,670.00	-330				-330
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits		200.00	200		100.00	-100	100
17	Football Pitch Deposits		413.16	413		50.00	-50	363
<b>SUB TOTAL</b>		<b>47,271.00</b>	<b>30,863.65</b>	<b>-16,407</b>		<b>596.04</b>	<b>-596</b>	<b>-17,003</b>
Cost Centre								
OFFICE EXPENDITURE		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				1,500.00	590.06	910	910
20	Courier & Postage				400.00	179.41	221	221
21	Office Supplies & Equipment		64.49	64	1,600.00	1,096.96	503	568
22	Photocopying	50.00	702.50	653	4,500.00	2,826.19	1,674	2,326
23	IT		20.00	20	6,000.00	4,282.30	1,718	1,738
24	Website				2,000.00	650.00	1,350	1,350
25	Communications		35.00	35	1,800.00	884.15	916	951
26	Environment Campaign							
<b>SUB TOTAL</b>		<b>50.00</b>	<b>821.99</b>	<b>772</b>	<b>17,800.00</b>	<b>10,509.07</b>	<b>7,291</b>	<b>8,063</b>
Cost Centre								
SALARIES AND PENSIONS		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				90,000.00	55,877.89	34,122	34,122
31	PAYE				12,000.00	7,151.20	4,849	4,849
32	NI Employee				11,000.00	6,602.69	4,397	4,397
33	NI Employer				12,000.00	7,387.36	4,613	4,613
34	SCC Pension Employee				12,600.00	9,770.38	2,830	2,830
35	SCC Pension Employer				22,000.00	12,708.47	9,292	9,292
<b>SUB TOTAL</b>					<b>159,600.00</b>	<b>99,497.99</b>	<b>60,102</b>	<b>60,102</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	2,436.68	563	563	
39	Cleaning of hall and office				8,500.00	9,001.65	-502	-502	
40	Utilities				5,000.00	3,855.44	1,145	1,145	
41	Rates				4,500.00	749.24	3,751	3,751	
42	Maintenance Contracts				2,600.00	660.23	1,940	1,940	
43	Window Cleaning				600.00	220.00	380	380	
44	Security Alarm system								
45	Fire Equipment & H & S				1,060.00	1,472.85	-413	-413	
46	Market rates and utilities								
<b>SUB TOTAL</b>					<b>25,260.00</b>	<b>18,396.09</b>	<b>6,864</b>	<b>6,864</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	19,544.96	0	0	
51	Bank charges				1,350.00	914.39	436	436	
52	Insurance		186.57	187	7,500.00	7,071.42	429	615	
53	Legal and professional fees				19,500.00	22,121.14	-2,621	-2,621	
54	Audit fees				2,200.00	1,804.00	396	396	
55	Subscriptions & Licences		2,917.11	2,917	6,800.00	9,204.20	-2,404	513	
56	Advertising								
57	Newsletter				400.00		400	400	
58	Town Guide				500.00		500	500	
59	Presentation Badges								
60	Election Expenses								
61	QPS								
62	Chairman's Allowance				400.00	370.00	30	30	
63	Cllr Expenses				250.00	45.17	205	205	
64	Cllr Training				750.00	215.00	535	535	
65	Staff Expenses				500.00	22.20	478	478	
66	Staff Training				1,000.00	204.17	796	796	
137	Langshott Legal fees								
138	Gatwick Consultancy								
142	GDPR				3,000.00	2,844.90	155	155	
<b>SUB TOTAL</b>			<b>3,103.68</b>	<b>3,104</b>	<b>63,695.00</b>	<b>64,361.55</b>	<b>-667</b>	<b>2,437</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	37,472.50	12,528	12,528	
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700	
72	Playground Inspections				8,300.00	6,261.00	2,039	2,039	
73	Playground Repairs				5,000.00	2,979.46	2,021	2,021	
74	Parks Furniture				2,500.00	799.00	1,701	1,701	
75	Signage				1,600.00	110.00	1,490	1,490	
76	Pest Control				550.00		550	550	
77	Tree Surgery				13,500.00	10,458.33	3,042	3,042	
125	Project Expenditure								
126	Himalayan Balsam								
<b>SUB TOTAL</b>					<b>83,150.00</b>	<b>58,080.29</b>	<b>25,070</b>	<b>25,070</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	1,841.35	1,659	1,659
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA							
82	Footpaths & Car park							
123	Grounds		8.60	9	2,000.00	829.40	1,171	1,179
	<b>SUB TOTAL</b>		<b>8.60</b>	<b>9</b>	<b>7,000.00</b>	<b>2,670.75</b>	<b>4,329</b>	<b>4,338</b>

**Cost Centre COURT LODGE/INNES PAVILION**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				69,000.00	72,458.00	-3,458	-3,458
87	Buildings				6,000.00	5,506.14	494	494
88	Utilities		750.00	750	2,500.00	1,845.04	655	1,405
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,050.00	1,516.10	534	534
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0
130	Refurbishment							
131	Maintenance Contracts				820.00	701.33	119	119
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>750.00</b>	<b>750</b>	<b>98,877.00</b>	<b>96,745.73</b>	<b>2,131</b>	<b>2,881</b>

**Cost Centre MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilities				700.00	551.47	149	149
121	Buildings and Grounds				1,550.00	13,783.32	-12,233	-12,233
140	Scout Hut Demolition							
	<b>SUB TOTAL</b>				<b>2,250.00</b>	<b>14,334.79</b>	<b>-12,085</b>	<b>-12,085</b>

**Cost Centre EMLYN MEADOWS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	52.00	448	448
	<b>SUB TOTAL</b>				<b>500.00</b>	<b>52.00</b>	<b>448</b>	<b>448</b>

**Cost Centre ALLOTMENTS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance		4,518.38	4,518		1,230.77	-1,231	3,288
97	Church Rd Maintenance				1,700.00	250.00	1,450	1,450
98	Church Rd Utilities				450.00	325.71	124	124
99	Langshott Utilities				900.00	30.50	870	870
	<b>SUB TOTAL</b>		<b>4,518.38</b>	<b>4,518</b>	<b>3,050.00</b>	<b>1,836.98</b>	<b>1,213</b>	<b>5,731</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	9,976.11	-1,476	-2,001
101	Horley/South & SE in Bloom		3,040.96	3,041	2,100.00	1,495.40	605	3,646
102	Christmas				1,900.00	555.00	1,345	1,345
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>3,515.96</b>	<b>2,516</b>	<b>12,500.00</b>	<b>12,026.51</b>	<b>473</b>	<b>2,989</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	3,580.60	-981	-981
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	722.43	158	158
<b>SUB TOTAL</b>					<b>8,080.00</b>	<b>4,303.03</b>	<b>3,777</b>	<b>3,777</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	6,200.00	-200	-200
112	Cllr Initiative grants							
113	Other Grants					437.50	-438	-438
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>6,637.50</b>	<b>363</b>	<b>363</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>440,920.50</b>	<b>-2,394</b>	<b>488,762.00</b>	<b>390,048.32</b>	<b>98,714</b>	<b>96,320</b>
<b>V.A.T.</b>		<b>33,652.69</b>			<b>39,844.49</b>		
<b>GROSS TOTAL</b>		<b>474,573.19</b>			<b>429,892.81</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 22 January 2019 at 6.30 pm

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

**In Attendance** Joan Walsh (JW) -Town Clerk  
Alan Jones (AJ)  
Helen Maan (HM)

**1 Apologies and Reasons for Absence**

Apologies were received from Linda Mabbett (LM).

**2 Declarations of Interest**

James Baird declared that Jarret and Lam are clients of his company.

**3 Minutes of Previous Meeting (held on 20 November 2018)**

The minutes of the previous meeting were approved and no matters were raised.

**4 Data Protection Act and General Data Protection Regulations (GDPR)**

AJ explained that the ICO had recently provided an updated overview of the Data Protection Act; specifically, what is considered reasonable with regards to Subject Access Requests. HTC are now at the tail-end of the GDPR Action Plan with the main outstanding items being a tidy-up of information held on databases e.g. Outlook. JW added that the Council's Data Register would also be updated in line with its Retention of Documents Policy as this was a legal requirement.

**5 HTC e-Newsletter**

HM advised that there were currently just over 950 recipients for the eNewsletter following clarification of GDPR constraints. There is an open rate of 25% for the emails sent out.

It was noted that several residents used the community site 'Nextdoor' group. HM was asked to investigate the possibility of getting the HTC eNewsletter onto their site.

**Action: HM**

**6 HTC Website**

HM reported that the year to year comparison figures from Google Analytics showed that the 'Latest News' and 'What's On' sections of the website, have continued to show a growth in visits. Parks and the Policy Documents sections had also shown growth in visitor numbers. HM reported that the sizeable growth in traffic to the Policy Documents section was likely to be generated by office

staff updating its contents. HM was asked to investigate the possibility of removing HTC web visits from the figures.

**Action: HM**

**7. Town Guide**

HM reported that the Town Guides had been delivered by Royal Mail and it was also available as a link from the website. HTC had not received any negative comments from residents that data was incorrect.

**8. Other Communications Matters**

**i. To approve enhancements to the Town Council's website for recommendation to the Finance Committee.**

JW outlined Jarret & Lam's proposals for enhancements to the website. HM commented on the current problems that the changes would fix. MG questioned whether there was still a need to retain the Business Directory. HM advised that further advice had been taken on the matter since the last meeting and it was now felt that the Directory provided an enhanced web presence for Horley traders that raised their ranking in searches made by engines such as Google. It would therefore be investigated if entries on the Business Directory could be automatically be removed after one unless continuation of the business has been confirmed.

Following some discussion, it was agreed that, for a total cost of £2,980 plus VAT, the following recommendations be made to HTC website enhancements for consideration by the Finance Committee:

- Updates to Website Features (items 1 – 4)
- Design Updates Option 2 (item 6)
- Compliance and Content Integrity items (8 -9)

**ii. To receive an update on any other matters.**

MG suggested that a website page dedicated to Gatwick Airport business might be useful. HM to implement.

**Action: HM**

**9. Next Meeting**

The next meeting will take place on Tuesday, 12 March 2019, at 6:45 pm.

# HORLEY TOWN COUNCIL

**Edmonds Community Hall, Albert Rooms, 92 Albert Road, Horley RH6 7HZ**

The premises comprise a hall, approximately 22 ft x 40 ft, a fully fitted kitchen, full disabled access and 15 parking spaces. The building is in a residential area so some noise issues do apply. (Maximum hire = 60 People)

## SCALE OF HIRE CHARGES - Effective 1 April 2019

Session	Weekdays		Session	Saturday Whole Session	Sunday Whole Session
<b>Morning</b>	£			£	£
Up to 2 hours	<b>27.00</b> (regular)		9.00 – 14.00 hrs	<b>48</b> (regular)	<b>48</b> (regular)
Whole session	<b>35.00</b> (regular)			<b>32</b> (2 hrs regular)	<b>32</b> (2 hrs regular)
Ad Hoc Booking	<b>48.00</b> (ad hoc)			<b>80</b> (ad hoc)	<b>80</b> (ad hoc)
<b>Afternoon</b>	£				
Up to 2 hours	<b>27.00</b> (regular)		14.00 – 18.00 hrs	<b>48</b> (regular)	<b>48</b> (regular)
Whole session	<b>35.00</b> (regular)			<b>32</b> (2 hrs regular)	<b>32</b> (2 hrs regular)
Ad Hoc Booking	<b>48.00</b> (ad hoc)			<b>80</b> (ad hoc)	<b>80</b> (ad hoc)
<b>Evening</b>	£				
Up to 2 hours	<b>29.00</b> (regular)		18.00 – 23.30 hrs	<b>120</b>	<b>80</b>
Whole Session	<b>40.00</b> (regular)		Sundays:		
Ad Hoc Mon-Thur	<b>65.00</b> (ad hoc)		18.00 – 22.00 hrs		
Ad Hoc Friday	<b>90.00</b> (ad hoc)				
		<b>£15 for use of AV equipment (regular hirers)</b> <b>£25 for use of AV equipment (ad hoc hirers)</b>			

**Notes** Conferences with the use of AV equipment and conference tables - rates on application  
 Children's parties restricted to 0 – 12 yrs. Other Parties subject to prior discussion

## PENALTY CLEANING CHARGES

Service	Charge
<b>Cleaning, in accordance with Conditions of Hire, when the hirer has failed to observe conditions regarding the cleaning of the premises.</b>	<b>£20 per hour</b>
<b>Removal of Rubbish, in accordance with Conditions of Hire, when the hirer has failed to observe conditions regarding the removal of rubbish.</b>	<b>£10 per bag</b>

**A deposit of £100.00 is required at the time of booking for midweek events, and £150.00 is required for weekend events.** This is refundable provided that all hiring conditions have been observed and no damage has occurred. The Council reserves the right to vary the above charges at its discretion.



**Fund Holder Quarterly Statement**

**Report for the Period:** 01 April 2018 to 31 December 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 31 December 2018</b>			<b>£119,818.76</b>

Please note: Endowment valuations are updated annually on the 31<sup>st</sup> March

<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		£3,728.70	
Contribution to Community Foundation			£1,398.26
Grant Payments			£2,080.00
	<b>TOTAL</b>	<b>£3,728.70</b>	<b>£3,478.26</b>
<b>Balance available for grant making at 31 December 2018</b>			<b>£3,799.36</b>

**Statement of Grants Given**  
01 April 2018 to 31 December 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.
02/07/2018	Active Prospects	£300.00	'Future Prospects' Employability Programme for people with learning disabilities
06/08/2018	St Francis Church - Horley	£780.00	Refurbishment of toilets at a Church in Horley.
14/12/2018	St Bartholomew's Church - Horley	£500.00	To support the repair of the driveway inside the St Bart's New Churchyard.
<b>4 grants given to the value of £2,080.00</b>			