

HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at
Regent House, Albert Road, Horley on Tuesday 29 June 2021 at 7.30 pm.

Present Cllrs Simon Marshall (in the Chair)

Hannah Avery	Jante Baird	Jordan Beech
Andy Dye	Mike George	Jerry Hudson
Adrian Kitajewski	Helen Kitajewski	Martin Saunders
Fiona Stimpson		

In Attendance J Walsh (Town Clerk)
J Morgan (Responsible Financial Officer {RFO})
C Fenton (Head of Leisure & Deputy Clerk)

C 5179 Appointment of Meeting Chairman

RESOLVED: *that, in the absence of the Council Chairman & Vice-Chairman, Cllr Simon Marshall be appointed to chair this meeting. (Proposed: Cllr Beech, seconded: Cllr Baird)*

C 5180 Apologies and Reasons for Absence

RESOLVED: *that the apologies of Cllrs Baker, Buttironi, Marr, Samantha Marshall, Phillips, Powell and Spencer be accepted, for reasons as specified in the attendance register.*

C 5181 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: *noted.*

C 5182 Election of Chairman of Leisure & Amenities Committee

RESOLVED: *that Cllr Simon Marshall be elected Chairman of the Leisure & Amenities Committee for the Municipal Year 2021/2022. (Proposed: Cllr George, seconded: Cllr Avery)*

C 5183 Election of Vice-Chairman of Leisure & Amenities Committee

RESOLVED: *that Cllr Fiona Stimpson be elected Vice-Chairman of the Leisure & Amenities Committee for the Municipal Year 2021/2022. (Proposed: Cllr Simon Marshall, seconded: Cllr Baird)*

C 5184 Election of Chairman of Finance & General Purposes Committee

RESOLVED: *that Cllr Helen Kitajewski be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2021/2022. (Proposed: Cllr George, seconded: Cllr Saunders)*

- C 5185** **Election of Vice-Chairman of Finance & General Purposes Committee**
- RESOLVED: that Cllr Jante Baird be elected Vice-Chairman of the Finance & General Purposes Committee for the Municipal Year 2021/2022. (Proposed: Cllr Simon Marshall, seconded: Cllr Beech)*
- C 5186** **Public Forum**
- No members of the public were present.
- RESOLVED: noted.*
- C 5187** **Annual Meeting of the Council, 4 May 2021**
- RESOLVED: that the minutes of the Annual Meeting of the Council held on 4 May 2021, including all confidential items, be approved.*
- C 5188** **Full Council Updates**
- The Clerk reported that, following the recent co-option of Cllr Andy Dye, his signed Declaration of Acceptance of Office and Declaration of Disclosable Pecuniary and Non-Pecuniary Interests had been duly received.
- RESOLVED: noted.*
- C 5189** **Committee Reports**
- RESOLVED: that the following reports be received:*
- i) Unapproved Minutes of the Finance & General Purposes Committee held on 30 March 2021.*
 - ii) Approved Minutes of the Planning & Development Committee held on 20 April 2021.*
 - iii) Approved Minutes of the Planning & Development Committee held on 18 May 2021.*
- Annual Audit for Year Ending 31 March 2021**
- C 5190** The Responsible Financial Officer reported that the unaudited Balance Sheet as at 31 March 2021 showed a General Reserve of £143,443.03, which was around £20,000 less than had been anticipated. She added that the Internal Auditor was satisfied that steps were being taken to address this matter.
- RESOLVED: that the Unaudited Balance Sheet as at 31 March 2021, the Income & Expenditure Account for 1 April 2020 to 31 March 2021 and the Reserves Statement as at 31 March 2021 be approved. (Copies are appended.)*
- C 5191** *RESOLVED: that the Annual Governance Statement 2020/2021 (Section 1 of the Annual Governance & Accountability Return) be approved. (A copy is appended to these minutes.)*
- C 5192** *RESOLVED: that the Accounting Statements 2020/2021 (section 2 of the Return) and the Annual Internal Audit Report 2020/2021 be approved. (Copies are appended to these minutes.)*

C 5193 The Finance Committee Chairman recorded her thanks for officers' hard work in preparing these detailed reports.

RESOLVED: noted.

C 5194 Internal Audit Matters

Members were updated on the recent Internal Audit Report, along with the responses from the Town Council. It was noted that this was the first report to be received from Mulberry & Co, who had been appointed as the Town Council's Internal Auditor at the start of this Financial Year. (Extracts from the Report, along with the HTC responses and a letter of thanks to Mulberry & Co are appended.)

RESOLVED: noted.

C 5195 Councillors' Audit Certificates for March, April, May 2021

RESOLVED: that the Councillors' Audit Certificates with officers' responses be approved. (Copies are appended.)

C 5196 Financial Reports for March 2021

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

- i) Bank Reconciliation**
- ii) Receipts List totalling £5,585 plus VAT (£5,610.14)**
- iii) Payments List totalling £71,044.36 plus VAT (£77,542.68)**
- iv) Summary of Receipts and Payments**

C 5197 Financial Reports for April 2021

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

- i) Bank Reconciliation**
- ii) Receipts List totalling £234,966.00 plus VAT (£234,980)
(includes Precept Payments from RBBC of £214,044.00 and £19,003.00)**
- iii) Payments List totalling £33,380.08 plus VAT (£35,916.18)**

C 5198 Financial Reports for May 2021

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

- i) Bank Reconciliation**
- ii) Receipts List totalling £34,094.87 plus VAT (£34,116.84)**
- iii) Payments List totalling £37,921.81 plus VAT (£40,128.30)**
- iv) Summary of Receipts and Payments**

C 5199 Horley Town Council & Reigate and Banstead Liaison Meeting

The Clerk updated members on the meeting of the HTC/RBBC Liaison Committee, which had been held virtually on 22 June 2021, chaired by the Borough Council Leader, Cllr Mark Brunt. Discussion had taken place regarding the Remembrance Parade in Horley and whether RBBC would be able to take full responsibility for this in 2021. RBBC had been put in touch with the Horley RBL Branch Secretary and RBBC officers would find out what arrangements were to be put in place for the Banstead

C 5199) Parade. RBBC agreed to continue to urge Surrey County Council to look at the total impact of traffic along the A23 as far as East Surrey Hospital, in the light of ongoing new developments. It was agreed that a meeting between HTC and the RBBC Member Sustainability Task Group be set up as soon as possible to discuss ongoing environmental projects. The proposed Horley Commercial Hub was discussed further. It was noted that there was a similar scheme in Caterham. Cost projections for fitting out the Horley site had been sent to RBBC. There were discussions about the Horley Business Park Supplementary Planning Document (SPD) and it was agreed that Cllr Biggs would give HTC an update. Cllr George had been concerned to hear that the delivery of the Horley Town Park might be dependant on the Business Park being developed. Cllr Biggs planned to discuss this with the Borough Leader. Initial discussion had taken place about the HTC/RBBC Double Taxation Agreement, due to expire on 31 March 2024. It was agreed to put together an updated itemised list of those areas where Horley residents were being charged twice. (Minutes of the meeting have been circulated to members.)

RESOLVED: noted.

C 5200 It was noted the next meeting of the HTC/RBBC Liaison Meeting would be held on 12 October 2021.

RESOLVED: noted.

C 5201 **Joint Meeting between County, Borough & Town Councillors, 25 June 2021**

Members were updated on the meeting, which had been held virtually the previous week. The Clerk explained that she had attended the meeting, along with Cllrs Lynch, Beech, Biggs, George and Samantha Marshall. Topics discussed had included highways matters, the Horley Business Park & Town Park, Your Fund Surrey and the Park Café. The next meeting was to take place on 27 August. (Notes of the June Meeting are appended.)

RESOLVED: noted.

C 5202 **Residents Forum Meetings**

Members considered the way forward for Residents Forum meetings. After some discussion it was agreed to set up a simple survey for local residents, seeking their preference for either an in-person, virtual or hybrid meeting. It was agreed to aim to hold a meeting in late September or early October.

RESOLVED: that the matter be re-considered at the Full Council meeting on 7 September.

C 5203 **County Association Update**

The Clerk told members that former Town Councillor Richard Olliver, now a Vice-President of the Surrey Association of Local Councils (Surrey ALC) had advised that he would be happy to give a briefing to HTC on the County Association, which was now operating independently from Sussex.

RESOLVED: noted.

Council Meetings 2021 - 2022

- C 5204 **RESOLVED: that the cancellation of the Leisure Committee Meeting on 25 May 2021 and the Finance Committee on 8 June 2021 (in the light of Remote Meetings no longer being permitted by Statute) be ratified.**
- C 5205 **RESOLVED: that the meeting of the Leisure Committee, scheduled for 6 July 2021 be moved to 27 July 2021 (beyond 19 July 2021, when the final easing of Coronavirus Restrictions are anticipated to be lifted).**
- C 5206 **RESOLVED: that the meeting of the Finance Committee, scheduled for 13 July 2021 be cancelled.**
- C 5207 **RESOLVED: that the revised Schedule of Meetings for 2021 – 2022 be approved (a copy is appended).**
- C 5208 **RESOLVED: that the Town Council's response to the "Local Authority Remote Meetings – Call for Evidence" Survey be ratified (a copy is appended).**

Horley Town Council Annual Report 2020/2021

- C 5209 **RESOLVED: that the 2020/2021 Annual Report be received.**
- C 5210 **RESOLVED: that production costs by MAD Ideas of £485 plus VAT be ratified.**
- C 5211 **Community Infrastructure Levy (CIL)**

Members noted receipt of the latest CIL Statement from Reigate & Banstead. The Clerk explained that, of the current funds received to date, £46,773.54 remained available, £23,785 having been spent on the refurbishment of the tennis courts. She added that a survey was to be issued, inviting local residents to suggest how CIL money might best be spent, details to be finalised at the September Full Council meeting.

RESOLVED: noted.

Town Council Insurance

- C 5212 Members were informed that, following the exit of HTC Insurer Royal Sun Alliance from the Local Authority market, WPS Insurers Brokers had undertaken a full scheme tender exercise and had moved the Council Guard scheme from Royal Sun Alliance to The Military Mutual Insurance Company.
- RESOLVED: noted.**
- C 5213 **RESOLVED: that the annual insurance premium from The Military Mutual insurance company, total premium of £6,918.38 including admin fee of £25 and separate Cyber Protection Policy of £390.23 be ratified.**

Café in the Park, Horley Recreation Ground

- C 5214 The Clerk reported on recent meetings with café tenants, The Farmyard Kitchen. She explained that correspondence had been sent to the tenants, reminding them of their obligations under the terms of their lease. Three designated car parking spaces had been marked out for the tenants. Members suggested that consideration be given to

- C 5214) monitoring the car park for cars parking there overnight.
- C 5215 **RESOLVED: noted.**
- C 5216 **RESOLVED: that the postponement of the formal opening of the Café and refurbished tennis courts until 11 September 2021 be ratified.**
- C 5217 **RESOLVED: that receipt of full compliance documentation for the Café Project from the appointed surveyors be noted.**
- C 5218 **RESOLVED: that the upgrade of the café Wi-Fi Hub by Micromaintenance, in the sum of £365 plus VAT be ratified.**
- C 5219 The Clerk reported that there had been some inaccuracies in the planning application submitted by the Café tenants to RBBC, for a container at the café site to provide additional storage. Furthermore, RBBC would require hedging to be planted around the area and would in any case only allow a container to be sited on a temporary basis (up to 5 years). An additional factor was the recent rise in the cost of steel, which had caused the price of new containers to significantly increase. Members discussed the matter at some length, after which the following was resolved:
- RESOLVED:**
- i) **that the café operators (The Farmyard Kitchen) be advised that Horley Town Council is unable to pay the cost of a container being purchased.**
 - ii) **that the Clerk assist the café operators to find an alternative solution.**

Your Fund Surrey (Surrey County Council) – Horley Town Council Projects

- C 5220 The Town Clerk told members that, having reached the Submission of Interest stage regarding the proposal to provide a new community facility at Michael Crescent Centenary Park, significant financial input would be required from HTC to proceed to Stage 3 (Full Business Plan, Architects' drawings etc). After some discussion, the following was resolved:
- RESOLVED:**
- i) **that the proposal to provide a new community facility at the Michael Crescent Centenary Park be put on hold for the immediate future.**
 - ii) **that the Town Plan Delivery Group put forward smaller projects, which could be considered by Your Fund Surrey.**
- C5221 The Clerk added that an environmental project to provide solar panels on the roof of the Town Council building was likely to be submitted to the Fund.
- RESOLVED: noted.**
(Afternote: an Extraordinary Council Meeting was subsequently arranged to take place on 24 August 2021 to discuss this matter further.)
- C 5222 **Community Foundation for Surrey – Horley Edmonds Fund.**
- RESOLVED: that receipt be noted of the latest newsletter (deadline for funding applications: 16 July).**
- C 5223 **Horley Community Partnership Meetings**
- Cllr Beech reported that there had been no further meetings.

C 5223) **RESOLVED: noted.**

C 5224 YMCA (Community Wellbeing Team)

Cllr Saunders reported that he and Cllr Baird had attended a recent meeting. Youth evenings were now taking place on a Monday at the Horley Young People's Centre and YMCA East Surrey was keen to be connected with other youth groups in Horley. It was also hoped that better use might be made of the Radio Station at the Horley Centre.

RESOLVED: noted.

C 5225 HTC Environment Group

Cllr George reported that the Youth Survey had been launched through the Horley Learning Partnership. Discussions were ongoing with RBBC regarding the Level Up Fund and whether the proposed Horley Commercial Hub might be able to benefit from any funding.

RESOLVED: noted.

Leisure Matters

C 5226 The Head of Leisure advised that the recent visit to Horley Rec by Beach's Funfair had been very well received and had so far taken place without incident. Liaison had taken place with the RBBC Health & Safety Covid Specialist Officer, to ensure that all Covid measures were being enforced.

RESOLVED: noted.

C 5227 The Head of Leisure advised that, subject to there being no increase in current Covid Restrictions, the Extreme Fun Family Funfair would be open at Court Lodge Fields from 24 July until 5 September.

RESOLVED: noted.

C 5228 **RESOLVED: that the judging of Horley in Bloom (excluding Allotments) take place on the morning of Monday 26 July.**

C 5229 **RESOLVED: that Playball Reigate & Redhill be given permission to use Horley Rec for classes for younger children for a trial period in September and October.**

C 5230 The Head of Leisure updated members on information received from the RBBC Sports Development Officer. She explained that Summer Holiday activities would be offered to children at Horley Rec and at the Horley Leisure Centre. Full details were available on the RBBC website and there were links to the information from the HTC website.

RESOLVED: noted.

C 5231 **RESOLVED: that Team Rubicon be given permission to hold a "Skate Jam" (coaching classes plus competition) at the Horley Rec Skate Park, at a cost to HTC of £600. (Subsequently arranged to take place on Saturday 23 October.)**

C 5232

Diary Dates

Churches of Horley Memorial Service at Horley Rec, 10th July
Charity Skittles at Horley Cricket Club, 6th – 10th September
Circus Wonderland, Horley Rec, 8th – 12th September
Café Opening, Horley Rec, 11th September
Members' Tour of St Bart's Churchyards, 13th September
Charity Dog Show, Horley Rec, 19th September
Funfair, Horley Rec, 8th – 17th October
Bonfire & Fireworks Display, Horley Rec, 30th October

RESOLVED: noted.

C 5233

Horley Town Council Staff / Organisational Review

RESOLVED: that Council HR & Governance Support Consultancy be appointed to undertake the Review and make recommendations, at a cost of £1,875 plus VAT.

C 5234

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."

C 5235

Staffing Matters

CONFIDENTIAL

C 5236

C 5237

Members received updates on staffing matters.

The meeting closed at 9.16 pm. Cllr Simon Marshall recorded his thanks to the staff for the smooth running of this meeting at Regent Hall.

Date of next meeting: 7th September 2021 (Extraordinary Full Council Meeting subsequently arranged to take place on 24th August 2021.)

Horley Town Council
BALANCE SHEET
31/03/2021

<i>(Last) Year Ended</i> 31 Mar 2020		<i>(Current) Year Ended</i> 31 Mar 2021
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
3,791.59	Debtors (Net of provision for doubtful debts)	283.81
1.00	Payments in advance	1.00
56,748.44	VAT Recoverable	-7,455.67
0.00	Temporary lendings (investments)	0.00
301,911.60	Cash in hand	228,772.08
362,452.63	TOTAL ASSETS	221,601.22
49,082.03	CURRENT LIABILITIES	8,047.75
<u>313,370.60</u>	Creditors	<u>8,047.75</u>
	NET ASSETS	<u>213,553.47</u>
211,939.65	Represented by:	
0.00	General fund Balance	143,443.03
101,430.95	Reserves:	
0.00	Capital	0.00
<u>313,370.60</u>	Earmarked	70,110.44
	Adjustments	<u>0.00</u>
		<u>213,553.47</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed _____
 Responsible Financial Officer

Date _____

Horley Town Council
Income & Expenditure Account
01/04/2020 to 31/03/2021

(Last) Year Ended
31 Mar 2020

(Current) Year Ended
31 Mar 2021

Income

PRECEPT	404,676.00
COURT LODGE/INNES PAVILION	261.90
LETTINGS AND RENT	24,611.73
INCOME	56,293.90
TOWN CENTRE	2,000.00
ALLOTMENTS	3,049.19
OFFICE EXPENDITURE	10,477.40
HORLEY RECREATION GROUND	8.60
Restated	-3,791.59

£497,587.13

Expense

LETTINGS AND RENT	1,380.00
COURT LODGE/INNES PAVILION	7,944.57
SALARIES AND PENSIONS	193,318.88
OFFICE MAINTENANCE & REPAIRS	29,043.28
TOWN CENTRE	7,857.44
GENERAL	87,208.97
SECURITY	16,852.24
MICHAEL CRESCENT	2,208.39
OFFICE EXPENDITURE	32,871.90
HORLEY RECREATION GROUND	153,414.37
GRANTS AND DONATIONS	7,837.50
GROUNDS MAINTENANCE	76,331.00
EMLYN MEADOWS	139.50
ALLOTMENTS	6,292.35
INCOME	23,784.90
Restated	-49,081.03

£597,404.26

General Fund

203,596.83
962,929.17
1,166,526.00
990,399.35
176,126.65
-35,813.00
£211,939.65

Balance at 01 Apr 2020	211,939.65
ADD Total Income	497,587.13
	709,526.78
DEDUCT Total Expenditure	597,404.26
	112,122.52
DEDUCT Reserves Balance	-31,320.51
Balance at 31 Mar 2021	£143,443.03

Reserves:

Earmarked Reserve Balance £70110.44

Horley Town Council
Reserves Balance
2020-2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
CIL	22,826.61	-7,320.51	0.00	0.00	15,506.10
Election Contingency	11,243.95	0.00	0.00	0.00	11,243.95
Parks and Playgrounds	48,360.00	-10,000.00	0.00	0.00	38,360.00
Tree Surgery	0.00	0.00	0.00	0.00	0.00
Edmonds Hall	5,000.00	0.00	0.00	0.00	5,000.00
Project Funds Cafe	14,000.00	-14,000.00	0.00	0.00	0.00
Total Earmarked	101,430.56	-31,320.51	0.00	0.00	70,110.05
TOTAL RESERVE	101,430.56	-31,320.51	0.00	0.00	70,110.05
GENERAL FUND					143,443.03
TOTAL FUNDS					213,553.47

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

29/06/2021

and recorded as minute reference:

C 5191

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



<https://www.horleysurrey-tc.gov.uk/>

Section 2 – Accounting Statements 2020/21 for

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	340,841	313,371	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	372,755	404,676	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	590,174	92,911	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	177,586	193,319	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	33,323	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	779,490	356,945	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	313,371	213,553	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	301,912	228,772	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,886,795	2,462,047	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	695,881	667,529	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Judy Morgan *J Morgan*

Date

27/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

29/06/2021

as recorded in minute reference:

C 5192

Signed by Chairman of the meeting where the Accounting Statements were approved

Smurshall

Annual Internal Audit Report 2020/21

HORLEY TOWN COUNCIL

<https://www.horleysurrey-tc.gov.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/11/2020 13/05/2021

Name of person who carried out the internal audit

ANDY BEAMS

Signature of person who carried out the internal audit

Andy Beams

Date

13/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. **THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.**

Section 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2019/20 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor has completed two audits during the year.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – where matters are raised, action taken by council is recorded

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts.

Section 2 – Accounting Statements

AGAR box number	2019/20	2020/21	Auditor notes	
1	Balances brought forward	340,841	313,371	Agrees to 2019/20 carry forward (box 7)
2	Precept or rates and levies	372,755	404,676	Figure confirmed to central records
3	Total other receipts	590,174	92,911	Agrees to underlying records
4	Staff costs	177,586	193,738	Agrees to underlying records
5	Loan interest/capital repayments	33,323	47,141	Verified against PWLB statement
6	All other payments	779,490	356,526	Agrees to underlying records
7	Balances carried forward	313,371	213,553	Casts correctly and agrees to balance sheet
8	Total value of cash and short-term investments	301,912	228,772	Agrees to bank reconciliation
9	Total fixed assets plus long term investments and assets	1,886,795	2,462,047	Matches asset register
10	Total borrowings	695,881	667,529	Verified against PWLB statement
11	For Local Councils only - Disclosure note re Trust funds (including charitable)	YES	NO √	Council has no trusts

Final audit

The year-end accounts have been correctly prepared on an income and expenditure basis, with the box 7 and 8 reconciliation completed. The AGAR comparatives have been correctly copied over from the 2019/20 AGAR.

The variance analysis is required because there is a variance greater than 15% for boxes 3, 5, 6 and 9. This has been completed with sufficient detail and numerical information.

The council signed the Annual Governance Statement and Accounting Statements at its meeting held on 29 June 2021.

Section conclusion

I am of the opinion that the control objective of "Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded" has been met.

Internal Audit - Points Forward

Audit Point	Interim Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Statutory office forms	I recommend consent obtained using the following wording ' <i>As per schedule 12 of the Local Government Act 1972, I give my consent to receive communication by electronic means.</i> '	Noted – this has now been actioned and the wording is added for signature to the Declaration of Acceptance of Office by each elected Member. Such consent to receive communications electronically will be recorded by the Town Clerk.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS - Agendas	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	The reminder is noted, and good progress is being made to ensuring that relevant supporting documentation is attached to future agendas and placed in the public domain.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Financial Regulations	For a council of this size, these thresholds are relatively low and may hinder the smooth operational running of the council. I recommend considering raising the thresholds and introducing a lower level of authorisation	The recommendations are noted, and it is planned for the Finance & General Purposes Committee to review the thresholds in the coming year.
BUDGET, PRECEPT AND RESERVES	The council's general reserve is lower than expected and the council is advised to keep the level under careful review and consider a forward plan to replenish the general reserve over a period of time.	Duly noted and Council is mindful of achieving the target of general reserves to be maintained at 50% of precept and to take full account of this target when setting the budget and in the precept calculations. Council noted that our General Reserve is lower than expected, this has been discussed and considered when setting the precept and HTC plan to rebuild the reserve and will continue to keep the level monitored.
Additional Findings in the Final Audit Report		
Page 3 Interim Audit	The council continues to use Scribe as a day-to-day accounting package. The system is used regularly to report on and record the financial transactions of the council. There are three staff members with full access to the Scribe system each with their own unique password/log on details. Copies of passwords are secured in the council safe.	We have updated our practice in the interests of Cyber Security and are now using a Password Manager. We will ensure that all log in details are saved in the Password Manager and that the '1Password Emergency Kit' for each staff member is stored securely in the safe.

<p>Page 7 Final Audit</p>	<p>At the year-end, the council held £53,675 in a number of clearly defined earmarked reserves, although it was noted one of these was listed as a negative total of £16,435. Through discussion with the Clerk and RFO, this is the result of an overspend on the café project and has been presented to councillors to clearly illustrate the overspend.</p> <p>However, by its nature, an earmarked reserve cannot be a negative figure, and a correction will need to be made to show this as at least a zero balance by adjustment from the general reserve.</p> <p>At the interim audit, it was anticipated that the general reserve would fall to around £155,000 by the year-end. The final total is listed as £159,878, although following the adjustment to correct the negative earmarked reserve balance, this will fall to £143,443.</p>	<p>We noted the comment about the effect of showing an unbudgeted spend as a negative amount against an earmarked reserve has on the accounts. The suggested correction has been made and there is no longer a negative figure in the earmarked reserves and the true level of General Reserve of £143,443 is now clearly stated. This amendment had no effect on our total reserves figure of £ 213,553 which remained the same as previously reported.</p>
<p>Page 9 Final Audit</p>	<p>A review of the detailed expenditure included within box 4 of the AGAR shows a difference of £419 from the salaries and pensions total on Scribe. This will need to be investigated and potentially corrected prior to submission to the external auditor, as only expenditure relating to salaries, HMRC payments and pension contributions can be shown in box 4. If through checking the difference it reveals a similar error in the previous year, then box 4 and box 6 will need to be restated for 2019/20.</p>	<p>As recommended, we investigated the difference of £419 between our accounts and the higher figure reported in the AGAR. We found that this occurred because of our marking (in the accounts) the Staff Expenses and Training spend as part of Staff Costs. This has now been rectified in accordance with the recommendation in the Internal Audit Report and there is no longer a difference. This has also been corrected for future reporting.</p>
<p>Page 12 Final Audit</p>	<p>The council, at its meeting to sign off the year-end accounts, must discuss the Annual Governance Statement and record this activity in the minutes of the meeting. Based on the internal audit finding, I recommend using the table below as the basis for that discussion. THIS MUST BE A SEPARATE AGENDA ITEM TO THE SIGNING OF THE ANNUAL ACCOUNTS.</p>	<p>HTC noted the comment about separate Agenda items and our Full Council Agenda reflects the requirement for separate Agenda items for signing the accounts and signing the AGAR.</p>

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk

Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ

Tel: 01293 784765

Email: info@horleysurrey-tc.gov.uk

www.horleysurrey-tc.gov.uk



Andy Beams
Mulberry & Co
9 Pound Lane
Godalming
GU7 1BX
Sent by Email

15 June 2021

Dear Andy

Internal Audit – Year Ended 31 March 2021

Thank you for submitting your detailed report following our interim internal audit on 5 November 2020 and final audit on 13 May 2021. This will be presented to our Members at our Full Council meeting to be held on 29 June 2021.

In line with your recommendation, we will ensure that that Section 1 (Annual Governance Statement) is covered as a separate agenda item to signing off the annual accounts (based on the internal audit review). This will be discussed and recorded in the minutes along with Sections 1 & 2 of the Annual Governance & Accountability Return 2020/21 being presented for approval (and including Section 3 which you have duly signed following the final audit).

We have reviewed your report thoroughly and note the testing requirements shown under each heading. The recommendations for future action as summarised in the tables at the end of the report have been followed up throughout the audit process and we have entered our responses (in blue) as shown in a copy of the report which is now attached to this letter.

As an additional update, we have progressed with our enquiries about having an organisational review through the Council HR & Governance Support agency and, subject to council approval, we expect to proceed with the review in the month of July.

On a final note, we wish to extend our sincere appreciation and support to you for all your help, support, and guidance throughout the internal audit process.

Yours sincerely

Joan Walsh
Town Clerk

Judy Morgan
Responsible Financial Officer

Enc.


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

March 2021

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

Observations (Councillors)	Clerk/ RFO's action
All fine. we are queried payment not cashed in HSBC current account of £24,289.31 but it's accounted for in April.	Explained that these are end of year adjustments Made up of a number of Bennetts Invoices covering 3/4 months to March 2021 Multiple invoice paid 29 March not in bank account in March
Name: Helen Kitajewski Signature: HLA Kitajewski	Signature: J S Morgan
Name: JANET BAIRD Signature: 	JUDY MORGAN RFO
Date: 9th June 2021	Date: 9/6/21

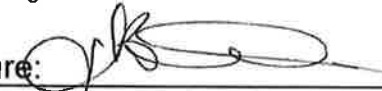
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

April 2021

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

Observations (Councillors)	Clerk/ RFO's action
<p>1) A does not equal B on full reconciliation report: £6 to Giff Galt from May - explained.</p> <p>2) CF Corporate direct debit lease rental. the Invoice is from last year as one hasn't been supplied this year. Amount is the same.</p>	<p>Anonymous explained the payment sometimes appears on the account before the invoice date. This is a regular monthly payment.</p> <p>We will get CF Corporate to issue us an invoice for this year.</p>
<p>Name: Helen Kitajewski</p> <p>Signature: HCKitajewski</p>	<p>Signature:</p> <p>JEMorgan</p>
<p>Name: JANÉ BAIRD</p> <p>Signature: </p>	<p>Judy MORGAN</p> <p>RFO</p>
<p>Date: 9th June 2021</p>	<p>Date: 9/6/21.</p>




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

May 2021

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

Observations (Councillors)	Clerk/ RFO's action
Payment over £500 not on bank statement: > £530.40 to LG Business Consultation for legal and professional fees > will be on the June Statement.	Explained this followup our interim Internal Audit we changed our accounting practice so that invoices are entered as they are received. Sometimes they will not be paid in the same month so will not appear on the current bank statement.
Name: Helen Kitajewski Signature: 	Signature: 
Name: JANTE BARRID Signature: 	RFO JUDY MORGAN.
Date: 9th June 2021	Date: 9/6/21.

Horley Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2021			
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/03/2021		624,396.40
			926,308.00
	SUBTRACT Payments 01/04/2020 - 31/03/2021		697,535.92
A	Cash in Hand 31/03/2021 (per Cash Book)		228,772.08
	Cash in hand per Bank Statements		
	Cash 31/03/2021	0.00	
	Handelsbanken 31/03/2021	98,504.30	
	FairFX Bank Debit Card 31/03/2021	252.17	
	Nationwide Intl 31/03/2021	22,760.02	
	HSBC Payroll 31/03/2021	6,307.73	
	HSBC Deposit 31/03/2021	70,382.29	
	HSBC Current 31/03/2021	53,749.88	
			251,956.39
	Less unrepresented payments		24,289.31
			227,667.08
	Plus unrepresented receipts		1,105.00
B	Adjusted Bank Balance		228,772.08
	A = B Checks out OK		

MARCH 2021

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
222 Church Rd Allotments	01/03/2021		HSBC Current	Lenton Alexander INV	Allotment Rent	Alec Lenton	E	85.00	0.00	85.00
223 Church Rd Allotments	01/03/2021		HSBC Current	GIBBONS CW & SE IN	Allotment Rent	Sarah Gibbons	E	53.00	0.00	53.00
224 Bowls Club	04/03/2021		HSBC Current	003491	Annual Licensing and Rental F	Horley Bowls Club	E	276.00	0.00	276.00
225 Church Rd Allotments	04/03/2021		HSBC Current	800016	Allotment Rent	Mrs Wendholt	E	53.00	0.00	53.00
227 Church Rd Allotments	03/03/2021		HSBC Current	HARBER H 72 FOR ALL	Allotment Rent	Matthew Harber	E	32.00	0.00	32.00
228 Church Rd Allotments	11/03/2021		HSBC Current		Allotment Rent	M Long	E	53.00	0.00	53.00
229 Church Rd Allotments	15/03/2021		HSBC Current	BAKER S J 597 90	Allotment Rent	Mr S Baker	E	53.00	0.00	53.00
230 Edmonds Hall	31/03/2021		HSBC Current		Hall Hire Fee	Horley Society of Artists	E	105.00	0.00	105.00
231 Football Pitches	30/03/2021		HSBC Current		Football pitch hire	Redhill Rovers	S	123.24	24.66	147.90
232 Events and Banners	26/03/2021		HSBC Current		Banner Display	Reigate Grammar School	E	40.00	0.00	40.00
233 Events and Banners	19/03/2021		HSBC Current	REIGATE GRAMMER S	Banner Display	Reigate St Mary's Preparator	E	41.08	0.00	41.08
234 CCTV Broadband Connection	19/03/2021		HSBC Current		Erroneous Posting	Error	S	0.00	0.00	0.00
235 Innes Pavilion	01/03/2021		HSBC Current	FUZION MARTIAL ART	Innes Pavilion rent	S Reynolds Fuzion Dojo	E	2,313.00	0.00	2,313.00
236 Innes Pavilion	01/03/2021		HSBC Current	FUZION MARTIAL ART	Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	E	165.00	0.00	165.00
237 COVID -19 Compliance	09/03/2021		HSBC Current		Covid-19 Relief	Reigate & Banstead Borough	E	2,096.00	0.00	2,096.00
238 Bank Interest	05/03/2021		HSBC Deposit		Bank Interest	HSBC	E	1.72	0.00	1.72
239 Bank Interest	31/03/2021		Nationwide Intd		Bank Interest	Nationwide	E	95.44	0.00	95.44
Total								5,585.48	24.66	5,610.14

MARCH 2021

MONTH 12 APRIL 20/21

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
703 Utilities	01/03/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	295.79	59.15	354.94
715 PAYE	02/03/2021		HSBC Current	24215Z700YQB	PAYE	HMRC	E	1,350.80	0.00	1,350.80
716 NI Employee	02/03/2021		HSBC Current	24215Z700YQB	PAYE	HMRC	E	718.56	0.00	718.56
717 NI Employer	02/03/2021		HSBC Current	24215Z700YQB	PAYE	HMRC	E	1,148.99	0.00	1,148.99
758 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	369.00	73.80	442.80
759 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	324.00	64.80	388.80
760 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	369.00	73.80	442.80
761 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	342.00	68.40	410.40
762 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
763 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
764 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
765 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
766 Football Pavilion Cleaning	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	186.60	37.32	223.92
767 Football Pavilion Cleaning	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	233.25	46.65	279.90
768 Football Pavilion Cleaning	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	186.60	37.32	223.92
769 Football Pavilion Cleaning	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	186.60	37.32	223.92
770 Langshott Maintenance	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	112.50	22.50	135.00
771 Langshott Maintenance	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	137.50	27.50	165.00
772 Langshott Maintenance	02/03/2021		HSBC Current	86125Z70177H	Cleaning	Bennetts Builders Ltd	S	112.50	22.50	135.00
773 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
774 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
775 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
776 Playground Inspections	02/03/2021		HSBC Current	86125Z70177H	Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
777 COVID -19 Compliance	02/03/2021		HSBC Current	86125Z70177H	Playground Cleaning	Bennetts Builders Ltd	S	150.00	30.00	180.00
778 COVID -19 Compliance	02/03/2021		HSBC Current	86125Z70177H	Playground Cleaning	Bennetts Builders Ltd	S	810.00	162.00	972.00
779 COVID -19 Compliance	02/03/2021		HSBC Current	86125Z70177H	Playground Cleaning	Bennetts Builders Ltd	S	750.00	150.00	900.00
780 Maintenance & Repairs	02/03/2021		HSBC Current	86125Z70177H	Boilard installation	Bennetts Builders Ltd	S	810.00	162.00	972.00
781 Maintenance & Repairs	02/03/2021		HSBC Current	86125Z70177H	Boilard repair	Bennetts Builders Ltd	S	460.00	92.00	552.00
782 Parks Furniture	02/03/2021		HSBC Current	86125Z70177H	Table Tennis Table Refurb	Bennetts Builders Ltd	S	135.00	27.00	162.00
783 Parks Furniture	02/03/2021		HSBC Current	86125Z70177H	Bin installation	Bennetts Builders Ltd	S	150.00	30.00	180.00
784 Church Rd Maintenance	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	100.00	20.00	120.00
785 Maintenance & Repairs	02/03/2021		HSBC Current	86125Z70177H	Car park barrier repair	Bennetts Builders Ltd	S	78.00	15.60	93.60
786 Memorial Gardens	02/03/2021		HSBC Current	86125Z70177H	Electrical & Lighting	Bennetts Builders Ltd	S	222.00	44.40	266.40
787 Maintenance & Repairs	02/03/2021		HSBC Current	86125Z70177H	Lighting	Bennetts Builders Ltd	S	20.00	4.00	24.00
788 Maintenance & Repairs	02/03/2021		HSBC Current	86125Z70177H	Out of hours maintenance	Bennetts Builders Ltd	S	170.00	34.00	204.00
789 Church Rd Maintenance	02/03/2021		HSBC Current	86125Z70177H	Gate maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
								45.00	9.00	54.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
790	02/03/2021		HSBC Current	86125Z70177H	Water meter reading	Bennetts Builders Ltd	S	10.00	2.00	12.00
791	02/03/2021		HSBC Current	86125Z70177H	Glass removal	Bennetts Builders Ltd	S	60.00	12.00	72.00
792	02/03/2021		HSBC Current	86125Z70177H	Service road	Bennetts Builders Ltd	S	505.00	101.00	606.00
793	02/03/2021		HSBC Current	86125Z70177H	BG service entry	Bennetts Builders Ltd	S	60.00	12.00	72.00
794	02/03/2021		HSBC Current	86125Z70177H	Screen installation	Bennetts Builders Ltd	S	20.00	4.00	24.00
795	02/03/2021		HSBC Current	86125Z70177H	Bin removal	Bennetts Builders Ltd	S	80.00	16.00	96.00
796	02/03/2021		HSBC Current	86125Z70177H	Bin installation	Bennetts Builders Ltd	S	250.00	50.00	300.00
797	02/03/2021		HSBC Current	86125Z70177H	Lighting inspection	Bennetts Builders Ltd	S	10.00	2.00	12.00
798	02/03/2021		HSBC Current	86125Z70177H	Signage	Bennetts Builders Ltd	S	250.00	50.00	300.00
799	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	242.00	48.40	290.40
800	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	242.00	48.40	290.40
801	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	845.00	169.00	1,014.00
802	02/03/2021		HSBC Current	86125Z70177H	Bin installation	Bennetts Builders Ltd	S	100.00	20.00	120.00
803	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	292.00	58.40	350.40
804	02/03/2021		HSBC Current	86125Z70177H	Paving	Bennetts Builders Ltd	S	300.00	60.00	360.00
805	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	10.00	2.00	12.00
806	02/03/2021		HSBC Current	86125Z70177H	Fencing	Bennetts Builders Ltd	S	10.00	2.00	12.00
807	02/03/2021		HSBC Current	86125Z70177H	Camera realignment	Bennetts Builders Ltd	S	90.00	18.00	108.00
808	02/03/2021		HSBC Current	86125Z70177H	Door refurbishment	Bennetts Builders Ltd	S	72.00	14.40	86.40
809	02/03/2021		HSBC Current	86125Z70177H	Glass removal	Bennetts Builders Ltd	S	320.00	64.00	384.00
810	02/03/2021		HSBC Current	86125Z70177H	Graffiti removal	Bennetts Builders Ltd	S	1,440.00	288.00	1,728.00
811	02/03/2021		HSBC Current	86125Z70177H	Play equipment maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
812	02/03/2021		HSBC Current	86125Z70177H	Rec springer repair	Bennetts Builders Ltd	S	57.00	11.40	68.40
813	02/03/2021	C4873	HSBC Current	25415Z70060Y	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
814	02/03/2021		HSBC Current	15525Z701B04	Pension Fund Employer	Surrey Pension Fund	E	2,206.19	0.00	2,206.19
815	02/03/2021		HSBC Current	15525Z701B04	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
816	02/03/2021		HSBC Current	14275Z701Y4P	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
817	02/03/2021		HSBC Current	84895Z701K6E	Playground Inspection	Play Inspection Company, th	S	255.00	51.00	306.00
818	02/03/2021		HSBC Current	25755Z7011WK	Fire Alarm Maintenance	Firetronics Limited	S	235.00	47.00	282.00
819	02/03/2021		HSBC Current	88775Z701E0C	Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
820	02/03/2021		HSBC Current	19385Z7020VS	IT Hardware	Micro Maintenance Ltd.	S	81.00	16.20	97.20
821	02/03/2021		HSBC Current	19385Z7020VS	IT Hardware	Micro Maintenance Ltd.	S	59.00	11.80	70.80
822	11/03/2021		HSBC Current	13415ZG00YB3	Cleaning	Asbit	S	276.50	55.30	331.80
823	11/03/2021		HSBC Current	13415ZG00YB3	Cleaning	Asbit	S	276.50	55.30	331.80
824	11/03/2021		HSBC Current	13415ZG00YB3	Cleaning	Asbit	S	276.50	55.30	331.80
825	11/03/2021		HSBC Current	10635ZG021CV	Security Guard Patrol	SmartGuard Security	S	353.28	70.66	423.94
826	11/03/2021		HSBC Current	10635ZG021CV	Security Alarm System	SmartGuard Security	S	105.00	21.00	126.00
827	11/03/2021		HSBC Current	54155ZG0119H	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
828	11/03/2021		HSBC Current	56845ZG002MC	Litter pickers	Amazon	S	62.46	12.49	74.95

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
829	11/03/2021		HSBC Current	56845ZG002MC	Litter Bin	Amazon	S	16.66	3.33	19.99
830	11/03/2021	F4563	HSBC Current	37835ZG01UOR	Mayor's Charity	Horley Town Council	E	40.00	0.00	40.00
831	30/03/2021	TBC LA 23/03/21	HSBC Current	29695ZZ0202S	Tree surgery	County Tree Surgeons Ltd	S	1,800.00	360.00	2,160.00
832	30/03/2021	TBC LA 23/03/21	HSBC Current	29695ZZ0202S	Tree surgery	County Tree Surgeons Ltd	S	1,750.00	350.00	2,100.00
833	30/03/2021	TBC LA 23/03/21	HSBC Current	29695ZZ0202S	Tree surgery	County Tree Surgeons Ltd	S	3,000.00	600.00	3,600.00
834	30/03/2021		HSBC Current	37955ZZ021L4	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
835	30/03/2021		HSBC Current	21825ZZ02250	Pension payments Employee	Surrey Pension Fund	E	945.56	0.00	945.56
836	30/03/2021		HSBC Current	21825ZZ02250	Pension payments Employer	Surrey Pension Fund	E	2,793.75	0.00	2,793.75
837	30/03/2021		HSBC Current	46315ZZ0013M	PAYE	HMRC	E	1,351.40	0.00	1,351.40
838	30/03/2021		HSBC Current	46315ZZ0013M	NIC Employer	HMRC	E	1,139.88	0.00	1,139.88
839	30/03/2021		HSBC Current	46315ZZ0013M	NIC Employee	HMRC	E	717.84	0.00	717.84
840	30/03/2021		HSBC Current	27395ZZ01GWL	Cleaning	Asbit	S	276.50	55.30	331.80
841	30/03/2021		HSBC Current	27395ZZ01GWL	Cleaning	Asbit	S	276.50	55.30	331.80
842	30/03/2021		HSBC Current	27395ZZ01GWL	Cleaning	Asbit	S	276.50	55.30	331.80
843	30/03/2021		HSBC Current	68755ZZ00MWW	CCTV	Innovation Fire & Security	S	635.00	127.00	762.00
844	30/03/2021		HSBC Current	68755ZZ00MWW	CCTV	Innovation Fire & Security	S	90.00	18.00	108.00
845	30/03/2021		HSBC Current	88445ZZ004VY	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
846	30/03/2021		HSBC Current	35975ZZ00PXU	Consultancy	LG Business Consultation	E	670.40	0.00	670.40
847	30/03/2021		HSBC Current	00525ZZ00682	Legionella - Quarterly Monitori	WET Ltd	E	100.00	20.00	120.00
848	30/03/2021		HSBC Current	00525ZZ00682	Legionella - Quarterly Monitori	WET Ltd	S	112.00	22.40	134.40
849	30/03/2021		HSBC Current	29165ZZ01NJC	Pest Control	Advanced Tree Services	S	140.00	28.00	168.00
850	30/03/2021		HSBC Current	26065ZZ01RS6	Annual Licensing and Rental Fi	Reigate & Banstead Borough	E	1.00	0.00	1.00
851	05/03/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	69.53	3.47	73.00
852	15/03/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	24.68	0.00	24.68
853	15/03/2021		HSBC Current	DIRECT DEBIT	Mobile Phone	EE	S	24.52	4.90	29.42
854	18/03/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
855	24/03/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	213.33	10.67	224.00
856	22/03/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	67.46	13.49	80.95
857	23/03/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	262.30	52.46	314.76
858	24/03/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	116.30	5.81	122.11
859	26/03/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	249.79	49.95	299.74
860	01/03/2021		FairFX Bank Debit Car	CARD	Hand Sanitizer	Covex Gels	S	77.34	15.47	92.81
861	02/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
862	06/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
863	09/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	128.60	0.00	128.60
864	14/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
865	22/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
866	22/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
867	25/03/2021		FairFX Bank Debit Car	CARD	Card Reader	SumUp	S	129.00	25.80	154.80

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
868 IT	31/03/2021		FairFX Bank Debit Car	DIRECT DEBIT	1Password	1Password	S	216.03	43.21	259.24
869 Bank charges	09/03/2021		HSBC Current	DIRECT DEBIT	Bank charge	SumUp	E	1.33	0.00	1.33
870 IT	16/03/2021		HSBC Current	DIRECT DEBIT	Sege Licence	Sege (UK) Limited	S	29.00	5.80	34.80
871 CCTV Broadband Connection	19/03/2021		HSBC Current	DIRECT DEBIT	Broadband	Zen Internet	S	93.50	18.70	112.20
872 IT	22/03/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
873 Pavilion Cafe	24/03/2021		HSBC Current	DIRECT DEBIT	Broadband	BT	S	30.00	6.00	36.00
874 Cafe/Pavilion PWLB Loan Ref	01/03/2021		HSBC Current	DIRECT DEBIT	PWLB repayment	PWLB	E	13,797.82	0.00	13,797.82
875 Net Salaries	26/03/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,724.99	0.00	8,724.99
876 Utilities	01/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	15.64	0.00	15.64
877 Church Rd Utilities	01/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	56.57	0.00	56.57
878 Utilities	01/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	18.82	0.00	18.82
879 Buildings and Grounds	01/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	6.77	0.00	6.77
880 Utilities	29/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	17.63	0.00	17.63
881 Church Rd Utilities	29/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	55.14	0.00	55.14
882 Utilities	29/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	16.08	0.00	16.08
883 Buildings and Grounds	29/03/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	6.55	0.00	6.55
Total								71,044.36	6,498.32	77,542.68

MARCH 2021

Horley Town Council

MONTH 12 APRIL 20/21

Summary of Receipts and Payments

All Cost Centres and Codes

PRECEPT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	404,676.00	404,676.00					(0%)
SUB TOTAL	404,676.00	404,676.00					(0%)

INCOME

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Bank Interest	1,000.00	387.41	-613				-613 (-61%)
3 Section 136 LGA	37,742.00	37,742.00					(0%)
5 Devolved Powers	1,700.00	1,700.00					(0%)
141 CIL	16,464.49	16,464.49		23,784.90	23,784.90		(0%)
SUB TOTAL	56,906.49	56,293.90	-613	23,784.90	23,784.90		-613 (-0%)

LETTINGS AND RENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Edmonds Hall	12,000.00	2,143.00	-9,857				-9,857 (-82%)
8 Football Pitches	6,000.00	3,196.37	-2,804		1,260.00	-1,260	-4,064 (-67%)
9 Church Rd Allotments	3,300.00	3,110.00	-190				-190 (-5%)
10 Langshott Allotments	3,800.00	3,596.00	-204				-204 (-5%)
11 Bowls Club	276.00	276.00					(0%)
12 Innes Pavilion	10,000.00	6,939.00	-3,061				-3,061 (-30%)
13 Saturday Market	200.00		-200				-200 (-100%)
14 Events and Banners	8,000.00	1,717.55	-6,282		20.00	-20	-6,302 (-78%)
15 Meeting Room	220.00		-220				-220 (-100%)
16 Edmonds Hall Deposits							(N/A)
17 Football Pitch Deposits		350.00	350		100.00	-100	250 (N/A)
149 Security Deposits		3,000.00	3,000				3,000 (N/A)
SUB TOTAL	43,796.00	24,327.92	-19,468		1,380.00	-1,380	-20,848 (-47%)

OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Stationery				1,600.00	532.25	1,068	1,068 (66%)
20 Courier & Postage				400.00	38.95	361	361 (90%)
21 Office Supplies & Equipment				3,000.00	1,078.06	1,922	1,922 (64%)
22 Photocopying	80.00	206.40	126	4,000.00	2,276.90	1,723	1,850 (45%)
23 IT				8,000.00	6,359.15	1,641	1,641 (20%)
24 Website				2,800.00	1,600.00	1,200	1,200 (42%)
25 Communications				1,800.00	2,072.60	-273	-273 (-15%)
26 Environment Campaign		30.00	30				30 (N/A)
148 COVID -19 Compliance		10,241.00	10,241		16,575.99	-16,576	-6,335 (N/A)

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

MONTH 12 APRIL 20/21

SUB TOTAL	80.00	10,477.40	10,397	21,600.00	30,533.90	-8,934	1,464 (6%)
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SALARIES AND PENSIONS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Net Salaries				106,000.00	105,080.52	919	919 (0%)
31 PAYE				18,000.00	17,436.00	564	564 (3%)
32 NI Employee				10,000.00	9,274.10	726	726 (7%)
33 NI Employer				14,800.00	14,811.13	-11	-11 (-0%)
34 SCC Pension Employee				18,200.00	18,070.14	130	130 (0%)
35 SCC Pension Employer				28,000.00	28,646.99	-647	-647 (-2%)
SUB TOTAL				195,000.00	193,318.88	1,681	1,681 (0%)

OFFICE MAINTENANCE & REF

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Maintenance & Repairs				3,000.00	3,811.15	-811	-811 (-27%)
39 Cleaning of hall and office				13,000.00	14,884.16	-1,884	-1,884 (-14%)
40 Utilities				5,400.00	3,343.28	2,057	2,057 (38%)
41 Rates				3,000.00	1,039.58	1,960	1,960 (65%)
42 Maintenance Contracts				2,000.00	596.94	1,403	1,403 (70%)
43 Window Cleaning				750.00	330.00	420	420 (56%)
45 Compliance and Regulatory				5,000.00	4,178.32	822	822 (16%)
SUB TOTAL				32,150.00	28,183.43	3,967	3,967 (12%)

GENERAL

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 PWLB Loan Repayment - Counc				19,545.00	19,544.92	0	0 (0%)
51 Bank charges				1,000.00	362.09	638	638 (63%)
52 Insurance				8,500.00	7,522.48	978	978 (11%)
53 Legal and professional fees				35,000.00	40,717.60	-5,718	-5,718 (-16%)
54 Audit fees				2,600.00	2,714.20	-114	-114 (-4%)
55 Subscriptions & Licences				7,300.00	6,658.55	641	641 (8%)
60 Election Expenses				8,760.00	8,756.52	3	3 (0%)
62 Chairman's Allowance				400.00	400.00		(0%)
63 Cllr Expenses				100.00	14.98	85	85 (85%)
64 Cllr Training				1,000.00	98.93	901	901 (90%)
65 Staff Expenses				500.00	3.70	496	496 (99%)
66 Staff Training				1,500.00	415.00	1,085	1,085 (72%)
142 GDPR							(N/A)
146 VAT Payment							(N/A)
SUB TOTAL				86,205.00	87,208.97	-1,004	-1,004 (-1%)

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

MONTH 12 APRIL 20/21

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	47,716.80	4,283	4,283 (8%)
71	Contractors' Maint (Devolved Po				1,700.00		1,700	1,700 (100%)
72	Playground Inspections				8,300.00	7,916.00	384	384 (4%)
73	Playground Repairs				7,000.00	3,084.20	3,916	3,916 (55%)
74	Parks Furniture				5,000.00	3,837.00	1,163	1,163 (23%)
75	Signage				1,600.00	459.00	1,141	1,141 (71%)
76	Pest Control				550.00	140.00	410	410 (74%)
77	Tree Surgery				8,000.00	11,250.00	-3,250	-3,250 (-40%)
SUB TOTAL					84,150.00	74,403.00	9,747	9,747 (11%)

HORLEY RECREATION GROU

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	610.00	2,890	2,890 (82%)
80	Ornamental Gardens				1,500.00		1,500	1,500 (100%)
123	Grounds		8.60	9	12,000.00	12,797.60	-798	-789 (-6%)
143	Cafe/Pavilion PWLB Loan Repa				27,596.00	27,595.64	0	0 (0%)
145	Pavilion Cafe	6,000.00		-6,000	69,000.00	111,383.13	-42,383	-48,383 (-64%)
SUB TOTAL		6,000.00	8.60	-5,991	113,596.00	152,386.37	-38,790	-44,782 (-37%)

COURT LODGE/INNES PAVILIK

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	975.00	25	25 (2%)
87	Buildings - Refurbishment/Repai				5,000.00	1,255.90	3,744	3,744 (74%)
88	Utilities		261.90	262	2,600.00	3,493.90	-894	-632 (-24%)
89	Lease of land				1.00	1.00		(0%)
124	Football Pavillion Cleaning				2,200.00	952.95	1,247	1,247 (56%)
131	Maintenance Contracts				820.00	782.32	38	38 (4%)
132	Innes Communications				600.00		600	600 (100%)
SUB TOTAL			261.90	262	12,221.00	7,461.07	4,760	5,022 (41%)

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilities				740.00	621.07	119	119 (16%)
121	Buildings and Grounds				2,000.00	1,530.32	470	470 (23%)
140	Scout Hut Demolition							(N/A)
SUB TOTAL					2,740.00	2,151.39	589	589 (21%)

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

MONTH 12 APRIL 20/21

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	139.50	361	361 (72%)
SUB TOTAL				500.00	139.50	361	361 (72%)

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance	3,049.00	3,049.19	0	2,500.00	2,365.50	135	135 (2%)
97 Church Rd Maintenance				1,800.00	547.00	1,253	1,253 (69%)
98 Church Rd Utilities				500.00	2,029.45	-1,529	-1,529 (-305%)
99 Langshott Utilities				900.00		900	900 (100%)
SUB TOTAL	3,049.00	3,049.19	0	5,700.00	4,941.95	758	758 (8%)

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	600.00		-600	8,500.00	6,363.00	2,137	1,537 (16%)
101 Horley/South & SE in Bloom		2,000.00	2,000	2,100.00	255.00	1,845	3,845 (183%)
102 Christmas				1,900.00	915.00	985	985 (51%)
150 Defibrillator maintenance					324.44	-324	-324 (N/A)
SUB TOTAL	600.00	2,000.00	1,400	12,500.00	7,857.44	4,643	6,043 (46%)

SECURITY

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,500.00	7,196.49	-1,696	-1,696 (-30%)
106 CCTV Installation				12,000.00	6,840.00	5,160	5,160 (43%)
107 CCTV Maintenance				1,000.00	330.00	670	670 (67%)
108 CCTV Broadband Connections				1,000.00	1,005.75	-6	-6 (-0%)
147 Alarm Maintenance					1,480.00	-1,480	-1,480 (N/A)
SUB TOTAL				19,500.00	16,852.24	2,648	2,648 (13%)

GRANTS AND DONATIONS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110 Grant Award Scheme				1,000.00	1,100.00	-100	-100 (-10%)
111 Churchyards				6,550.00	6,550.00		(0%)
112 Cllr Initiative grants							(N/A)
113 Other Grants					187.50	-188	-188 (N/A)

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

MONTH 12 APRIL 20/21

SUB TOTAL					7,550.00	7,837.50	-288	-288 (-3%)
VAT RECLAIM								
Code Title		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120 Vat repayments								(N/A)
SUB TOTAL								(N/A)
Summary								
NET TOTAL		515,107.49	501,094.91	-14,013	617,196.90	638,440.54	-21,244	-35,256 (-3%)
V.A.T.			123,301.49			59,095.38		
GROSS TOTAL			624,396.40			697,535.92		

Horley Town Council

01. APRIL 21
RECONCILIATION - Bank
Reconciliation Summary

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 30/04/2021		234,980.00
			463,752.08
	SUBTRACT Payments 01/04/2021 - 30/04/2021		35,916.18
A	Cash in Hand 30/04/2021 (per Cash Book)		427,835.90
	Cash in hand per Bank Statements		
	Cash 30/04/2021	0.00	
	Handelsbanken 30/04/2021	98,504.30	
	FairFX Bank Debit Card 30/04/2021	1,006.19	
	Nationwide Intl 30/04/2021	22,760.02	
	HSBC Payroll 30/04/2021	5,640.26	
	HSBC Deposit 30/04/2021	230,382.29	
	HSBC Current 30/04/2021	69,431.84	
			427,724.90
	Less unrepresented payments		0.00
			427,724.90
	Plus unrepresented receipts		105.00
B	Adjusted Bank Balance		427,829.90
	Error A does NOT equal B		
	ERROR IS	£6.00	

APRIL 2021

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	13/04/2021		HSBC Current		Allotment Rent	Kit Logan	E	53.00	0.00	53.00
3	21/04/2021		HSBC Current		Allotment Rent	Andrew Youd	E	68.00	0.00	68.00
4	21/04/2021		HSBC Current		Allotment Rent	Andreia Duarte	E	63.00	0.00	63.00
5	28/04/2021		HSBC Current		Allotment Rent	Bartosz Klimowicz	E	63.00	0.00	63.00
6	28/04/2021		HSBC Current		Allotment Rent	Brian Huddell	E	48.00	0.00	48.00
7	28/04/2021		HSBC Current		Allotment Rent	Helen Wickens	E	96.00	0.00	96.00
8	29/04/2021		HSBC Current		Allotment Rent	Lindy and Richard Strudwick	E	63.00	0.00	63.00
9	29/04/2021		HSBC Current		Allotment Rent	Michael & Emma Cuff	E	144.00	0.00	144.00
10	30/04/2021		HSBC Current		Allotment Rent	Wojciech Skowronek	E	48.00	0.00	48.00
11	30/04/2021		HSBC Current		Allotment Rent	Rachel Botcherby	E	48.00	0.00	48.00
12	30/04/2021		HSBC Current		Allotment Rent	Bradley Harris	E	96.00	0.00	96.00
13	30/04/2021		HSBC Current		Allotment Rent	Glynis Cargill	E	48.00	0.00	48.00
14	30/04/2021		HSBC Current		Allotment Rent	Sarah Kellar	E	48.00	0.00	48.00
15	30/04/2021		HSBC Current		Allotment Rent	Sam Young	E	96.00	0.00	96.00
16	30/04/2021		HSBC Current		Allotment Rent	Marta Arnold	E	96.00	0.00	96.00
23	06/04/2021		HSBC Current	100789	Precept	Reigate & Banstead Borough	E	214,044.00	0.00	214,044.00
24	07/04/2021		HSBC Current		Football pitch hire	Charlwood Juniors	S	70.00	14.00	84.00
25	08/04/2021		HSBC Current	BACS	Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
26	06/04/2021		HSBC Current	100789	Precept	Reigate & Banstead Borough	E	19,003.00	0.00	19,003.00
Total								234,966.00	14.00	234,980.00

APRIL 2021

01. APRIL

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	342.00	68.40	410.40
2	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
3	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
4	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
5	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	186.60	37.32	223.92
6	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	233.25	46.65	279.90
7	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	100.00	20.00	120.00
8	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	112.50	22.50	135.00
9	12/04/2021		HSBC Current	667860C0177F	Playground Inspection	Bennetts Builders Ltd	S	100.00	20.00	120.00
10	12/04/2021		HSBC Current	667860C0177F	Park inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
11	12/04/2021		HSBC Current	667860C0177F	Park inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
12	12/04/2021		HSBC Current	667860C0177F	Playground Cleaning	Bennetts Builders Ltd	S	810.00	162.00	972.00
13	12/04/2021		HSBC Current	667860C0177F	Playground Cleaning	Bennetts Builders Ltd	S	720.00	144.00	864.00
14	12/04/2021		HSBC Current	667860C0177F	Playground Cleaning	Bennetts Builders Ltd	S	810.00	162.00	972.00
15	12/04/2021		HSBC Current	667860C0177F	New locks	Bennetts Builders Ltd	S	252.00	50.40	302.40
16	12/04/2021		HSBC Current	667860C0177F	Service road	Bennetts Builders Ltd	S	1,098.40	219.68	1,318.08
17	12/04/2021		HSBC Current	667860C0177F	Opening/Lock up	Bennetts Builders Ltd	S	40.00	8.00	48.00
18	12/04/2021		HSBC Current	667860C0177F	Fencing	Bennetts Builders Ltd	S	132.00	26.40	158.40
19	12/04/2021		HSBC Current	667860C0177F	Keys	Bennetts Builders Ltd	S	57.00	11.40	68.40
20	12/04/2021		HSBC Current	667860C0177F	Repairs/Maintenance	Bennetts Builders Ltd	S	138.00	27.60	165.60
21	12/04/2021		HSBC Current	667860C0177F	Graffiti removal	Bennetts Builders Ltd	S	62.00	12.40	74.40
22	12/04/2021		HSBC Current	667860C0177F	Play equipment maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
23	12/04/2021		HSBC Current	667860C0177F	Play equipment maintenance	Bennetts Builders Ltd	S	90.00	18.00	108.00
24	12/04/2021		HSBC Current	667860C0177F	Glass removal	Bennetts Builders Ltd	S	180.00	36.00	216.00
25	12/04/2021		HSBC Current	667860C0177F	Repairs/Maintenance	Bennetts Builders Ltd	S	242.00	48.40	290.40
26	12/04/2021		HSBC Current	667860C0177F	Security Cabinets	Bennetts Builders Ltd	S	729.00	145.80	874.80
27	12/04/2021		HSBC Current	667860C0177F	Keys	Bennetts Builders Ltd	S	57.00	11.40	68.40
28	12/04/2021		HSBC Current	667860C0177F	Opening/Lock up	Bennetts Builders Ltd	S	40.00	8.00	48.00
29	12/04/2021		HSBC Current	667860C0177F	Boilard installation	Bennetts Builders Ltd	S	310.00	62.00	372.00
30	12/04/2021		HSBC Current	667860C0177F	Repairs/Maintenance	Bennetts Builders Ltd	S	90.00	18.00	108.00
31	12/04/2021	C5110	HSBC Current	122160C01CFP	Churchyard Grant	St Barts Church	E	6,550.00	0.00	6,550.00
32	12/04/2021	F4671	HSBC Current	703160C01VD9	SALC Subscription	SALC	E	3,183.40	0.00	3,183.40
33	12/04/2021		HSBC Current	651060C01ERK	Security Guard Patrol	SmartGuard Security	S	432.44	86.48	518.92
34	12/04/2021		HSBC Current	215160C01XWQ	Cleaning	Asbit	S	276.50	55.30	331.80
35	12/04/2021		HSBC Current	094660C00NHC	Office supplies	Amazon	S	132.14	26.43	158.57
36	12/04/2021		HSBC Current	435260C01JW1	Window cleaning	Michael Stone	E	55.00	0.00	55.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	22/04/2021		HSBC Current	365960M01G86	Recruitment Assistance	Jobs Go Public	S	600.00	120.00	720.00
38	22/04/2021		HSBC Current	170260L013XW	Cleaning	Asbit	S	276.50	55.30	331.80
39	22/04/2021		HSBC Current	170260L013XW	Cleaning	Asbit	S	276.50	55.30	331.80
40	22/04/2021		HSBC Current	847760M01CB8	Annual Report	MAD Ideas	S	415.00	83.00	498.00
41	22/04/2021		HSBC Current	344960M00AVP	IT Hardware	Micro Maintenance Ltd.	S	365.00	73.00	438.00
42	22/04/2021		HSBC Current	198960L015AU	Hygiene	Constant Hygiene	S	100.00	20.00	120.00
43	22/04/2021		HSBC Current	863760L016IT	Office supplies	Amazon	S	20.06	3.98	24.04
44	22/04/2021		HSBC Current	863760L016IT	Office supplies	Amazon	Z	26.37	0.00	26.37
45	06/04/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	65.92	3.29	69.21
46	12/04/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	36.80	0.00	36.80
47	12/04/2021		HSBC Current	DIRECT DEBIT	Mobile Phone	EE	S	24.81	4.96	29.77
48	15/04/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	55.04	0.00	55.04
49	15/04/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	103.58	0.00	103.58
50	16/04/2021		HSBC Current	DIRECT DEBIT	Photocopying	SOS Systems Ltd	S	78.72	15.74	94.46
51	16/04/2021		HSBC Current	DIRECT DEBIT	Sage Licence	Sage (UK) Limited	S	29.00	5.80	34.80
52	19/04/2021		HSBC Current	DIRECT DEBIT	CCTV Broadband	Zen Internet	S	95.30	19.06	114.36
53	19/04/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
54	21/04/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	67.46	13.49	80.95
55	22/04/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
56	23/04/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	194.23	9.71	203.94
57	23/04/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	116.49	5.82	122.31
58	23/04/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	176.00	8.80	184.80
59	23/04/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	186.67	37.33	224.00
61	01/04/2021		HSBC Current	DIRECT DEBIT	Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
62	01/04/2021		FairFX Bank Debit Car	BACS	Flowers	Moonpig	S	37.72	7.55	45.27
63	02/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
64	05/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
65	21/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
66	21/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
67	06/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	128.60	0.00	128.60
68	14/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
69	15/04/2021		FairFX Bank Debit Car	DIRECT DEBIT	Zoom Licence	Zoom Video Communications	S	119.90	23.98	143.88
70	28/04/2021		FairFX Bank Debit Car	BACS	Flowers	Sweetpea Florist	S	45.83	9.17	55.00
71	28/04/2021		FairFX Bank Debit Car	BACS	Long Service Award	One4All	E	1,250.00	0.00	1,250.00
72	30/04/2021		FairFX Bank Debit Car	BACS	Flowers	Sweetpea Florist	S	45.83	9.17	55.00
74	28/04/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,867.47	0.00	8,867.47
Total								33,380.08	2,536.10	35,916.18

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/05/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 31/05/2021		269,096.84
			497,868.92
	SUBTRACT Payments 01/04/2021 - 31/05/2021		76,044.48
A	Cash in Hand 31/05/2021 (per Cash Book)		421,824.44
	Cash in hand per Bank Statements		
	Cash 31/05/2021	0.00	
	Handelsbanken 31/05/2021	98,504.30	
	FairFX Bank Debit Card 31/05/2021	806.56	
	Nationwide Intl 31/05/2021	22,760.02	
	HSBC Payroll 31/05/2021	5,772.79	
	HSBC Deposit 31/05/2021	230,382.29	
	HSBC Current 31/05/2021	64,718.32	
			422,944.28
	Less unrepresented payments		1,551.84
			421,392.44
	Plus unrepresented receipts		432.00
B	Adjusted Bank Balance		421,824.44
	A = B Checks out OK		

MAY 2021

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Langshott Allotments	04/05/2021		HSBC Current	200437	Allotment Rent	David Clarke	E	48.00	0.00	48.00
17 Langshott Allotments	01/05/2021		HSBC Current		Allotment Rent	Nancy Middleton	E	96.00	0.00	96.00
18 Langshott Allotments	02/05/2021		HSBC Current		Allotment Rent	Michael Brooks	E	96.00	0.00	96.00
19 Langshott Allotments	02/05/2021		HSBC Current		Allotment Rent	Sarah Furlong	E	48.00	0.00	48.00
20 Langshott Allotments	03/05/2021		HSBC Current		Allotment Rent	Peggy Ravoux	E	48.00	0.00	48.00
21 Langshott Allotments	04/05/2021		HSBC Current		Allotment Rent	Ashley Ramadan	E	63.00	0.00	63.00
22 Langshott Allotments	04/05/2021		HSBC Current		Allotment Rent	Chris & Maureen Long	E	48.00	0.00	48.00
27 Langshott Allotments	06/05/2021		HSBC Current	002873	Allotment Rent	Brett Newton	E	48.00	0.00	48.00
28 Langshott Allotments	12/05/2021		HSBC Current	000742	Allotment Rent	Susan & Alan Amesbury	E	96.00	0.00	96.00
29 Langshott Allotments	12/05/2021		HSBC Current	101684	Allotment Rent	Maxwell Brown	E	96.00	0.00	96.00
30 Langshott Allotments	12/05/2021		HSBC Current	000824	Allotment Rent	Richard & Heather Smith	E	96.00	0.00	96.00
31 Langshott Allotments	19/05/2021		HSBC Current	001170	Allotment Rent	Peter Kruszynski	E	48.00	0.00	48.00
32 Church Rd Allotments	04/05/2021		HSBC Current	Knight Bernard 121	Allotment Rent	Bernard Knight	E	68.00	0.00	68.00
33 Langshott Allotments	04/05/2021		HSBC Current	Griffiths Natalie 10054	Allotment Rent	Natalie Griffiths	E	48.00	0.00	48.00
34 Langshott Allotments	05/05/2021		HSBC Current	YVONNE ARYTTEY LSA	Allotment Rent	Yvonne Arytvey	E	48.00	0.00	48.00
35 Langshott Allotments	05/05/2021		HSBC Current	KATHERINE TURK Inv	Allotment Rent	Katherine Turk	E	96.00	0.00	96.00
36 Langshott Allotments	05/05/2021		HSBC Current	Bray K W Inv 149	Allotment Rent	Kristoffer Bray	E	96.00	0.00	96.00
37 Langshott Allotments	06/05/2021		HSBC Current	CHALK F 157	Allotment Rent	Sonia Fish	E	96.00	0.00	96.00
38 Langshott Allotments	06/05/2021		HSBC Current	YING R MRS 167	Allotment Rent	Rosemary Ying	E	48.00	0.00	48.00
39 Langshott Allotments	07/05/2021		HSBC Current	RICHARDSON 141	Allotment Rent	Jindarat Richardson	E	48.00	0.00	48.00
40 Langshott Allotments	08/05/2021		HSBC Current	BECKITT KA & P INV 1	Allotment Rent	Kevin Beckitt	E	96.00	0.00	96.00
41 Langshott Allotments	10/05/2021		HSBC Current	Pearce Andrew 144	Allotment Rent	Katherine Pearce	E	96.00	0.00	96.00
42 Langshott Allotments	10/05/2021		HSBC Current	Newbury Graham INV1	Allotment Rent	Graham Newbury	E	96.00	0.00	96.00
43 Langshott Allotments	10/05/2021		HSBC Current	PREDDY JM & JA PBM	Allotment Rent	Julie & Ian Preddy	E	48.00	0.00	48.00
44 Langshott Allotments	11/05/2021		HSBC Current	Barnard Pearl 10085	Allotment Rent	Pearl Barnard	E	48.00	0.00	48.00
45 Langshott Allotments	12/05/2021		HSBC Current	WITHAM SG INV 171	Allotment Rent	Stella Witham	E	48.00	0.00	48.00
46 Langshott Allotments	13/05/2021		HSBC Current	BARRETT KEVIN J Inv	Allotment Rent	Hillary & Kevin Barrett	E	96.00	0.00	96.00
47 Langshott Allotments	13/05/2021		HSBC Current	Cox Andrew 127	Allotment Rent	Andy & Vanessa Cox	E	48.00	0.00	48.00
48 Langshott Allotments	13/05/2021		HSBC Current	JONES G INVOICE 17:	Allotment Rent	Susan & George Jones	E	48.00	0.00	48.00
49 Langshott Allotments	15/05/2021		HSBC Current	Pizzie Susan 10052	Allotment Rent	Peter Pizzie	E	48.00	0.00	48.00
50 Langshott Allotments	15/05/2021		HSBC Current	BEVAN H & J INV: 140	Allotment Rent	Holly Bevan	E	48.00	0.00	48.00
51 Langshott Allotments	16/05/2021		HSBC Current	G McLaren INV 137	Allotment Rent	Graham McLaren	E	48.00	0.00	48.00
52 Church Rd Allotments	16/05/2021		HSBC Current	MURREY SK 122	Allotment Rent	Sian Murray	E	47.00	0.00	47.00
53 Langshott Allotments	17/05/2021		HSBC Current	Carroll&Vogel Invoice	Allotment Rent	Victoria Vogel	E	48.00	0.00	48.00
54 Football Pitches	20/05/2021		HSBC Current	J Day FCPRYWOOD18:	Football pitch hire	Perrywood FC	S	61.62	12.32	73.94
55 Football Pitches	20/05/2021		HSBC Current	JDay FCPRYWOOD183	Football pitch hire	Perrywood FC	S	48.27	9.65	57.92

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
56	21/05/2021		HSBC Current	K Dyke INVOICE 146	Allotment Rent	Katie Dyke	E	48.00	0.00	48.00
57	21/05/2021		HSBC Current	K Reene 148 PLOT 42	Allotment Rent	Kim Reene	E	48.00	0.00	48.00
58	23/05/2021		HSBC Current	HORGAN MA	Allotment Rent	Michael Horgan	E	96.00	0.00	96.00
59	18/05/2021		HSBC Current	DIRECT DEBIT	CIL	Reigate & Banstead Borough	E	31,267.44	0.00	31,267.44
60	27/05/2021		HSBC Current	SHARADA VIJAY 179	Allotment Rent	Sharada Vijay	E	63.00	0.00	63.00
61	28/05/2021		HSBC Current	FURNISTORE IN EAST	Banner Display	Furnistore	E	20.54	0.00	20.54
62	20/05/2021		HSBC Current	REIGATE & BANSTEAL	Hall Hire Fee	Reigate & Banstead Borough	E	200.00	0.00	200.00
Total								34,094.87	21.97	34,116.84

MAY 2021

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
60	05/05/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	70.43	3.52	73.95
73	04/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Mobile Phone	GiffGaff	S	5.00	1.00	6.00
75	06/05/2021	L 5099	HSBC Current	869760Y01RQ7	Planting	Burleys	S	1,540.00	308.00	1,848.00
76	06/05/2021	C 4873	HSBC Current	869760Y01RQ7	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
77	06/05/2021		HSBC Current	150360Y00TL5	PAYE	HMRC	E	1,386.60	0.00	1,386.60
78	06/05/2021		HSBC Current	150360Y00TL5	NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
79	06/05/2021		HSBC Current	150360Y00TL5	NIC Employee	HMRC	E	716.04	0.00	716.04
80	06/05/2021		HSBC Current	322860Y01TWN	Scribe Licence	SCRIBE	S	950.00	190.00	1,140.00
81	06/05/2021		HSBC Current	150460Y01VBY	Security Guard Patrol	SmartGuard Security	S	587.00	117.42	704.42
82	06/05/2021		HSBC Current	872860Y004KL	Cleaning	Asbit	S	553.00	110.60	663.60
83	06/05/2021		HSBC Current	323960Y02ZY	IT Hardware	Micro Maintenance Ltd.	S	39.00	7.80	46.80
84	06/05/2021		HSBC Current	467560Y00COQ	Paper Towels	Amazon	S	31.67	6.33	38.00
85	09/05/2021		HSBC Current	DIRECT DEBIT	Broadband	BT	S	532.18	98.43	630.61
86	27/05/2021		HSBC Current	DIRECT DEBIT	PWLB repayment	PWLB	E	9,772.46	0.00	9,772.46
87	17/05/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	26.00	5.20	31.20
88	21/05/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	267.50	53.50	321.00
89	25/05/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	107.01	5.35	112.36
90	25/05/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	575.33	115.06	690.39
91	10/05/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	41.64	0.00	41.64
92	12/05/2021		HSBC Current	2937617002CY	Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
93	12/05/2021		HSBC Current	2937617002CY	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
94	12/05/2021		HSBC Current	88066170039G	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
95	12/05/2021		HSBC Current	5956617003U4	Cleaning	Asbit	S	276.50	55.30	331.80
96	12/05/2021		HSBC Current	3322617003TK	Office supplies	Amazon	S	10.56	2.11	12.67
97	12/05/2021		HSBC Current	3322617003TK	Office supplies	Amazon	S	61.64	12.33	73.97
98	12/05/2021		HSBC Current	3322617003TK	Office supplies	Amazon	S	7.99	1.60	9.59
99	12/05/2021		HSBC Current	778461700XVL	SSL Certificate	Jarret & Lam Consulting	S	80.00	16.00	96.00
100	12/05/2021		HSBC Current	110361700UQP	Charity Event	Horley Lions	E	36.00	0.00	36.00
101	25/05/2021		HSBC Current	306061J01CHF	Cleaning	Asbit	S	276.50	55.30	331.80
102	25/05/2021		HSBC Current	306061J01CHF	Cleaning	Asbit	S	276.50	55.30	331.80
103	25/05/2021		HSBC Current	598761J00NVE	Professional Fees	LG Business Consultation	E	530.40	0.00	530.40
104	25/05/2021		HSBC Current	394161J01YN9	Professional Fees	Mulberry & Co	S	223.20	44.64	267.84
105	25/05/2021		HSBC Current	146661J01ZQ4	Alarm maintenance	Innovation Fire & Security	S	75.00	15.00	90.00
106	28/05/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	158.89	7.94	166.83
108	04/05/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
109	04/05/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00

Horley Town Council PAYMENTS LIST

Voucher Code	Description	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
110	Subscriptions & Licences	14/05/2021		HSBC Current	DIRECT DEBIT	Subscription	Information Commissioners (E	35.00	0.00	35.00
111	Communications	17/05/2021		HSBC Current	DIRECT DEBIT	Phone Contract	EE	S	24.81	4.96	29.77
112	IT	17/05/2021		HSBC Current	DIRECT DEBIT	Sege Licence	Sege (UK) Limited	S	29.00	5.80	34.80
113	CCTV Broadband Connection	19/05/2021		HSBC Current	DIRECT DEBIT	Broadband	Zen Internet	S	94.71	18.94	113.65
114	Maintenance Contracts	18/05/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
115	Maintenance Contracts	21/05/2021		HSBC Current	DIRECT DEBIT	Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
116	IT	24/05/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
117	Communications	04/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
118	IT	08/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	128.60	0.00	128.60
119	IT	14/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
120	IT	18/05/2021		FairFX Bank Debit Car	BACS	Display Software	BMT Micro INC	E	14.80	0.00	14.80
121	Communications	21/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	E	6.00	0.00	6.00
122	Communications	21/05/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	E	6.00	0.00	6.00
123	Net Salaries	28/05/2021		HSBC Payroll	DIRECT DEBIT	Salaries	Horley Town Council	E	8,867.47	0.00	8,867.47
Total									37,921.81	2,206.49	40,128.30

MAY 2021

Horley Town Council

2 June 2021 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/05/2021)

PRECEPT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	428,088.00	214,044.00	-214,044				-214,044 (-50%)
SUB TOTAL	428,088.00	214,044.00	-214,044				-214,044 (-50%)

INCOME

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Bank Interest							(N/A)
3 Section 136 LGA	38,006.00	19,003.00	-19,003				-19,003 (-50%)
5 Devolved Powers	1,700.00		-1,700				-1,700 (-100%)
141 CIL	23,000.00	31,267.44	8,267	24,498.42		24,498	32,766 (68%)
SUB TOTAL	62,706.00	50,270.44	-12,436	24,498.42		24,498	12,063 (13%)

LETTINGS AND RENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Edmonds Hall	6,694.00	200.00	-6,494				-6,494 (-97%)
8 Football Pitches	3,000.00	179.89	-2,820				-2,820 (-94%)
9 Church Rd Allotments	3,300.00	236.00	-3,064				-3,064 (-92%)
10 Langshott Allotments	3,800.00	3,339.00	-461				-461 (-12%)
11 Bowls Club	276.00		-276				-276 (-100%)
12 Innes Pavilion	10,000.00	771.00	-9,229				-9,229 (-92%)
13 Saturday Market	200.00		-200				-200 (-100%)
14 Events and Banners	5,000.00	20.54	-4,979				-4,979 (-99%)
15 Meeting Room							(N/A)
16 Edmonds Hall Deposits							(N/A)
17 Football Pitch Deposits							(N/A)
149 Security Deposits							(N/A)
SUB TOTAL	32,270.00	4,746.43	-27,524				-27,524 (-85%)

OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Stationery				1,700.00		1,700	1,700 (100%)
20 Courier & Postage				75.00		75	75 (100%)
21 Office Supplies & Equipment				3,000.00	419.81	2,580	2,580 (86%)
22 Photocopying	80.00		-80	2,800.00	557.72	2,242	2,162 (75%)
23 IT				8,000.00	1,603.58	6,396	6,396 (79%)
24 Website				2,000.00	80.00	1,920	1,920 (96%)
25 Communications				2,500.00	1,054.78	1,445	1,445 (57%)
26 Environment Campaign							(N/A)
148 COVID -19 Compliance					2,340.00	-2,340	-2,340 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/05/2021)

SUB TOTAL		80.00	-80	20,075.00	6,055.89	14,019	13,939 (69%)	
SALARIES AND PENSIONS								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				116,000.00	17,734.94	98,265	98,265 (84%)
31	PAYE				18,000.00	1,386.60	16,613	16,613 (92%)
32	NI Employee				10,000.00	716.04	9,284	9,284 (92%)
33	NI Employer				14,800.00	1,145.40	13,655	13,655 (92%)
34	SCC Pension Employee				18,200.00	1,519.68	16,680	16,680 (91%)
35	SCC Pension Employer				28,000.00	2,205.39	25,795	25,795 (92%)
151	Long Service Award					1,250.00	-1,250	-1,250 (N/A)
SUB TOTAL					205,000.00	25,958.05	179,042	179,042 (87%)
OFFICE MAINTENANCE & REF								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,550.00	400.00	3,150	3,150 (88%)
39	Cleaning of hall and office				15,000.00	2,212.00	12,788	12,788 (85%)
40	Utilities				4,400.00	403.85	3,996	3,996 (90%)
41	Rates				2,000.00	207.58	1,792	1,792 (89%)
42	Maintenance Contracts				1,500.00	84.44	1,416	1,416 (94%)
43	Window Cleaning				750.00	55.00	695	695 (92%)
45	Compliance and Regulatory				5,000.00	140.00	4,860	4,860 (97%)
SUB TOTAL					32,200.00	3,502.87	28,697	28,697 (89%)
GENERAL								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Counc				19,545.00	9,772.46	9,773	9,773 (50%)
51	Bank charges				1,000.00	78.44	922	922 (92%)
52	Insurance				8,755.00		8,755	8,755 (100%)
53	Legal and professional fees				13,225.00	1,353.60	11,871	11,871 (89%)
54	Audit fees				2,678.00		2,678	2,678 (100%)
55	Subscriptions & Licences				7,519.00	4,168.40	3,351	3,351 (44%)
60	Election Expenses				2,500.00		2,500	2,500 (100%)
62	Chairman's Allowance				400.00		400	400 (100%)
63	Clr Expenses				103.00	36.00	67	67 (65%)
64	Clr Training				800.00		800	800 (100%)
65	Staff Expenses				100.00		100	100 (100%)
66	Staff Training				1,500.00		1,500	1,500 (100%)
142	GDPR							(N/A)
146	VAT Payment							(N/A)
SUB TOTAL					58,125.00	15,408.90	42,716	42,716 (73%)

Horley Town Council

2 June 2021 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/05/2021)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	3,976.40	48,024	48,024 (92%)
71	Contractors' Maint (Devolved Po				1,700.00		1,700	1,700 (100%)
72	Playground Inspections				8,549.00	1,398.00	7,151	7,151 (83%)
73	Playground Repairs				7,210.00	530.00	6,680	6,680 (92%)
74	Parks Furniture				5,150.00		5,150	5,150 (100%)
75	Signage				1,648.00		1,648	1,648 (100%)
76	Pest Control				570.00		570	570 (100%)
77	Tree Surgery				8,240.00		8,240	8,240 (100%)
SUB TOTAL					85,067.00	5,904.40	79,163	79,163 (93%)

HORLEY RECREATION GROU

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,605.00	1,540.00	2,065	2,065 (57%)
80	Ornamental Gardens				1,545.00		1,545	1,545 (100%)
123	Grounds				2,060.00	242.00	1,818	1,818 (88%)
143	Cafe/Pavilion PWLB Loan Repa				27,556.00		27,556	27,556 (100%)
145	Pavilion Cafe Project Fund				27,000.00	729.00	26,271	26,271 (97%)
153	Pavilion Cafe Utilities					938.00	-938	-938 (N/A)
154	Pavilion Cafe Maintenance				2,000.00		2,000	2,000 (100%)
155	Pavilion Cafe Rent	6,000.00		-6,000				-6,000 (-100%)
SUB TOTAL		6,000.00		-6,000	63,766.00	3,449.00	60,317	54,317 (77%)

COURT LODGE/INNES PAVILIO

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,030.00	132.00	898	898 (87%)
87	Buildings - Refurbishment/Repai				5,150.00		5,150	5,150 (100%)
88	Utilities				2,600.00	576.62	2,023	2,023 (77%)
89	Lease of land				1.00		1	1 (100%)
124	Football Pavillion Cleaning				2,300.00	419.85	1,880	1,880 (81%)
131	Maintenance Contracts				1,000.00	174.92	825	825 (82%)
132	Innes Communications							(N/A)
SUB TOTAL					12,081.00	1,303.39	10,778	10,778 (89%)

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilities				740.00	108.04	632	632 (85%)
121	Buildings and Grounds				2,000.00	57.00	1,943	1,943 (97%)
140	Scout Hut Demolition							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/05/2021)

SUB TOTAL					2,740.00	165.04	2,575	2,575 (93%)
EMLYN MEADOWS								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	57.00	443	443 (88%)
SUB TOTAL					500.00	57.00	443	443 (88%)
ALLOTMENTS								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance				2,600.00	1,662.90	937	937 (36%)
97	Church Rd Maintenance				1,850.00		1,850	1,850 (100%)
98	Church Rd Utilities				520.00		520	520 (100%)
99	Langshott Utilities				920.00		920	920 (100%)
SUB TOTAL					5,890.00	1,662.90	4,227	4,227 (71%)
TOWN CENTRE								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Baskets and planting	500.00		-500	8,755.00		8,755	8,255 (89%)
101	Horley/South & SE in Bloom				1,600.00		1,600	1,600 (100%)
102	Christmas				1,957.00		1,957	1,957 (100%)
150	Defibrillator maintenance							(N/A)
152	Commercial Hub Support				5,000.00		5,000	5,000 (100%)
SUB TOTAL		500.00		-500	17,312.00		17,312	16,812 (94%)
SECURITY								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,665.00	1,019.44	4,646	4,646 (82%)
106	CCTV Installation				2,000.00		2,000	2,000 (100%)
107	CCTV Maintenance				3,500.00		3,500	3,500 (100%)
108	CCTV Broadband Connections				2,000.00	190.01	1,810	1,810 (90%)
147	Alarm Maintenance					75.00	-75	-75 (N/A)
SUB TOTAL					13,165.00	1,284.45	11,881	11,881 (90%)
GRANTS AND DONATIONS								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				3,000.00		3,000	3,000 (100%)

Horley Town Council

2 June 2021 (2021-2022)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2021 and 31/05/2021)

111 Churchyards	6,550.00	6,550.00		(0%)
112 Cllr Initiative grants				(N/A)
113 Other Grants				(N/A)
SUB TOTAL	9,550.00	6,550.00	3,000	3,000 (31%)

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments							(N/A)
	SUB TOTAL							(N/A)

Summary

NET TOTAL	529,644.00	269,060.87	-260,583	549,969.42	71,301.89	478,668	218,084 (20%)
V.A.T.		35.97			4,742.59		
GROSS TOTAL		269,096.84			76,044.48		

Notes of Joint Meeting: SCC / RBBC / HTC
Held virtually on 25 June 2021, at 3.00pm

Present:	Cllr Andy Lynch (AL):	SCC
	Cllr Jordan Beech (JB)	SCC/HTC
	Cllr Richard Biggs (RB)	RBBC
	Cllr Samantha Marshall (SM)	HTC
	Cllr Mike George (MG)	HTC
	Joan Walsh, Town Clerk (JW)	HTC

1. (i) Covid-19 Impact – Council Activities:

SCC (AL/JB):

- In light of an increase of variant cases of Covid-19 in the north of the borough, surge testing had begun for people to get tested, regardless of having symptoms, so as to slow down the transmission of the virus within the community as this had become more evident in the younger age groups.

RBBC (RB):

- The Borough Council had partnered with SCC and NHS Test & Trace in setting up mobile units in the affected areas to support surge testing.
- Arrangements were in place for the return of in-person meetings whereby only necessary participants would be present in the council chamber for the meetings to be quorate with the remainder attending remotely who would be marked as in attendance but could not vote.

HTC:

- The Town Council had resumed office-based working and its community hall was open to hirers, in line with social distancing and all necessary Covid prevention measures.
- The return of in-person meetings could only be accommodated with limited numbers as identified in the Council's Covid Risk Assessment and this had necessitated the need to hire a larger venue at Regent Hall for a Full Council meeting. Since RBBC had offered its support where possible to its neighbouring Town and Parish Councils in these circumstances, it was hoped that concessionary arrangements might be considered for any future hall hire at Regent Hall and this would be investigated if required.

ii) Horley Community Projects Update:

MG provided an update on progress with the *Horley Commercial Hub*, advising that RBBC had been furnished with full details, including a full business plan and financial projections. The submission made by RBBC to the Government's Levelling Up fund aimed to support a number of Horley town centre improvement projects and public realm works through its wide-stretch bid should it be successful, including other innovative ways to support the community after the pandemic. It had also been suggested that funding through the LEP Local Growth Fund bid might provide another means to support the hub and this avenue should be actively pursued. MG added that it was intended to set up the hub as a community interest company (CIC) as more appropriate for the Horley community. It was hoped that Borough representation on the board might be considered as a joint venture with HTC and the Horley Chamber of Commerce with a legal agreement being put in place should the vacant unit identified in the town centre (between Costa Coffee and the Horley Library) be acquired to accommodate the new community facility.

Environmental Projects (led by RBBC and HTC):

MG advised that the HTC Environment Working Group had preliminary discussions with the RBBC Sustainability Officer on community activities and they hoped to progress this further to involve the Council's Head of Corporate Strategy. In the meantime, HTC were in touch with the Horley Learning Partnership to cascade their junior environmental survey to local schools and to share the outcomes and feedback from respondents.

2. General SCC Update from a Horley (East) perspective [JB]:

JB advised that a date for the resurfacing of the Kings Road by SCC Highways was still awaited and similar works to be done at the Kings Head Junction would form part of the Surrey-wide programme under Operation Horizon. He added that a feasibility study by SCC was underway to evaluate possible usage of the old Horley Library site on Victoria Road, such as, residential care or sheltered housing. Further updates would be provided once available.

3. Highways Matters:

i) Traffic speeds in and around 'The Acres' Langshott and Wheatfield Way [JB/MG]:

MG summarised the issues following concerns raised by residents due to the speed of traffic around 'The Acres' development, Langshott. HTC wrote an extensive letter to the Cabinet Member for Highways, Cllr Matt Furniss, in light of vehicle speeding and resulting in damage to residents' property along with the daily risk of personal injury due to dangerous driving. HTC set out a number of traffic calming measures to improve the situation, such as, mandatory speed limits/illuminating signs, kerbing, access restrictions for heavy goods vehicles, raised tables/speed ramps and speed cameras.

In his reply, Cllr Furniss said he knew of the situation, having also been contacted by Borough Councillors and residents directly affected. He said that excessive speeding on Surrey roads generally had a notable increase during the pandemic. He referred to the speed survey carried out in Wheatfield Way in October 2020 when traffic volumes were lower and the recorded average speeds there were 35mph (towards Langshott) and 34mph (towards Smallfield Road). As these were higher than normal, SCC asked Surrey Police to give this area extra attention and this was subsequently actioned.

He added that SCC holds personal injury collision data, provided by Surrey Police, for traffic collisions that occurred between 1st January 2012 and 31st March 2021 which showed there had been no personal injury collisions in Wheatfield Way over that period (information publicly available at: www.crashmap.co.uk) SCC receive many requests for speed reduction and traffic calming measures than it is possible to deliver in any given year and so these requests are prioritised, focussing on resources to deliver schemes that could reduce the number and risk of personal injury accidents. Additional illuminated signs were considered when the development was designed, however the design ethos for the development was to minimise any further illumination wherever possible to reduce environmental impact. Similarly, some areas of kerbing were not installed to allow surface water to drain into the existing highway ditch system rather than installing additional kerbs and gullies.

In relation to speeding concerns at Langshott, there was a 20mph Zone along the section of Langshott from Orchard Drive to the Bus Gate and this complimented the existing 20 mph Zone on 'The Acres'. As Westvale Park was still under construction, it would take some time after the scheme was completed to fully assess the impact of the associated traffic from the development on local roads.

Cllr Furniss further understood that HGVs were a concern locally (as in many areas of Surrey), however access was still required for HGVs to local businesses and residents' homes and displacement of HGV traffic on to neighbouring roads must be given due consideration. There had been several schemes installed in Langshott including reconstruction of the road up to the Bus Gate along with some new

pavements installed and general improvements to drainage and signs. The priority at the Langshott/Orchard Drive/Wheatfield Way had been changed to assist in slowing traffic on the approaches to this junction and balance traffic priorities. There was currently no highway link between the A23 and A217 because Meath Green Lane works, which connect the two areas of Westvale Park, were still being developed.

The traffic speed cushions and speed table on part of Wheatfield Way, which were considered to be ineffective at reducing traffic speeds, had been removed. A new highway scheme was installed that had made use of the available road space and reduced the carriageway widths in certain areas to moderate traffic speeds and provide a safer pedestrian crossing facility. SCC were developing a new policy for the use of speed cameras in Surrey. However, speed cameras were used to address the worst casualty hotspots and where there was not a feasible way to introduce traffic calming measures. It could be possible to introduce further traffic calming on Wheatfield Way, subject to prioritisation and feasibility, and so speed cameras would not be a supported way of reducing traffic speeds on this road.

He concluded by advising that the **Reigate and Banstead Local Committee** had already agreed the highest priority schemes to be progressed in the next 3 years, using the additional capital funding made available for local schemes. Details of the Highway Forward Programme were available at: [\(Public Pack\)Agenda Document for Reigate and Banstead Local Committee, 01/03/2021 14:00 \(surreycc.gov.uk\)](#). He noted that residents remained concerned about the safety of Wheatfield Way, therefore SCC would continue to monitor collisions and vehicle speeds on Wheatfield Way. Should there be any significant increase in the number of personal injury collisions, then the matter would be referred to the relevant Road Safety Working Group to see if any measures could be taken to reduce the risk of personal injury accidents. This group consists of Road Safety experts from both Surrey Police and the County Council as well as engineers from Surrey Highways. This would help inform any possible measures to reduce traffic speeds and improve safety going forward.

It was noted that although the information provided by Cllr Furniss was helpful, there were still concerns that in the absence of any preventative measures being taken, the risk of personal injury remained a serious threat on a daily basis. The situation would therefore continue to be pursued until a satisfactory solution had been reached and it was suggested that this be taken up as a separate matter with the Reigate & Banstead Local Area Committee.

ii) Traffic Assessment Request on A23/Bonehurst Road – to note any further updates from SCC [JB/AL]:

The joint request for an urgent Traffic Survey at the above location, made previously by HTC and Salfords & Sidlow Parish Council (S&SPC) was discussed, noting the response which was later received from Cllr Matt Furniss. His reply had focussed on the phasing of traffic lights at the Cross Oak Lane junction and traffic impact at the Cross Oak Lane and Westvale Park junction, rather than the whole stretch of the A23 which was equally affected. Surrey Highways had claimed that traffic levels were apparently lower due to the pandemic but they still needed to assess the full impact on traffic from the Westvale Park development. It was felt, however that SCC should take a more holistic view of the issues on the A23 with traffic congestion, including the North Gatwick Gateway Distribution Centre on Cross Oak Lane and the junction opposite with Westvale Park. In conjunction with both of the Town and Parish Councils and supported by RBBC, a full traffic impact assessment and traffic survey of the A23, northbound and southbound, were considered essential to see the bigger picture and this would continue to be actively pursued, especially in light of the recent Planning Application by Aldi which was thought to provide an ideal opportunity for such surveys to be carried out by the highways authority since the A23 is a major road linking the towns of Horley and Redhill via East Surrey Hospital.

AL indicated that Surrey Highways would be proceeding with a full traffic assessment in September once normal traffic levels were expected to resume and this would include the whole stretch of the A23, Horley up to Three Arch Road, Redhill. RB added some suggested junction improvements would

make a considerable difference if such expenditure could be met. The Borough Council would have to withhold comment until they had sight of the full traffic survey from Surrey Highways.

4. Proposed Horley Business Park:

RB advised that the Supplementary Planning Document (SPD) was being drafted to provide guidance for the development of the site, including design and other factors to be considered in light of the Coronavirus pandemic, prior to the public consultation at a later stage. It was noted that the Town Park was an important element of the overall plan and considered an essential recreational space within the location. The aim would be to have the facility open for residents and S106 funding would be made available to support it. It was further noted that recent Freedom of Information requests made by a resident in regard to the proposed Horley Business Park had been responded to by RBBC and the matters raised had been addressed by the Borough Council.

5. SCC Community Projects Fund ('Your Fund Surrey'):

JW explained that HTC had posted the proposal for Michael Crescent to be redeveloped with a new Community Centre on the SCC Commonplace Map and a reasonable level of support for the project having been subsequently lodged by the public. Additionally, HTC had completed two stages of the initial process and this included completion of a detailed questionnaire on the redevelopment proposals and how it would benefit the local community. However, in order to progress to Stage 3 and submit a full application, a number of actions were necessary to be able to provide the additional information, such as:

- Evidence of a resident survey being carried out and feedback received from residents.
- Design and Structural surveys.
- Submission of a Planning Application for the development and confirmation of planning permission being granted.
- Evidence of the full tendering process to be followed.
- Confirmation of the Covenant release from SCC.
- A full Business Plan and funding arrangements made available to go towards the project.

After careful consideration and since the above requirements would require significant outlay by HTC to be able to proceed, it was decided to pause the project for the time being and instead focus on other smaller community projects as identified in the Horley Town Plan 2020-25, such as, environmental activities to tackle climate change. Since the Surrey Your Fund scheme was a rolling fund over five years, HTC intended to take full advantage of the scheme by registering ideas for worthwhile community projects in Horley throughout this period.

6. 'Café In The Park', Horley Recreation Ground:

JW advised that due to the delay in Stage 4 of the Government's Roadmap on easing Covid-19 restrictions, the grand opening of 'The Café In The Park', Horley Recreation Ground, planned for 26 June, had to be postponed until a later date in the interests of public safety. The official opening would be combined with the opening of the refurbished tennis courts and it was hoped that a new date could be set for September (further details to follow at a later stage).

JW added that since the operator (The Farmyard Kitchen) began full trading of an indoor and outdoor service, their business was doing exceptionally well and, along with HTC, had received very complimentary feedback from residents, visitors and on social media on how it had transformed the park along with the development and upgraded facilities.

In regard to the shipping container request made by the operator, she explained that there were some inaccuracies in the Planning Application submitted by the Café tenants to RBBC to place it at the Café site to provide additional storage. The Planning Officers had raised a number of queries, including a requirement for hedging to be planted around the container and only temporary permission could be granted for up to 5

years. These necessary requirements, along with the increase in the cost of steel, had made it too costly an option to meet and so other storage solutions were being considered. AJ/RB suggested the tenants might consider a used or reconditioned container to lower the cost, however the requirements set out under current legislation would still need to be met in order to acquire planning consent.

7. Any other business

No matters were raised.

8. Date of next meeting

Friday, 27 August 2021, 3pm – to be held virtually on Zoom

RBBC/SCC/HTC Joint Meeting / JW

Horley Town Council

Meetings Schedule

2021-2022



Tuesday	04-May	Annual Council and Full Council
Tuesday	18-May	Planning Full
Tuesday	15-Jun	Interim Planning
Tuesday	29-Jun	Full Council (AGAR Submission)
Tuesday	20-Jul	Planning Full
Tuesday	27-Jul	Leisure
Tuesday	17-Aug	Interim Planning
Tuesday	07-Sep	Full Council
Tuesday	21-Sep	Planning Full
Tuesday	28-Sep	Finance
Tuesday	05-Oct	Leisure
Tuesday	19-Oct	Interim Planning
Tuesday	02-Nov	Full Council
Tuesday	09-Nov	Finance
Tuesday	16-Nov	Planning Full
Tuesday	30-Nov	Leisure
Tuesday	07-Dec	Interim Planning
Tuesday	14-Dec	Full Council (Precept)
Tuesday	11-Jan	Planning Full (2021)
Tuesday	25-Jan	Finance
Tuesday	08-Feb	Interim Planning
Tuesday	22-Feb	Leisure
Tuesday	01-Mar	Full Council
Tuesday	15-Mar	Planning Full
Tuesday	29-Mar	Finance
Tuesday	19-Apr	Interim Planning
Tuesday	26-Apr	Leisure
Friday	29-Apr	TOWN MEETING
Tuesday	10-May	Annual Council and Full Council

Response ID ANON-N2UZ-46WV-6

Submitted to **Local Authority Remote Meetings - Call for Evidence**

Submitted on **2021-06-03 14:50:59**

Your personal data

1 Are you happy to continue?

Please tick this box if you are happy to continue:

Yes

Introduction

2 What is your name?

Name:

Joan Walsh

3 What is your email address?

Email:

town.clerk@horleytown.com

4 What is your organisation?

Organisation:

Horley Town Council

5 Where in the UK is your organisation based?

England

6 What type of organisation are you responding on behalf of?

Please select an option from the drop-down list below:

Parish/Town Council

If you selected other, please specify:

Scope of this Call for Evidence

Purpose of this Call for Evidence

Terminology

Background

The Current Arrangements

7 Generally speaking, how well do you feel the current remote meetings arrangements work?

Very Well

Please explain your answer in more detail, though note you will be asked about specific advantages and disadvantages of remote meetings in further questions:

Permanent Arrangements

8 Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

Yes

Please explain your answer in more detail.:

Provide full accessibility for all Council Members and for members of the public. Especially useful for accommodating large numbers at a meeting.

Benefits of Remote Meetings

9 What do you think are some of the benefits of remote meetings?

More accessible for local authority members, Meetings more easily accessed by local residents, Other (please specify below)

For each benefit you have selected, please explain each of your answers in more detail:

More flexibility for Members who have other commitments; easier to fit around multiple meeting commitments

Please upload a file using this link:

No file uploaded

Cost of remote meetings

10 [For local authorities only] Have you seen a reduction in costs since implementing remote meetings in your authority?

No

Please explain your answer in more detail.:

No we had to provide the infrastructure and video conferencing platform to facilitate the remote meetings.

Please upload a file using this link:

No file uploaded

Disadvantages of Remote Meetings

11 What do you think are some of the disadvantages of the remote meetings arrangements?

It is harder for members to talk to one another informally, Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection, Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology, It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve

For each disadvantage you have selected, please explain each of your answers in more detail:

There is less scope for interaction when not physically present, there is the threat of poor connection, everyone can hear what you are saying which may not always be appropriate for the conversation that you wish to have.

We have had some Members leave a meeting through having IT issues such as a poor connection.

We have some elderly residents who would come to the in person meeting who have no means to access the internet themselves.

For each disadvantage you have selected, please explain any suggestions you have to mitigate/overcome them.:

As time has progressed everyone has become more comfortable with the technology and opening the meeting 15 minutes before the published time allows Members some opportunity for informal networking.

Advantages of Physical Meetings

12 What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

Please provide your answer in the box below:

The advantages are the voting process is simpler, Members have more opportunity for informal networking, the Chairman has a clearer view of all Members present so that it is easier to attract the attention of the Chairman if you wish to speak.

Constraints on Remote Meetings

13 If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

For all meetings

Please explain your answer in more detail.:

We would like to have the opportunity for all public meetings including Committees, Sub Committees and Working Groups to meet remotely. However we feel that the best solution would be to introduce hybrid meetings within this context to support full accessibility.

14 If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

In any circumstances

Please explain your answer in more detail.:

To enable this Council to have full flexibility

15 Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

No

Please explain your answer in more detail.:

Because as a local authority we would ensure that we followed the correct regulations and guidance in this context.

16 If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

Please provide your answer in the box below:

N/A

Public Sector Equality Duty

17 In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

Yes

Please explain your answer in more detail.:

This would allow the local authority to reach a wider audience not just those who are physically able to attend the meeting. However remote meetings could disadvantage those who do not have the ability or confidence to attend remotely which is why we feel that hybrid meetings are the way to ensure maximum benefit to the most people.