

HORLEY TOWN COUNCIL

A meeting of the **Finance & General Purposes Committee**
to be held virtually on **30 March 2021** at **7.30 pm**

Following Government advice, essential meetings of Horley Town Council will be held virtually during the COVID-19 Pandemic and not in the Council Chamber. All papers will be published on our website and social media channels as normal. Members of the public may join the meeting remotely by requesting a Zoom link (by email at: town.clerk@horleytown.com) by no later than one hour before the start of the meeting.

A G E N D A

1 Virtual Meeting (Committee Chairman)

To resolve that in view of the COVID-19 crisis, the meeting of the Finance & General Purposes Committee on 30 March 2021 is to be held virtually.

2 Apologies and Reasons for Absence

3 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive from members any declarations of interest in relation to any items included on this agenda.

4 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public may speak once only and for a maximum of five minutes in respect of a business item on the agenda and shall not speak for more than five minutes at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course. At the end of the Public Forum, members of the public will have their video feed turned off and microphone muted by the meeting facilitator. They may however remain to see and hear the meeting but may no longer take part unless invited to do so at the discretion of the Chair.

5 Approval of Minutes: Committee Meeting, 2 February 2021.

6 Finance Updates: Committee Meeting, 2 February 2021.

7 Internal Audit Matters

- i) To receive the Councillors' Audit Certificate for January and February 2021.
- ii) **Annual accounts (Annual Governance & Accountability Return) 2020/2021** - To receive information provided by External Auditor, PKF Littlejohn and to agree the way forward.
- ii) To receive an update on any other matters.

8 Financial Matters

- i) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to February 2021.
- ii) RBBC Local Restrictions (COVID-19) Support Grants - To receive an update.

9 Community Infrastructure Levy (CIL) - To receive the latest quarterly report for the period 16/12/20-15/03/21.

10 Communications - To receive an update from the Chairman on the meeting of the Communications Sub-Committee held earlier in the evening (30 March 2021).

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

- i) New service provision arrangements by Surrey ALC from 1 April 2021 - To receive an update.
- ii) To receive an update on any other matters.

12 Covid-19 Response

- i) To note arrangements for the reopening of the Edmonds Hall and Town Council offices in line with the Government's roadmap out of the lockdown.
- ii) To approve the updated Covid -19 Risk Assessment for the Town Council Offices and Edmonds Hall, following an interim review.

...Continued

- iii) To consider arrangements for blended meetings
- iv) To receive an update on any other matters.

13 HTC Operational Matters

i) Council Offices and Innes Sports Pavilion - Water Monitoring Compliance

To ratify the annual charges for both sites from Water Environment Treatment Ltd, in the total sum of £848 plus VAT.

ii) Annual Review of Charges for Allotments, Football and Hall Hire

To agree Council charges for the year 2021-22.

iii) Utility Contracts

To receive an update

14 Edmonds Fund

i) To receive the latest quarterly Statement, for the period 1 January 2021 to 31 March 2021.

ii) To receive any other updates.

15 'Café in The Park' Project, Horley Recreation Ground

i) To receive an update on the project during the retention period (to 20 November 2021) and to note any issues arising.

ii) To receive an update on the Café Tenancy and anticipated opening date in line with the Government's roadmap out of the Covid-19 lockdown.

iii) To agree the official opening of the Café to be combined with the opening of the refurbished tennis courts on Saturday, 22 May, from 12pm and to note the arrangements to be made.

16 RBBC: Community Centres Consultation (Closing Date: 22 March 2021) - To ratify this Council's response.

17 Letters Received.

18 Diary Dates

19 Items for future consideration

To note any items for inclusion on any future agenda.

20 Press Release

To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 25 March 2021

Date of next meeting – 8 June 2021

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
163	21/01/2021		HSBC Current	CHQ IN AT 401165	Football pitch hire	Perrywood FC	S	92.43	18.49	110.92
165	08/01/2021		HSBC Current		Banner Display	Reigate Grammar School	E	41.08	0.00	41.08
166	05/01/2021		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	82.17	16.43	98.60
167	04/01/2021		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
168	11/01/2021		HSBC Current		Covid-19 Relief	Reigate & Banstead Borough	E	810.00	0.00	810.00
169	01/01/2021		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
170	20/01/2021		HSBC Current		Covid-19 Relief	Reigate & Banstead Borough	E	6,001.00	0.00	6,001.00
171	25/01/2021		HSBC Current		Printing	Court Lodge Resident's Assoc	E	140.00	0.00	140.00
172	28/01/2021		HSBC Current		Horley in Bloom	Surrey County Council	E	2,000.00	0.00	2,000.00
173	18/01/2021		HSBC Current		Banner Display	GLL Leisure	E	82.16	0.00	82.16
Total								9,577.51	100.65	9,678.16

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
646 Stationery	07/01/2021		HSBC Current	69405XT012IO	Stationery	Amazon	S	12.03	2.41	14.44
647 Cleaning of hall and office	07/01/2021		HSBC Current	69775XT00WEJ	Cleaning	Asbit	S	276.50	55.30	331.80
648 Cleaning of hall and office	07/01/2021		HSBC Current	69775XT00WEJ	Cleaning	Asbit	S	276.50	55.30	331.80
649 Parks Furniture	07/01/2021		HSBC Current	64895Y101PHH	Park Furniture	Earth Anchors Ltd	S	878.00	175.60	1,053.60
650 IT	07/01/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
651 Christmas	19/01/2021		HSBC Current	72415Y101O9V	Christmas tree	Mitchells of Horley Ltd	S	440.00	88.00	528.00
652 Parks Furniture	19/01/2021		HSBC Current	64895Y101PHH	Park Furniture	Earth Anchors Ltd	S	439.00	87.80	526.80
653 Cleaning of hall and office	19/01/2021		HSBC Current	02305Y101S0C	Cleaning	Asbit	S	276.50	55.30	331.80
654 Compliance and Regulatory	19/01/2021		HSBC Current	84665Y100ZSO	Legionella Testing	WET Ltd	S	194.00	38.80	232.80
655 Photocopying	19/01/2021		HSBC Current	26345Y100FX7	Printer Cartridges	Amazon	S	38.32	7.67	45.99
656 Photocopying	19/01/2021		HSBC Current	26345Y100FX7	Printer Cartridges	Amazon	S	37.46	7.49	44.95
657 Stationery	19/01/2021		HSBC Current	26345Y100FX7	Stationery	Amazon	S	9.08	1.82	10.90
658 Alarm Maintenance	19/01/2021		HSBC Current	ERROR	Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
659 Alarm Maintenance	19/01/2021		HSBC Current	ERROR	Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
660 Communications	21/01/2021		HSBC Current	ERROR	Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
661 Bank charges	21/01/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	31.68	0.00	31.68
662 Utilities	21/01/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	186.67	37.33	224.00
663 Utilities	21/01/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	151.08	7.55	158.63
664 Utilities	21/01/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	123.72	6.19	129.91
665 Pavilion Cafe	21/01/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	509.88	101.98	611.86
666 Bank Interest	21/01/2021		HSBC Deposit	ERROR	Erroneous Posting	HSBC	E	0.00	0.00	0.00
677 Photocopying	04/01/2021		HSBC Current	DIRECT DEBIT	Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
678 Communications	15/01/2021		HSBC Current	DIRECT DEBIT	Mobile Phone	EE	S	19.52	3.90	23.42
679 Subscriptions & Licences	18/01/2021		HSBC Current	DIRECT DEBIT	Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
680 Maintenance Contracts	18/01/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
681 CCTV Broadband Connection	19/01/2021		HSBC Current	DIRECT DEBIT	CCTV Broadband	Zen Internet	S	94.43	18.89	113.32
682 Maintenance Contracts	21/01/2021		HSBC Current	DIRECT DEBIT	Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
683 Net Salaries	28/01/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
684 Rates	04/01/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
685 Communications	22/01/2021		HSBC Current	DIRECT DEBIT	Mobile Router	BT	S	30.00	6.00	36.00
686 Utilities	29/01/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	17.20	0.00	17.20
687 Church Rd Utilities	29/01/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	49.61	0.00	49.61
688 Utilities	29/01/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	15.89	0.00	15.89
689 Rates & Utilites	29/01/2021		HSBC Current	DIRECT DEBIT	Water Rates	Everflow Water	E	6.12	0.00	6.12
690 Communications	05/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	11.97	2.40	14.37
691 IT	08/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	127.37	0.00	127.37

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
692 IT	10/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
693 IT	13/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
694 IT	13/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Zoom License	Zoom Video Communications	S	32.00	6.40	38.40
695 IT	14/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
696 Communications	22/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
697 Communications	22/01/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	5.00	1.00	6.00
Total								14,328.47	955.11	15,283.58

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
649 Parks Furniture	07/01/2021		HSBC Current	64895Y101PHH	Park Furniture	Earth Anchors Ltd	S	878.00	175.60	1,053.60
665 Pavilion Cafe	21/01/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	509.88	101.98	611.86
683 Net Salaries	28/01/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
Total								10,332.40	277.58	10,609.98

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 31/01/2021		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/01/2021		586,125.72
	SUBTRACT Payments 01/04/2020 - 31/01/2021		888,037.32
			656,525.07
A	Cash in Hand 31/01/2021 (per Cash Book)		231,512.25
	Cash in hand per Bank Statements		
	Cash	31/01/2021	0.00
	Handelsbanken	31/01/2021	138,504.30
	FairFX Bank Debit Card	31/01/2021	374.09
	Nationwide Intl	31/01/2021	22,664.58
	HSBC Payroll	31/01/2021	7,533.47
	HSBC Deposit	31/01/2021	70,380.57
	HSBC Current	31/01/2021	57,468.28
			296,925.29
	Less unrepresented payments		1,655.22
			295,270.07
	Plus unrepresented receipts		110.92
B	Adjusted Bank Balance		295,380.99
	Error A does NOT equal B		
	ERROR IS	£-63,868.74	

NB - All the individual accounts are reconciled. The error shown here has been created by some adjustments made to the accounts in order to claim Q3 VAT correctly. Because these adjustments were made in February, they show as an error in the January Reconciliation but this will be resolved when the accounts are reconciled in February. Note added by Judy Morgan RFO on 10.02.21

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
164	01/02/2021		HSBC Current		Allotment Rent	Andrew Dickson	E	53.00	0.00	53.00
174	02/02/2021		HSBC Current	CHQ IN AT 401165	Hall Hire Fee	RCCG City of Joy	E	472.00	0.00	472.00
175	02/02/2021		HSBC Current	SMITH H L INV 62	Allotment Rent	Helen Smith	E	53.00	0.00	53.00
176	02/02/2021		HSBC Current	G Hillock 69	Allotment Rent	Kate & Gary Hillock	E	53.00	0.00	53.00
177	03/02/2021		HSBC Current	ANDREWS EDWIN J 84	Allotment Rent	E Andrews	E	53.00	0.00	53.00
178	09/02/2021		HSBC Current	PERRY MJ & J Invoice	Allotment Rent	Jackie & Mike Perry	E	53.00	0.00	53.00
179	03/02/2021		HSBC Current	TULLETT&FIPPARD IN	Allotment Rent	Mr S Tullett	E	53.00	0.00	53.00
180	03/02/2021		HSBC Current	KENCHINGTON J & D :	Allotment Rent	Dave Kenchington	E	53.00	0.00	53.00
181	03/02/2021		HSBC Current	A. BROWN INVOICE 71	Allotment Rent	A Brown	E	53.00	0.00	53.00
182	03/02/2021		HSBC Current	ELLOTT S J 105	Allotment Rent	Steve Elliott	E	106.00	0.00	106.00
183	03/02/2021		HSBC Current	MORLEY NA+SC INVO	Allotment Rent	Neville & Sian Morley	E	106.00	0.00	106.00
184	03/02/2021		HSBC Current	M Beedle 78	Allotment Rent	Michelle Beedle	E	53.00	0.00	53.00
185	03/02/2021		HSBC Current	Philpot Christine 101	Allotment Rent	Paul Philpot	E	53.00	0.00	53.00
186	03/02/2021		HSBC Current	ASHFORD I N CRALLO	Allotment Rent	Ian Ashford	E	53.00	0.00	53.00
187	03/02/2021		HSBC Current	MEARING A R CRALLO	Allotment Rent	Rod Mearing	E	53.00	0.00	53.00
188	03/02/2021		HSBC Current	E Roberts invoice 57	Allotment Rent	Barry Roberts	E	53.00	0.00	53.00
189	04/02/2021		HSBC Current	Allen Louisa PLOT 40 C	Allotment Rent	Tony Allen	E	53.00	0.00	53.00
190	04/02/2021		HSBC Current	NELSON F F + J 66	Allotment Rent	Janine Nelson	E	53.00	0.00	53.00
191	04/02/2021		HSBC Current	Brooks Alan PLOT 56 F	Allotment Rent	Alan Brooks	E	53.00	0.00	53.00
192	04/02/2021		HSBC Current	A Reilly ALLOTMENT -	Allotment Rent	Allen Reilly	E	53.00	0.00	53.00
193	04/02/2021		HSBC Current	MOXLEY PRG SFC INV	Allotment Rent	P Moxley	E	53.00	0.00	53.00
194	04/02/2021		HSBC Current	JOYCE SZCZEBICKA J	Allotment Rent	Jason Szczerbicki	E	53.00	0.00	53.00
195	04/02/2021		HSBC Current	M Izbrodin INV NO. 99	Allotment Rent	Oksana Esikova	E	53.00	0.00	53.00
196	05/02/2021		HSBC Current	H Randall Invoice num	Allotment Rent	Mr & Mrs Randall	E	106.00	0.00	106.00
197	05/02/2021		HSBC Current	1AHTCHER G G.THATC	Allotment Rent	Gary Thatcher	E	53.00	0.00	53.00
198	06/02/2021		HSBC Current	Gardiner Susan INV 71	Allotment Rent	Mark & Susan Gardiner	E	106.00	0.00	106.00
199	07/02/2021		HSBC Current	HORLEY LIONS CLU IN	Allotment Rent	Horley Lions	E	106.00	0.00	106.00
200	07/02/2021		HSBC Current	Daniel Petrak & Na Inv	Allotment Rent	Daniel Petrak & Natercia Rinç	E	53.00	0.00	53.00
201	08/02/2021		HSBC Current	GEARD ANTHONY GE 1	Allotment Rent	Mrs S Geard	E	53.00	0.00	53.00
202	08/02/2021		HSBC Current	GOLDSMTH J&J 68 All	Allotment Rent	Jonathan Goldsmith	E	53.00	0.00	53.00
203	01/02/2021		HSBC Current	R Collins collins 88	Allotment Rent	Mr R L Collins	E	53.00	0.00	53.00
204	11/02/2021		HSBC Current	LAU H&C invoice 97	Allotment Rent	Sunny Lau	E	32.00	0.00	32.00
205	13/02/2021		HSBC Current	PRENDERGAST BMM F	Allotment Rent	Bridget Prendergast	E	53.00	0.00	53.00
206	14/02/2021		HSBC Current	MCKENZIE AJ INVOIC	Allotment Rent	A J McKenzie	E	85.00	0.00	85.00
207	14/02/2021		HSBC Current	MILLER AP & LJ INV10	Allotment Rent	Tony Miller	E	53.00	0.00	53.00
208	16/02/2021		HSBC Current	CAREROOM- TOAD HA	Banner Display	Toad Hall Nursery	E	77.02	0.00	77.02

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
209	18/02/2021		HSBC Current	100316	Allotment Rent	George Skillings	E	53.00	0.00	53.00
210	18/02/2021		HSBC Current	CASH	Photocopying - copies	Asbit	E	20.00	0.00	20.00
211	18/02/2021		HSBC Current	CASH	Allotment Rent	Mr R Hunt	E	53.00	0.00	53.00
212	18/02/2021		HSBC Current	001488	Allotment Rent	Mr R P Johns	E	53.00	0.00	53.00
213	18/02/2021		HSBC Current	103814	Allotment Rent	Mrs J Blaine	E	53.00	0.00	53.00
214	18/02/2021		HSBC Current	Anne Burden Plot 49a	Allotment Rent	Ms J Burden	E	32.00	0.00	32.00
215	18/02/2021		HSBC Current	File David 79	Allotment Rent	David File	E	53.00	0.00	53.00
216	18/02/2021		HSBC Current	Poole Derek 83	Allotment Rent	Derek Poole	E	32.00	0.00	32.00
217	18/02/2021		HSBC Current	THOMAS AM PLOT 48	Allotment Rent	A M Thomas	E	32.00	0.00	32.00
218	18/02/2021		HSBC Current	Moore Daniel INV 82	Allotment Rent	Dan Moore	E	53.00	0.00	53.00
219	22/02/2021		HSBC Current	R Spies R H Spies Plot	Allotment Rent	Ray Spies	E	53.00	0.00	53.00
220	25/02/2021		HSBC Current	D Lloyd Invoice No 81	Allotment Rent	David Lloyd	E	85.00	0.00	85.00
221	28/02/2021		HSBC Current	MARTIN O INV 100	Allotment Rent	Olga Nedza	E	53.00	0.00	53.00
226	05/02/2021		HSBC Current		Vat Refund	HMRC	R	0.00	29,408.52	29,408.52
Total								3,252.02	29,408.52	32,660.54

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
667	02/02/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	75.05	3.75	78.80
668	18/02/2021		HSBC Current	34995YV006UD	Cleaning	Asbit	S	276.50	55.30	331.80
669	01/02/2021		HSBC Current		cafe pavilion	Newlyns	S	-27,826.83	-5,565.37	-33,392.20
673	01/02/2021		HSBC Current	55915WJ00E86	cafe pavilion	Newlyns	S	-25,410.11	-5,082.02	-30,492.13
698	18/02/2021		HSBC Current	34995YV006UD	Cleaning	Asbit	S	276.50	55.30	331.80
699	18/02/2021		HSBC Current	30975YV00ENX	Consultancy	LG Business Consultation	E	638.10	0.00	638.10
700	24/02/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	186.67	37.33	224.00
701	19/02/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	262.17	52.43	314.60
702	24/02/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	126.02	6.30	132.32
704	08/02/2021		HSBC Current	22285YL019YW	Broadband	BT	S	51.00	10.20	61.20
705	08/02/2021		HSBC Current	22285YL019YW	Late Payment Fee	BT	E	40.00	0.00	40.00
706	08/02/2021		HSBC Current	22285YL019YW	Broadband	BT	E	98.62	0.00	98.62
707	18/02/2021		HSBC Current	ERROR	Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
708	18/02/2021		HSBC Current	ERROR	Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
709	08/02/2021		HSBC Current	81475YL018E1	Cleaning	Asbit	S	276.50	55.30	331.80
710	04/02/2021		HSBC Current	62395YH013V6	PAYE	HMRC	E	1,351.00	0.00	1,351.00
711	04/02/2021		HSBC Current	62395YH013V6	NIC Employee	HMRC	E	718.56	0.00	718.56
712	04/02/2021		HSBC Current	62395YH013V6	NIC Employer	HMRC	E	1,148.99	0.00	1,148.99
713	18/02/2021		HSBC Current	62395YH013V6	Bank charge	HSBC	E	30.40	0.00	30.40
714	04/02/2021	C 4873	HSBC Current	56165YH00L00	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
718	04/02/2021		HSBC Current	12325YH01Q2L	Pension Fund Employer	Surrey Pension Fund	E	2,058.30	0.00	2,058.30
719	04/02/2021		HSBC Current	12325YH01Q2L	Pension payments Employee	Surrey Pension Fund	E	725.71	0.00	725.71
720	04/02/2021		HSBC Current	06305YH00ZXQ	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
721	04/02/2021		HSBC Current	20855YH01SYS	Fire Alarm Maintenance	Innovation Fire & Security	S	445.00	89.00	534.00
722	04/02/2021		HSBC Current	20855YH01SYS	Fire Alarm Maintenance	Innovation Fire & Security	S	510.00	102.00	612.00
723	04/02/2021		HSBC Current	41405YH011PS	Security Guard Patrol	SmartGuard Security	S	397.44	79.49	476.93
724	04/02/2021		HSBC Current	41405YH011PS	Keyholding	SmartGuard Security	S	280.00	56.00	336.00
725	04/02/2021		HSBC Current	41405YH011PS	Security Guard Patrol	SmartGuard Security	S	386.40	77.29	463.69
726	04/02/2021		HSBC Current	01965YH023CV	Defibrillator installation	L&C Installations	S	324.44	64.89	389.33
727	04/02/2021		HSBC Current	52965YH007W0	Cleaning	Asbit	S	276.50	55.30	331.80
728	04/02/2021		HSBC Current	52965YH007W0	Cleaning	Asbit	S	276.50	55.30	331.80
729	04/02/2021		HSBC Current	82305YH00G8H	Window cleaning	Michael Stone	E	55.00	0.00	55.00
730	04/02/2021		HSBC Current	52185YH0171V	Staff Training	SALC	S	30.00	6.00	36.00
731	04/02/2021		HSBC Current	52185YH0171V	Staff Training	SALC	S	30.00	6.00	36.00
732	08/02/2021	F 4563	HSBC Current	20235YL016YG	Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
733	08/02/2021	F 4563	HSBC Current	20235YL016YG	Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
734	08/02/2021		HSBC Current	80545YL00ZX2	Fire Extinguisher Maintenance	Fireline ltd	S	86.38	17.28	103.66
735	18/02/2021		HSBC Current	ERROR	Erroneous Posting	Asbit	S	0.00	0.00	0.00
736	18/02/2021		HSBC Current	49895YV00CZZ	Pitch maintenance	Burleys	S	287.00	57.40	344.40
737	18/02/2021		HSBC Current	36925YV00CN2	Fire Alarm Maintenance	Firetronics Limited	S	115.00	23.00	138.00
738	18/02/2021		HSBC Current	08305YV008Y3	Signage	PLG Signs	S	77.00	15.40	92.40
739	18/02/2021		HSBC Current	35955YV00KC9	Staff Training	SALC	S	30.00	6.00	36.00
740	18/02/2021		HSBC Current	35955YV00KC9	Staff Training	SALC	S	30.00	6.00	36.00
741	18/02/2021		HSBC Current	35955YV00KC9	Staff Training	SALC	S	30.00	6.00	36.00
742	18/02/2021		HSBC Current	35955YV00KC9	Staff Training	SALC	S	30.00	6.00	36.00
743	19/02/2021		HSBC Current	DIRECT DEBIT	CCTV Broadband	Zen Internet	S	94.65	18.93	113.58
744	16/02/2021		HSBC Current	DIRECT DEBIT	Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
745	17/02/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	31.73	6.35	38.08
746	19/02/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
747	22/02/2021		HSBC Current	DIRECT DEBIT	Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
748	24/02/2021		HSBC Current	DIRECT DEBIT	Broadband	BT	S	30.00	6.00	36.00
749	15/02/2021		HSBC Current	DIRECT DEBIT	Mobile Phone	EE	S	19.90	3.98	23.88
750	17/02/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
751	08/02/2021		HSBC Current	DIRECT DEBIT	Phone line	BT	S	162.21	32.44	194.65
752	28/02/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,900.75	0.00	8,900.75
753	02/02/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
754	08/02/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	128.60	0.00	128.60
755	14/02/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
756	19/02/2021		FairFX Bank Debit Car	BACS	Horley in Bloom	Amazon	E	255.00	0.00	255.00
757	22/02/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	E	12.00	0.00	12.00
Total								-26,195.44	-8,681.17	-34,876.61

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
699	18/02/2021		HSBC Current	30975YV00ENX	Consultancy	LG Business Consultation	E	638.10	0.00	638.10
710	04/02/2021		HSBC Current	62395YH013V6	PAYE	HMRC	E	1,351.00	0.00	1,351.00
711	04/02/2021		HSBC Current	62395YH013V6	NIC Employee	HMRC	E	718.56	0.00	718.56
712	04/02/2021		HSBC Current	62395YH013V6	NIC Employer	HMRC	E	1,148.99	0.00	1,148.99
714	04/02/2021	C 4873	HSBC Current	56165YH00L00	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
718	04/02/2021		HSBC Current	12325YH01Q2L	Pension Fund Employer	Surrey Pension Fund	E	2,058.30	0.00	2,058.30
719	04/02/2021		HSBC Current	12325YH01Q2L	Pension payments Employee	Surrey Pension Fund	E	725.71	0.00	725.71
720	04/02/2021		HSBC Current	06305YH00ZXQ	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
722	04/02/2021		HSBC Current	20855YH01SYS	Fire Alarm Maintenance	Innovation Fire & Security	S	510.00	102.00	612.00
752	28/02/2021		HSBC Payroll	BACS	Salaries	Horley Town Council	E	8,900.75	0.00	8,900.75
Total								20,777.81	897.28	21,675.09

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 28/02/2021		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 28/02/2021		618,786.26
	SUBTRACT Payments 01/04/2020 - 28/02/2021		920,697.86
			619,993.24
A	Cash in Hand 28/02/2021 (per Cash Book)		300,704.62
	Cash in hand per Bank Statements		
	Cash 31/01/2021	0.00	
	Handelsbanken 28/02/2021	138,504.30	
	FairFX Bank Debit Card 28/02/2021	949.85	
	Nationwide Intl 28/02/2021	22,664.58	
	HSBC Payroll 28/02/2021	6,832.72	
	HSBC Deposit 28/02/2021	70,380.57	
	HSBC Current 28/02/2021	61,140.60	
			300,472.62
	Less unrepresented payments		0.00
			300,472.62
	Plus unrepresented receipts		232.00
B	Adjusted Bank Balance		300,704.62
	A = B Checks out OK		

Horley Town Council

Summary of Receipts and Payments

MONTH 11 SUMMARY
2020-2021)

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

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	290.25	-710				-710 (-70%)
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	56,196.74	-710	23,784.90	23,784.90		-710 (-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	2,038.00	-9,962				-9,962 (-83%)
8	Football Pitches	6,000.00	3,073.13	-2,927		1,260.00	-1,260	-4,187 (-69%)
9	Church Rd Allotments	3,300.00	2,781.00	-519				-519 (-15%)
10	Langshott Allotments	3,800.00	3,596.00	-204				-204 (-5%)
11	Bowls Club	276.00		-276				-276 (-100%)
12	Innes Pavilion	10,000.00	4,626.00	-5,374				-5,374 (-53%)
13	Saturday Market	200.00		-200				-200 (-100%)
14	Events and Banners	8,000.00	1,636.47	-6,364		20.00	-20	-6,384 (-79%)
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	21,100.60	-22,695		1,380.00	-1,380	-24,075 (-54%)

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	998.94	2,001	2,001 (66%)
22	Photocopying	80.00	206.40	126	4,000.00	2,276.90	1,723	1,850 (45%)
23	IT				8,000.00	6,193.21	1,807	1,807 (22%)
24	Website				2,800.00	1,600.00	1,200	1,200 (42%)
25	Communications				1,800.00	2,270.09	-470	-470 (-26%)
26	Environment Campaign		30.00	30				30 (N/A)
148	COVID -19 Compliance		8,145.00	8,145		14,027.65	-14,028	-5,883 (N/A)

Horley Town Council

Summary of Receipts and Payments

MONTH 11 SUMMARY
2020-2021)

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

SUB TOTAL	80.00	8,381.40	8,301	21,600.00	27,937.99	-6,338	1,963 (9%)
------------------	-------	----------	-------	-----------	-----------	--------	------------

SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				105,765.00	96,355.53	9,409	9,409 (8%)
31	PAYE				21,235.00	14,733.80	6,501	6,501 (30%)
32	NI Employee				14,260.00	7,837.70	6,422	6,422 (45%)
33	NI Employer				16,740.00	12,522.26	4,218	4,218 (25%)
34	SCC Pension Employee				12,000.00	14,854.90	-2,855	-2,855 (-23%)
35	SCC Pension Employer				25,000.00	23,647.05	1,353	1,353 (5%)
SUB TOTAL					195,000.00	169,951.24	25,049	25,049 (12%)

OFFICE MAINTENANCE & REF

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,704.15	296	296 (9%)
39	Cleaning of hall and office				13,000.00	13,225.16	-225	-225 (-1%)
40	Utilities				5,400.00	3,027.15	2,373	2,373 (43%)
41	Rates				3,000.00	1,039.58	1,960	1,960 (65%)
42	Maintenance Contracts				2,000.00	554.72	1,445	1,445 (72%)
43	Window Cleaning				750.00	330.00	420	420 (56%)
45	Compliance and Regulatory				5,000.00	3,533.32	1,467	1,467 (29%)
SUB TOTAL					32,150.00	24,414.08	7,736	7,736 (24%)

GENERAL

Code	Title	Receipts			Payments			Net Position
		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	336.08	664	664 (66%)
52	Insurance				8,500.00	7,522.48	978	978 (11%)
53	Legal and professional fees				35,000.00	23,647.20	11,353	11,353 (32%)
54	Audit fees				2,600.00	2,714.20	-114	-114 (-4%)
55	Subscriptions & Licences				7,300.00	5,488.02	1,812	1,812 (24%)
60	Election Expenses				8,760.00	8,756.52	3	3 (0%)
62	Chairman's Allowance				400.00	360.00	40	40 (10%)
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	59,129.57	27,075	27,075 (31%)

Horley Town Council

Summary of Receipts and Payments

MONTH 11 SUMMARY
2020-2021)

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	39,764.00	12,236	12,236 (23%)
71	Contractors' Maint (Devolved Po				1,700.00		1,700	1,700 (100%)
72	Playground Inspections				8,300.00	4,909.00	3,391	3,391 (40%)
73	Playground Repairs				7,000.00	333.00	6,667	6,667 (95%)
74	Parks Furniture				5,000.00	3,297.00	1,703	1,703 (34%)
75	Signage				1,600.00	209.00	1,391	1,391 (86%)
76	Pest Control				550.00		550	550 (100%)
77	Tree Surgery				8,000.00	3,750.00	4,250	4,250 (53%)
SUB TOTAL					84,150.00	52,262.00	31,888	31,888 (37%)

HORLEY RECREATION GROU

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	590.00	2,910	2,910 (83%)
80	Ornamental Gardens				1,500.00		1,500	1,500 (100%)
123	Grounds		5.15	5	12,000.00	12,002.60	-3	3 (0%)
143	Cafe/Pavilion PWLB Loan Repa				27,596.00	23,570.28	4,026	4,026 (14%)
145	Pavilion Cafe	6,000.00		-6,000	69,000.00	126,703.34	-57,703	-63,703 (-84%)
SUB TOTAL		6,000.00	5.15	-5,995	113,596.00	162,866.22	-49,270	-55,265 (-46%)

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	3,083.20	-2,083	-2,083 (-208%)
87	Buildings - Refurbishment/Repai				5,000.00	1,123.90	3,876	3,876 (77%)
88	Utilities		104.76	105	2,600.00	2,784.61	-185	-80 (-3%)
89	Lease of land				1.00		1	1 (100%)
124	Football Pavillion Cleaning				2,200.00	159.90	2,040	2,040 (92%)
131	Maintenance Contracts				820.00	714.86	105	105 (12%)
132	Innes Communications				600.00		600	600 (100%)
SUB TOTAL			104.76	105	12,221.00	7,866.47	4,355	4,459 (36%)

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	621.07	119	119 (16%)
121	Buildings and Grounds				2,000.00	2,075.00	-75	-75 (-3%)
140	Scout Hut Demolition							(N/A)
SUB TOTAL					2,740.00	2,696.07	44	44 (1%)

Horley Town Council

Summary of Receipts and Payments

MONTH 11 SUMMARY
2020-2021)

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	389.50	111	111 (22%)
SUB TOTAL				500.00	389.50	111	111 (22%)

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	1,206.00	1,294	1,294 (23%)
97 Church Rd Maintenance				1,800.00	414.00	1,386	1,386 (77%)
98 Church Rd Utilities		3.45	3	500.00	1,917.74	-1,418	-1,414 (-282%)
99 Langshott Utilities				900.00		900	900 (100%)
SUB TOTAL	3,049.00	3,052.64	4	5,700.00	3,537.74	2,162	2,166 (24%)

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	6,843.21	-1,343	-1,343 (-24%)
106 CCTV Installation				12,000.00	6,205.00	5,795	5,795 (48%)
107 CCTV Maintenance				1,000.00	150.00	850	850 (85%)
108 CCTV Broadband Connections				1,000.00	912.25	88	88 (8%)
147 Alarm Maintenance					1,375.00	-1,375	-1,375 (N/A)
SUB TOTAL				19,500.00	15,485.46	4,015	4,015 (20%)

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

MONTH 11 SUMMARY
 2020-2021)

All Cost Centres and Codes (Between 01/04/2020 and 28/02/2021)

SUB TOTAL					7,550.00	7,837.50	-288	-288 (-3%)
VAT RECLAIM		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments							(N/A)
SUB TOTAL								(N/A)
 Summary								
NET TOTAL		515,107.49	495,517.29	-19,590	617,196.90	567,396.18	49,801	30,211 (2%)
V.A.T.			123,268.97			52,597.06		
GROSS TOTAL			618,786.26			619,993.24		



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

- Horley Town Council comprises 5 staff, 2 caretakers and a complement of 16 councillors.
- It is public facing to receive residents, visitors and contractors every Monday-Friday during core business hours, 10am-4pm.
- The building is a single storey, providing front and rear access with a Community Hall attached which can accommodate up to 60 people. It is used for public meetings and other council business as well as private hire for regular and ad hoc recreational activities.
- The building has a small foyer and a small equipped kitchen where staff, councillors and hirers can make drinks and heat food.
- There are separate male/female and disabled toilets with handwashing facilities.
- The offices and hall are cleaned thoroughly every day by caretakers with good quality cleaning and antibacterial products which are stored in a secure cupboard.
- The Edmonds Hall is accessed by a rear entry door and this is separate from the Council offices which are situated at the front of the building.
- The building is locked and alarmed outside core business hours and has 24-hour security monitoring, 7-days a week.



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms.	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	HTC follows Government guidance and restrictions on social distancing to help spread the transmission of COVID-19. The HTC office is closed to the public during periods of full lock down. HTC operates combined working from home with occasional visits to office to do essential tasks or assist members of the public by prior appointment.	Ensure relevant signage is displayed with the latest information (including hygiene procedures and social distancing rules).	HTC Staff	Ongoing	Guidance and recommended risk control measures will be taken directly from Public Health England, the Gov.UK website and other reliable sources and kept under regular review.



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms.	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	<p>A Homeworking Policy has been adopted by HTC with DSE and Risk Assessments of the working environment in place for all staff.</p> <p>The Council's caretaker and maintenance contractors check the building daily and signs a register for insurance purposes.</p> <p>When Council offices are open: No admittance by anyone displaying symptoms. If any person(s) present in</p>				



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	the building tests positive for COVID-19, all person(s) who have been in contact with them must self-isolate for up to 14 days. The Public Health England (Local Health Protection Team) will be notified immediately of the incident.				
			Hand Sanitisers provided at entrance/exits and kitchen/toilets.	Keep supplies monitored.	HTC Staff	Ongoing	



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
			Rigorous hygienic cleaning of all areas by caretakers in place daily.	Keep monitored.	HTC Staff	Ongoing	All areas checked after use and extra cleaning put in place as required.
			Visitors to be permitted entry through intercom system and assisted by staff member through office kiosk which has a secure, protective dividing-screen. All person(s) must wear face masks and other PPE as appropriate.	Use PPE to manage requests, receive supplies and process transactions.	HTC Staff	Ongoing	



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
			Visitors Record held with contact details to support the NHS Test & Trace Programme (including QR code check-in) in compliance with General Data Protection Regulations (GDPR).	Immediate action taken if exposure to COVID-19 known.	HTC Staff	Ongoing	If deemed necessary, measures will be taken to close the building as directed, to prevent the spread of infection.
			BACS/contactless payments are preferred methods of payment for Town Council services. Any cash transactions will be handled with the use of appropriate PPE, followed by rigorous hygienic cleaning.	Hands free card reader required for processing transactions safely.	HTC	Completed 29/07/20	



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
Working at or visiting Horley Town Council.	Exposure to person(s) suffering from COVID-19 or displaying symptoms.	Staff, caretakers, councillors, hall hirers, contractors, volunteers residents and visitors - through the spread of infection.	Staff and councillors to be provided with PPE (face masks, face visors and disposable aprons) to use on the premises as needed. Protective Perspex screens have been installed in HTC Office between desks and mobile version available for meeting use by Councillors and Staff.	Keep supplies monitored.	HTC Staff	Ongoing	
			Use of Edmonds Hall by all Hirers will be subject to organisers meeting full	Maintain regular communication with all Hirers on resuming	HTC Staff	1/9/2020	All hirers to provide COVID-19 Risk Assessment and



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

Activity / Task	What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Additional Controls Required
			compliance on Covid-19 prevention.	sessions or ad hoc bookings. Permit extra time between lettings for cleaning. Withdraw kitchen facilities until safe to reopen.			Action Plan to demonstrate safety measures to protect their members during sessions.

Local Authority: Horley Town Council

Assessment carried out by: J Walsh, Town Clerk

Assessment Date: 1 March 2021

Date of next review: Annual Review – March 2022*

**This COVID-19 Risk Assessment will be kept under review intermittently and whenever there are any significant changes made in line with public health guidelines or by Government.*



COVID-19 (Coronavirus) Risk Assessment: Horley Town Council Offices and Community Building (Edmonds Hall), Albert Rooms, 92 Albert Road, Horley RH6 7HZ

This COVID-19 Risk Assessment was carried out with due diligence, in consultation with Horley Town Council staff, councillors and the following advice sources:

www.hse.gov.uk/simple-health-safety/risk, www.hse.gov.uk/disability/, www.hse.gov.uk/simple-health-safety/risk/

Surrey Community Action, National and County Associations of Local Councils (NALC, SSALC)

Any queries in relation to this COVID-19 Risk Assessment should be directed to:

Joan Walsh, Town Clerk
Horley Town Council, 92 Albert Road
HORLEY RH6 7HZ Tel: 01293 784765 Email: town.clerk@horleytown.com



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



Isabel Wootton

RBBC Community Partnerships

Sent by Email: communitypartnerships@reigate-banstead.gov.uk

18 March 2021

Dear Isabel

Reigate & Banstead Community Centres Consultation – Closing Date: 22 March 2021

Thank you for providing Horley Town Council (HTC) with an opportunity to respond to the above Community Centres consultation by Reigate & Banstead Borough Council (RBBC). The matter was considered by our Members at our Full Council meeting held on 2 March 2021, at which time, the following comments and observations were made in regard to 'Regent House', Albert Road, Horley.

Regent House is situated close to the town centre of Horley with good public transport links nearby. In the past, it has been well known as a busy community centre, providing welfare and social support and wide-ranging community group activities as well as a focal point for extensive public information. As such, it has served as an important community hub with many health, well-being, educational and recreational activities on offer with the benefit of bringing people of all age groups together, regardless of ability, to connect and socialise.

However, it is generally felt that, in recent years, the overall level of community service provision, under the former private management of Regent House, has deteriorated rapidly for a number of reasons which we now set out below:

- The perception of Regent House in general terms has become very outdated and requires a full transformation and a widespread promotion to reflect its purpose to provide a well-managed, Council run community facility.
- Although the building provides good accessibility with a roomy car park, disabled access on entry and a lift and stairs to the upper floor, it lacks any visual signage by the entrance to direct visitors, especially for those visiting for the first time.
- The upstairs Café is set out in a reasonably sized area but it has not been operational for some considerable time now. Similarly, the licensed bar which previously catered for private functions, is no longer available which requires hirers to supply their own drinks for their functions. As such, these now appear to be redundant facilities.
- Many patrons have objected to having to pay an annual membership fee in the past and this has been widely criticised as an unfair levy imposed for using a community-based facility. This is especially so since the introduction of these charges happened to coincide with a vast reduction in the services offered, including a poor lunch time meal service with very little choice and inability to cater for vegetarians. We understand that the Banstead and Woodhatch centres both do levy a membership charge which might be more acceptable in Horley if such services were to be vastly improved. At the same time, membership fees should be kept at a reasonable rate since the age demographic within this context are to a large degree, senior citizens.

.....Continued

- Since the building itself provides a versatile space, it could be much better utilised with additional recreational provision, such as, film screening.
- The 'Dial-a-Ride' door-to-door transport service had provided an excellent service to many patrons requiring transport in the past but it was withdrawn some years ago.

For the reasons stated above, we would like to put forward the following recommendations to be considered for making improvements to Regent House:

1. To rename the building to 'Regent Community Centre' or something similar and upgrade the building with a contemporary makeover to invigorate its appeal as a popular community facility.
2. To install clear directional signage by the entrance and to the car park along with a new contemporary community notice board to provide information on the facilities and services available.
3. To reopen the upstairs Café to increase visitors with wide-ranging healthy menu choices at reasonable prices. To provide the licensed bar for private and other functions.
4. To abolish or significantly reduce annual membership fees for regular patrons with value for money for the services provided.
5. To consider providing a small cinema and/or a multi-arts centre as part of the main service provision.
6. To support an affordable transport service to and from the community centre for the elderly.

Since Regent House is situated within close proximity to the Horley Town Council offices, our Members would welcome an opportunity to build on their good relationship with centre managers and staff to help promote the new centre as well as work in close partnership with County and Borough Councillors to make it the very best that it can be. We feel very encouraged by the fact that RBBC has taken over the management of Regent House and for sharing its vision for community centres across the Borough in these modern times. Your response to the Covid-19 pandemic with the introduction of the Foodbank club (along with many other community schemes) is to be highly commended and we wish to pass on this positive feedback to everyone involved in these vital community initiatives.

We do hope that you will take our comments on board and we look forward to hearing the outcomes of the consultation at the planned virtual RBBC briefing to be held for our Members on 20 April 2021, at 6.30 pm.

Yours sincerely



Joan Walsh
Town Clerk
Horley Town Council

cc: Justine Chatfield – RBBC Head of Community Partnerships