

**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 November 2016, at 7.30 pm

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

**In Attendance:** A Jones – Town Clerk  
C Fenton – Deputy Town Clerk  
R Cavanagh – RFO

**F 3928 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Baker, Jackson and Mabbett be accepted, for reasons as specified in the attendance register.***

**F 3929 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

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

***RESOLVED: noted.***

**F 3930 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

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**F 3931 Approval of Minutes  
Finance & General Purposes Committee, 27 September 2016**

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

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

## Audit Matters

**F 3932** **RESOLVED: that the Councillors' Audit Certificate for September 2016 and Clerk's responses, where applicable, be received. (A copy is appended.)**

**F 3933** **RESOLVED: that the Internal Auditor's Report (Interim Report no 1, 2016-2017) and Clerk's responses, where applicable, be received. (A copy is appended.)**

**F 3934** **Financial Reports for September 2016:**

**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 £190,818.19 plus VAT (£191,122.39) (Includes Precept of £157,941, Section 136 Agreement payment of £17,700 and Council Tax Support Grant of £7,815)**
- iv) Payments List totalling £17,246.27 plus VAT (£17,701.43))**

## Communications

**F 3935** Cllr Baird updated members on a recent meeting of the Communications Sub-Committee, notes of which are appended.

**RESOLVED: noted**

**F 3936** The Clerk advised that the survey regarding the possible café at Horley Rec had generated an increase in subscribers to the e newsletter (now around 1,400). It was hoped that there might be up to 500 responses to the survey before it closed at the end of November.

**RESOLVED: noted.**

**F 3937** **RESOLVED: that the Communications Strategy and Policies (subject to minor changes agreed at this meeting) be recommended for approval at the Full Council Meeting on 13 December 2016.**

**F 3938** **Borough Standards Committee**

There were no updates to report.

**RESOLVED: noted.**

**F 3939** **Horley Town Guide 2017**

It was noted that the final proof of the Town Guide had now been approved for printing and distribution.

**F 3939)      *RESOLVED: noted.***

**Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**

**F 3940**      It was noted that Cllrs Olliver and George had recently attended the Surrey ALC AGM and Conference, where Cllr Olliver had been re-elected as Chairman. Cllr Olliver added that he had also attended the NALC Annual Meeting in Birmingham where there had been a unanimous vote to support a motion opposing the Government's proposals to extend Council Tax Referendum principles to any parish and town councils.

***RESOLVED: noted.***

**F 3941**      The Clerk reported that he had attended the recent Clerk's Networking Day, where a large number of topics had been covered.

***RESOLVED: noted.***

**F 3942**      The Clerk added that he was seeking clarification on the update he had received regarding the Town Council's application for the Quality Award of the Local Council Award Scheme.

***RESOLVED: noted.***

**F 3943      **Renewal of IT Support****

Members considered the quotation from Micro Maintenance to renew the IT Support Contract at an annual cost of £2,079 plus VAT (an increase of 5% from the previous year). The Clerk explained to members that he had sought alternative quotations, however none of these would include site visits or support for Members, both of which were included in the Micro Maintenance quotation.

***RESOLVED: that the renewal of the IT Support Agreement with Micro Maintenance, at an annual cost of £2,079 plus VAT be approved.***

**F 3944      **Telephone System Maintenance Contract****

***RESOLVED: that the quotation from Tritel Communications for a 12 Months Full System Maintenance Contract, at an annual cost of £225 plus VAT, be approved.***

**F 3945      **Innes Pavilion – Renewal of Tenancy Agreement****

***RESOLVED; that the renewal of the Agreement between Horley Town Council and the proprietor of Fuzion Martial Arts, at a discounted rate of £9,000 per annum, be approved.***

**F 3946      Banners on Railings, Horley Recreation Ground –  
Regulations and Charges**

***RESOLVED: that the following be approved:***

- i)    Banner applications from Non-Commercial organisations to be charged at a rate of £10 per week from January 2017.***
- ii)   Banner applications from Commercial organisations to be charged at a rate of £20 per week from January 2017.***
- iii)  No banners to be permitted advertising any form of recruitment.***
- iv)   Maximum banner sizes to be agreed.***

**F 3947      Planting of Centenary Oak in Memorial Gardens**

The Clerk updated members on correspondence sent to the Royal British Legion (Horley Branch) regarding the possible planting of a Centenary Oak Tree in the Memorial Gardens to commemorate the centenary of the Battle of Jutland and the Battle of the Somme. The Deputy Clerk advised that Burleys would be prepared to plant a tree at no additional cost and had suggested that a wild flower meadow be planted around the tree, whilst it was still young. It had been suggested that the tree be planted close to the line of benches in the Memorial Gardens. Members were of the opinion that the area around the War Memorial should be left as open as possible. Concern was also expressed that an oak tree would ultimately grow very large and dominate an area the size of the Memorial Gardens. Following discussion the following was resolved:

***RESOLVED:***

- i)    that the applicant be informed that, whilst members support the planting of a Memorial Tree in the Memorial Gardens, an alternative species be considered for this particular site.***
- ii)   that Horley Town Council, in consultation with Burleys, the Grounds Maintenance Contractor, decide the exact location of any agreed Memorial Tree.***

**F 3948      Diary Dates**

***RESOLVED: that upcoming events be noted, in particular the HATs Christmas Fayre on 10 December and Town Centre Carol Service and Hospitality on 17 December.***

**F 3949      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 3950**

**Budget and Precept 2017/2018**

**CONFIDENTIAL**

Members agreed Estimates and Precept for 2017/2018, for recommendation to Full Council on 13 December 2016.

**Meeting Closed at 8.55 pm.**

**Date of Next Meeting: 17 January 2017**


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

September 2016

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

Observations (Councillors)	Clerk's action
ALL IN ORDER	
NO CONCERNS	
DUPLICIES	
Name: M GEORGE	Signature:
Signature: 	
Name:	
Signature:	
Date: 16/11/16	Date

**HORLEY TOWN COUNCIL**

**INTERNAL AUDIT 2016-2017**

**INTERIM REPORT NO.1**

I visited the Town Council Office on 2nd November 2016 to commence the Internal Audit process for the year 2016-2017. A second visit will be made early in 2017 to continue the process, concentrating particularly on the budget process, payment and income procedures, and risk management. A final visit to complete the Annual Return will be made in April 2017.

The comments below are in the order of the headings in Section 4 of the Annual Return.

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 30<sup>th</sup> September 2016.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for hall improvements should be completely repaid in November 2018.

B. **FINANCIAL REGULATIONS**

Standing Orders are reviewed annually and broadly follow the latest NALC model. Financial Regulations have been drawn up based on the NALC model, and whilst Council adopts European regulations for procurement, a further revision to Financial Regulations awaits publication of an up-to-date NALC version.

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

C. **RISK MANAGEMENT**

To be considered in full 2017.

Council will consider an increase in Fidelity cover from £500k.at next insurance renewal.

#### **D. BUDGET & PRECEPT**

The Budget process for 2017-2018, with projections for a further three years, has commenced, and the full process will be considered at next visit. Options for budget setting, including use of Reserves, were discussed, against a background of unknown factors such as Council Tax Base, impact of Business Rates (potential 200% increase), and pension fund contributions. RFO is aware of the salary scale increases already agreed for April 2018.

#### **E. INCOME**

To be considered.

#### **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. However, little use is now made of the cash facility, as Council now uses a pre-paid debit card loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

#### **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 recent SCP and hours enhancements have been correctly implemented, as have scale increases for two members of staff.

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

Training records are kept, and a staff appraisal scheme with measurable objectives is in place.

Members Allowance scheme has not been adopted, although this is being considered currently.

#### **H. ASSETS & INVESTMENTS**

The Asset Register was updated in March 2016 in line with recommendations made last year, and is a comprehensive document detailing acquisition cost, disposal details, insurance values, and provision for physical check by members.

#### **I. BANK RECONCILIATIONS**

To be considered.

#### **J. YEAR END ACCOUNTS**

To be considered.



**K. TRUSTEESHIP**

N/A

**OTHER ITEMS**

An updated Business Plan was adopted at the Annual Town Meeting in Spring 2016.

All Council policies were revised April 2016. These include Social Networking, Equalities, Complaints, and Health & Safety policies.

Data protection registration is up to date

Paul Hartley  
Internal Auditor  
2nd November 2016

### Horley Town Council

<b>Bank Reconciliation at 30/09/2016</b>			
	Cash in Hand 01/04/2016		326,187.14
	<b>ADD</b>		
	Receipts 01/04/2016 - 30/09/2016		419,188.64
	<b>SUBTRACT</b>		
	Payments 01/04/2016 - 30/09/2016		208,974.72
<b>A</b>	<b>Cash in Hand 30/09/2016</b> (per Cash Book)		<b>536,401.06</b>
Cash in hand per Bank Statements			
	Cash 30/09/2016	150.00	
	HSBC Current 30/09/2016	25,333.21	
	HSBC Deposit 30/09/2016	835.82	
	HSBC Payroll 30/09/2016	176.72	
	Barclays 10 Day 30/09/2016	462,174.24	
	Nationwide Intl 30/09/2016	21,804.69	
	Barclays Direct Access 30/09/2016	25,663.43	
	FairFX Corporate Bank (Debit Card) 30/09/2016	470.45	
			<b>536,608.56</b>
	Less unrepresented cheques As attached		207.50
			536,401.06
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>536,401.06</b>
<b>A = B Checks out OK</b>			

**Horley Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 30/09/2016)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
370	20/09/2016	104365	Donation	87.50	HSBC Current
371	22/09/2016	104366	HIB Awards	120.00	HSBC Current
			<b>Total-----</b>	<b>207.50</b>	

**Horley Town Council**  
**Summary of Receipts and Payments to 30/9/16**  
**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	315,882.00	315,882.00					
<b>SUB TOTAL</b>	<b>315,882.00</b>	<b>315,882.00</b>					

**Cost Centre INCOME**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2 Bank Interest	3,000.00	2,697.82	-302				-302
3 Section 136 LGA	35,400.00	35,400.00					
5 Devolved Powers							
6 Council Tax Support Grant	15,630.00	15,630.00					
<b>SUB TOTAL</b>	<b>54,030.00</b>	<b>53,727.82</b>	<b>-302</b>				<b>-302</b>

**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	8,205.81	-10,794				-10,794
8 Football Pitches	10,000.00	3,346.71	-6,653		329.75	-330	-6,983
9 Church Rd Allotments	3,200.00	615.00	-2,585		50.00	-50	-2,635
10 Langshott Allotments	3,500.00	3,733.00	233		45.00	-45	188
11 Bowls Club	251.00		-251				-251
12 Innes Pavilion	9,000.00	4,500.00	-4,500				-4,500
13 Saturday Market	1,500.00	1,180.00	-320				-320
14 Event Income	3,500.00	5,922.50	2,423		1,530.00	-1,530	893
15 Meeting Room	220.00	265.00	45				45
16 Edmonds Hall Deposits		550.00	550		250.00	-250	300
17 Football Pitch Deposits		300.00	300		200.00	-200	100
<b>SUB TOTAL</b>	<b>50,171.00</b>	<b>28,618.02</b>	<b>-21,553</b>		<b>2,404.75</b>	<b>-2,405</b>	<b>-23,958</b>

**Cost Centre OFFICE EXPENDITURE**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19 Stationery				2,000.00	1,342.02	658	658
20 Courier & Postage				400.00	179.00	221	221
21 Office Supplies & Equipment				1,000.00	936.62	63	63
22 Photocopying	80.00	81.00	1	4,500.00	1,540.25	2,960	2,961
23 IT				3,500.00	1,859.05	1,641	1,641
24 Website				2,000.00	620.00	1,380	1,380
25 Communications				1,800.00	741.94	1,058	1,058
26 Environment Campaign							
<b>SUB TOTAL</b>	<b>80.00</b>	<b>81.00</b>	<b>1</b>	<b>15,200.00</b>	<b>7,218.88</b>	<b>7,981</b>	<b>7,982</b>

**Cost Centre SALARIES AND PENSIONS**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30 Net Salaries				78,000.00	40,560.89	37,439	37,439
31 PAYE				22,000.00	11,215.20	10,785	10,785
32 NI Employee				3,800.00	2,156.15	1,644	1,644
33 NI Employer				9,300.00	5,171.22	4,129	4,129
34 SCC Pension Employee				10,200.00	4,318.90	5,881	5,881
35 SCC Pension Employer				39,000.00	16,024.70	22,975	22,975
<b>SUB TOTAL</b>				<b>162,300.00</b>	<b>79,447.06</b>	<b>82,853</b>	<b>82,853</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	1,679.70	1,320	1,320
39	Cleaning of hall and office				8,300.00	3,886.31	4,414	4,414
40	Utilities				4,600.00	1,732.41	2,868	2,868
41	Rates				1,900.00	1,135.05	765	765
42	Maintenance Contracts				2,000.00	610.00	1,390	1,390
43	Window Cleaning				450.00	165.00	285	285
44	Security Alarm system							
45	Fire Equipment & H & S				460.00	114.47	346	346
46	Market rates and utilities							
<b>SUB TOTAL</b>					<b>20,710.00</b>	<b>9,322.94</b>	<b>11,387</b>	<b>11,387</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	9,772.46	9,773	9,773
51	Bank charges		4.00	4	1,350.00	590.57	759	763
52	Insurance				7,100.00	6,928.22	172	172
53	Legal and professional fees				2,250.00		2,250	2,250
54	Audit fees				2,100.00	750.00	1,350	1,350
55	Subscriptions & Licences				6,000.00	5,786.67	213	213
56	Advertising							
57	Newsletter				250.00	114.00	136	136
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	448.60	-49	-49
63	Cllr Expenses				250.00	315.80	-66	-66
64	Cllr Training				750.00	125.00	625	625
65	Staff Expenses				500.00		500	500
66	Staff Training				1,000.00	180.00	820	820
137	Langshott Legal fees							
138	Gatwick Consultancy							
<b>SUB TOTAL</b>			<b>4.00</b>	<b>4</b>	<b>41,995.00</b>	<b>25,011.32</b>	<b>16,984</b>	<b>16,988</b>

#### Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,000.00	20,851.69	25,148	25,148
71	Contractors' Maint (Agency)					386.00	-386	-386
72	Playground Inspections				7,700.00	3,805.00	3,895	3,895
73	Playground Repairs				8,500.00	2,054.50	6,446	6,446
74	Litter Bins				400.00		400	400
75	Signage				1,500.00	35.00	1,465	1,465
76	Pest Control				520.00	20.00	500	500
77	Tree Surgery				7,000.00	4,931.00	2,069	2,069
125	Project Expenditure					2,565.00	-2,565	-2,565
126	Himalayan Balsam				500.00		500	500
<b>SUB TOTAL</b>					<b>72,120.00</b>	<b>34,648.19</b>	<b>37,472</b>	<b>37,472</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				4,500.00	3,911.84	588	588
80 Ornamental Gardens				1,500.00		1,500	1,500
81 Skatepark & MUGA				500.00		500	500
82 Footpaths & Car park							
123 Grounds		1,434.00	1,434	1,500.00	2,317.00	-817	617
<b>SUB TOTAL</b>		<b>1,434.00</b>	<b>1,434</b>	<b>8,000.00</b>	<b>6,228.84</b>	<b>1,771</b>	<b>3,205</b>

#### Cost Centre COURT LODGE/INNES PAVILION

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86 Football pitches/Grounds				1,000.00	1,369.94	-370	-370
87 Buildings				6,000.00	565.00	5,435	5,435
88 Utilities		411.83	412	2,500.00	894.58	1,605	2,017
89 Lease of land				1.00	1.00		
124 Football Pavillion Cleaning				2,025.00	746.20	1,279	1,279
127 Loans & Grants							
128 Roof							
129 Innes PWLB Repayment				14,718.00	7,359.06	7,359	7,359
130 Refurbishment							
131 Maintenance Contracts				770.00	318.65	451	451
132 Innes Communications				288.00	138.88	149	149
133 Rates				2,000.00		2,000	2,000
134 Security Patrols				1,500.00	324.00	1,176	1,176
135 Insurance							
139 Innes Cleaning							
<b>SUB TOTAL</b>		<b>411.83</b>	<b>412</b>	<b>30,802.00</b>	<b>11,717.31</b>	<b>19,085</b>	<b>19,497</b>

#### Cost Centre MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91 Rates & Utilities				686.00	391.99	294	294
121 Buildings and Grounds				1,550.00		1,550	1,550
140 Scout Hut Demolition				10,000.00		10,000	10,000
<b>SUB TOTAL</b>				<b>12,236.00</b>	<b>391.99</b>	<b>11,844</b>	<b>11,844</b>

#### Cost Centre EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	520.00	-20	-20
<b>SUB TOTAL</b>				<b>500.00</b>	<b>520.00</b>	<b>-20</b>	<b>-20</b>

#### Cost Centre ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance					115.00	-115	-115
97 Church Rd Maintenance				1,700.00	552.50	1,148	1,148
98 Church Rd Utilities				450.00		450	450
99 Langshott Utilities				900.00		900	900
<b>SUB TOTAL</b>				<b>3,050.00</b>	<b>667.50</b>	<b>2,383</b>	<b>2,383</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	1,050.00	50	7,000.00	8,694.71	-1,695	-1,645
101	Horley/South & SE in Bloom				2,100.00	1,437.42	663	663
102	Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>1,050.00</b>	<b>50</b>	<b>11,000.00</b>	<b>10,132.13</b>	<b>868</b>	<b>918</b>

**Cost Centre SECURITY**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	1,241.00	1,359	1,359
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	635.00	1,465	1,465
108	CCTV Broadband Connections					432.24	-432	-432
<b>SUB TOTAL</b>					<b>6,250.00</b>	<b>2,308.24</b>	<b>3,942</b>	<b>3,942</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	187.50	813	813
111	Churchyards				6,000.00	5,200.00	800	800
112	Cllr Initiative grants							
113	Other Grants							
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>5,387.50</b>	<b>1,613</b>	<b>1,613</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>421,163.00</b>	<b>401,208.67</b>	<b>-19,954</b>	<b>391,163.00</b>	<b>195,406.65</b>	<b>195,756</b>	<b>175,802</b>
<b>V.A.T.</b>		<b>17,979.97</b>			<b>13,568.07</b>		
<b>GROSS TOTAL</b>		<b>419,188.64</b>			<b>208,974.72</b>		

## Horley Town Council Sept 16 RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
227	01/09/2016	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	121.88	0.00	121.88
228	01/09/2016	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	124.75	0.00	124.75
229	01/09/2016	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	328.55	0.00	328.55
230	02/09/2016	L&A	HSBC Current	36	Horley Recreation Ground	Horley Carnival	S	1,434.00	286.80	1,720.80
231	02/09/2016	L&A	HSBC Current	36	Market Income	Saturday Market	Z	40.00	0.00	40.00
232	02/09/2016	L&A	HSBC Current		Football pitch hire	Horley Town FC U17's	S	87.00	17.40	104.40
233	02/09/2016	L&A	HSBC Current	35	Football pitch hire	Charlwood Village FC	Z	65.00	0.00	65.00
234	02/09/2016	L&A	HSBC Current	35	Edmonds Hall hire fee	Art Class	Z	205.00	0.00	205.00
235	05/09/2016	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	121.88	0.00	121.88
236	05/09/2016	L&A	HSBC Current		Banner Display	Active Prospects	Z	15.00	0.00	15.00
237	06/09/2016	L&A	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
238	08/09/2016	L&A	HSBC Current		Football pitch hire	Gatwick Albion FC	Z	100.88	0.00	100.88
239	08/09/2016	L&A	HSBC Current		Edmonds Hall hire fee	RCCG Church	Z	371.00	0.00	371.00
240	10/09/2016	L&A	HSBC Current		Banner Display	Slimming World	Z	30.00	0.00	30.00
241	13/09/2016	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	88.81	0.00	88.81
242	15/09/2016	L&A	HSBC Current		Edmonds Hall hire fee	Silver Moon Dancing	Z	200.00	0.00	200.00
243	19/09/2016	L&A	HSBC Current		Banner Display	Active Prospects	Z	45.00	0.00	45.00
244	20/09/2016	L&A	HSBC Current	37	Market Income	Saturday Market	Z	80.00	0.00	80.00
245	20/09/2016	L&A	HSBC Current	37	Edmonds Hall hire fee	Reigate Liberal	Z	29.00	0.00	29.00
246	20/09/2016	L&A	HSBC Current	37	Edmonds Hall hire fee	Art Class	Z	164.00	0.00	164.00
247	20/09/2016	L&A	HSBC Current	37	Edmonds Hall hire fee	Tai-Chi	Z	58.00	0.00	58.00
248	20/09/2016	L&A	HSBC Current	37	Football deposit	Horley AFC	Z	100.00	0.00	100.00
249	20/09/2016	L&A	HSBC Current	37	Event Income	Circus	Z	1,200.00	0.00	1,200.00
250	20/09/2016	F&GP	HSBC Current		Precept	Reigate & Banstead	E	157,941.00	0.00	157,941.00
251	20/09/2016	F&GP	HSBC Current		Section 136 Agreement	Reigate & Banstead	E	17,700.00	0.00	17,700.00
252	20/09/2016	F&GP	HSBC Current		Council Tax Support Grant	Reigate & Banstead	E	7,815.00	0.00	7,815.00
253	20/09/2016	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	243.76	0.00	243.76
254	27/09/2016	L&A	HSBC Current		Edmonds Hall deposit	Surrey County Council	Z	100.00	0.00	100.00
255	27/09/2016	L&A	HSBC Current		Edmonds Hall hire fee	Surrey County Council	Z	360.00	0.00	360.00
256	28/09/2016	L&A	HSBC Current		Electricity supply	Kickboxing - S Reynolds	Z	231.14	0.00	231.14
257	28/09/2016	L&A	HSBC Current		Electricity supply	Kickboxing - S Reynolds	Z	180.69	0.00	180.69
258	29/09/2016	L&A	HSBC Current		Football deposit	Horley Town FC U17's	Z	100.00	0.00	100.00
259	01/09/2016	F&GP	Barclays 10 Day		Interest	Barclays	E	380.65	0.00	380.65
260	01/09/2016	F&GP	Barclays Direct		Interest	Barclays	E	6.05	0.00	6.05
261	02/09/2016	F&GP	HSBC Deposit		Interest	HSBC	E	0.15	0.00	0.15



**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
								<b>190,818.19</b>	<b>304.20</b>	<b>191,122.39</b>
					<b>Total</b>					

### Horley Town Council Sept 16 PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
329	01/09/2016	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy	S	19.00	3.80	22.80
330	01/09/2016	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	190.00	0.00	190.00
331	01/09/2016	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	58.00	0.00	58.00
332	02/09/2016	F&GP	HSBC Current	DD	Photocopying	SOS Systems Ltd	S	219.96	43.99	263.95
333	05/09/2016	F&GP	HSBC Current	DD	Electricity supply	British Gas	L	360.86	18.04	378.90
334	05/09/2016	F&GP	HSBC Current	36004PG01Z69	Fire Extinguisher	Fire Protection Services	S	114.47	22.90	137.37
335	05/09/2016	L&A	HSBC Current	84784PG01G6G	Football Keyholder	Kickboxing - S Reynolds	Z	120.00	0.00	120.00
336	08/09/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
337	12/09/2016	L&A	HSBC Current	03624DND1QDX	Football deposit	Priory Old Boys Football	Z	100.00	0.00	100.00
338	12/09/2016	L&A	HSBC Current	03624DND1QDX	Football deposit	Priory Old Boys Football	Z	243.75	0.00	243.75
339	12/09/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
340	12/09/2016	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	24.88	0.00	24.88
341	15/09/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	X	43.66	0.00	43.66
342	16/09/2016	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	48.61	4.70	53.31
343	19/09/2016	F&GP	HSBC Current	DD	Cleaning	Asbit	S	106.88	21.38	128.26
344	19/09/2016	F&GP	HSBC Current	75624PU00HQ1	Cleaning	Asbit	S	184.38	36.88	221.26
345	19/09/2016	F&GP	HSBC Current	75624PU00HQ1	Repairs/Maintenance	Asbit	S	32.50	6.50	39.00
346	19/09/2016	F&GP	HSBC Current	75624PU00HQ1	Memorial Gardens	Asbit	S	140.00	28.00	168.00
347	19/09/2016	F&GP	HSBC Current	75624PU00HQ1	Cleaning	Asbit	S	141.32	28.26	169.58
348	19/09/2016	F&GP	HSBC Current	75624PU00HQ1	Repairs/Maintenance	Asbit	S	12.50	2.50	15.00
349	19/09/2016	F&GP	HSBC Current	80474PU023ZQ	Stationery	Don Ruffles Ltd.	S	72.96	14.59	87.55
350	19/09/2016	F&GP	HSBC Current	58274PU024MC	PAYE	HMRC	E	1,932.00	0.00	1,932.00
351	19/09/2016	F&GP	HSBC Current	58274PU024MC	NIC Employee	HMRC	E	391.68	0.00	391.68
352	19/09/2016	F&GP	HSBC Current	58274PU024MC	NIC Employer	HMRC	E	892.31	0.00	892.31
353	19/09/2016	F&GP	HSBC Current	85364AD01X5B	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
354	19/09/2016	F&GP	HSBC Current	13544PU000DR	Security Guard Patrol	Lion Security	S	35.00	7.00	42.00
355	19/09/2016	F&GP	HSBC Current	49824PU00JFV	Office supplies	Various	S	44.41	2.59	47.00
356	19/09/2016	F&GP	HSBC Current	03514PU004PR	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
357	19/09/2016	F&GP	HSBC Current	14084PU00M81	Keys	Seldons Locksmiths	S	22.50	4.50	27.00
358	19/09/2016	F&GP	HSBC Current	DD	Broadband	Zen Internet	S	29.50	5.90	35.40
359	22/09/2016	F&GP	HSBC Current	1257Q0007G6	Cleaning	Asbit	S	110.88	22.18	133.06
360	22/09/2016	F&GP	HSBC Current	1257Q0007G6	Cleaning	Asbit	S	126.02	25.20	151.22
361	22/09/2016	F&GP	HSBC Current	1257Q0007G6	Inspections	Asbit	S	32.50	6.50	39.00
362	22/09/2016	F&GP	HSBC Current	55034Q0006RG	Councillor expenses	Cllr M George	Z	84.15	0.00	84.15
363	22/09/2016	L&A	HSBC Current	24484Q01503	Tree surgery	Heathlands Tree Care	E	2,620.00	0.00	2,620.00
364	22/09/2016	L&A	HSBC Current	18664Q00EWW	Signage	KM Vinyl Graphics	E	35.00	0.00	35.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
365 Security Patrols	22/09/2016	F&GP	HSBC Current	186640000VEW	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
366 Security Patrols	22/09/2016	F&GP	HSBC Current	186640000VEW	Security Guard Patrol	Lion Security	S	54.00	10.80	64.80
367 Utilities	26/09/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	L	173.85	0.15	174.00
368 Horley/South & SE in	28/09/2016	L&A	HSBC Current	374394Q700NSA	HIB Awards	Horley Town Council	Z	500.00	0.00	500.00
369 Innes Communications	28/09/2016	F&GP	HSBC Current	DD	Telephone charges	BT	S	67.16	13.43	80.59
370 Grant Award Scheme	20/09/2016	F&GP	HSBC Current	104365	Donation	Royal British Legion	Z	87.50	0.00	87.50
371 Horley/South & SE in	22/09/2016	L&A	HSBC Current	104366	HIB Awards	Staywell Regent House	Z	120.00	0.00	120.00
372 IT	02/09/2016	F&GP	FairFX Corporate	DC	IT Software	Microsoft	S	7.00	1.40	8.40
373 IT	05/09/2016	F&GP	FairFX Corporate	DC	IT Software	IDrive	X	45.76	0.00	45.76
374 IT	09/09/2016	F&GP	FairFX Corporate	DC	IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
375 Horley/South & SE in	21/09/2016	L&A	FairFX Corporate	DC	HIB Hospitality	Waitrose	S	22.47	3.81	26.28
376 Horley/South & SE in	21/09/2016	L&A	FairFX Corporate	DC	HIB Awards	Amazon	S	43.30	8.66	51.96
377 Horley/South & SE in	21/09/2016	L&A	FairFX Corporate	DC	HIB Hospitality	Waitrose	Z	48.00	0.00	48.00
378 Horley/South & SE in	29/09/2016	L&A	FairFX Corporate	DC	HIB Awards	Haskins	Z	270.00	0.00	270.00
379 Net Salaries	28/09/2016	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,650.49	0.00	6,650.49
<b>Total</b>								<b>17,246.27</b>	<b>455.16</b>	<b>17,701.43</b>

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

Minutes of a Meeting of the above-named Sub-Committee held at the  
Town Council Offices, Albert Road, Horley 7 November 2016, at 1830 hrs

**Present** Cllrs James Baird, Chairman  
Mike George  
Adrian Kitajewski  
Helen Kitajewski  
Samantha Marshall  
Richard Olliver

**In Attendance** Alan Jones - Town Clerk

**1 Apologies and Reasons for Absence**

None

**2 Declarations of Interest**

None.

**3. Minutes of Previous Meeting**

Minutes of previous meeting of 30 August were approved

**4 Website**

Upgrades that had been previously approved to enhance smartphone access to the website were implemented on 4 November. These incorporated:

(i) responsive development to the current website which update the mobile section of the website.

(ii) responsive content reorganisation development

Google Analytics statistics will be available at the next meeting.

**4 eNewsletter**

Subscribers have steadily increased to 1,250 subscribers as a direct result of the café survey (899 subscribers on 30.8.16). The November edition is being drafted.

**5 Online survey**

The café survey was launched on 2 October using the module provided by InTouch Communications, the eNewsletter provider. This is running alongside a paper questionnaire. To date there have been 300 responses from local residents. Closing date is 30 November.

Reminders of the closing date will be made in the eNewsletter and social media.

**6 Town Guide 2017**

The draft of the 2017 issue was considered. Final proof will be sent to all Comms Sub-Committee members for approval (later: signed off on 16 November).

**7 Communications Strategy**

James and Alan prepared a draft of the **Communications Strategy & Policies** paper for consideration. This wide ranging paper followed considerable amount of research and information gathering. It was acknowledged that the proposals underpin HTC's aim to provide residents and interested parties with local information quickly and easily. A number of the proposals will have resourcing issues which are being considered separately by the Staff Sub-Committee. The Sub-Committee recommended that the paper be placed in its entirety before the F&GP meeting on 22 November to consider the next steps.

**8 Precept requirements 2017/18**

Alan reported that office computer hardware would need to be upgraded/replaced over the next 12 months. System performance of hardware now in its 5<sup>th</sup> year, coupled with the increasing usage of online systems, accounting software etc had deteriorated. The costs to upgrade hardware, subject to competitive tenders, are in the region of £3,000 and will be included in the 2017/18 draft budget when it is reviewed by F&GP.

**9 Training**

It was reported that Southwater PC are setting up social media training sessions using Recenseo as course provider. Southwater have offered any spare places to HTC. Training dates will be requested.

**10 Next Meeting**

The next meeting will take place at 6.30 pm on Tuesday 10 January 2017.

**HTC/Comms/AJJ**  
**14.11.2016**