

HORLEY TOWN COUNCIL

A meeting of the **Finance & General Purposes Committee**
to be held virtually on **Tuesday 24 November 2020 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 24 November 2020 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, Tuesday 6 October 2020.

6 Finance Updates

Committee Meeting, Tuesday 6 October 2020.

7 Internal Audit Matters

- i) To receive the Councillors' Audit Certificate for September and October 2020.
- ii) Internal Audit 20/21 -To receive the first interim report and responses from the Clerk/RFO as necessary.

8 Financial Matters

To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to October 2020.

9 Town Council Estimates and Precept 2021/22

To agree Estimates and Precept for 2021/2022, for recommendation to Full Council on 15 December 2020.

10 Café in The Park Project, Horley Recreation Ground

- i) To receive an update on planned Practical Completion of the Café Pavilion and associated external works.
- ii) To receive an update on the Café Tenancy and anticipated opening date.
- iii) To note that the operator has made a Licensing Application to the Borough Council and to approve their request to serve alcohol on the premises.

...Continued

- iv) To note that the operator is utilising their mobile unit at the site during the second Covid-19 lockdown period and to approve the arrangement with a letter of consent until the operator may start trading.

11 Communications

- i) To receive an update on the meeting of the Communications Sub-Committee held earlier in the evening (24 November 2020).
- ii) To receive an update on any other matters.

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

- i) **Surrey ALC AGM, 22 October 2020** - To receive and update from Cllr Mike George as the Town Council's representative.
- ii) **SSALC and NALC subscriptions for 2021/2022** - To note that the Town Council's SSALC subscription is £1,750 and the NALC subscription is £1,433 (Total £3,183).
- iii) **[Standards Matter 2: Public Consultation and Public Sector Survey – Closing Date: 18 December 2020 \(NALC Response Deadline: 4 December 2020\)](#)** – To consider this Council's response.
- iv) To receive an update on any matters.

13 Covid-19 Response

- i) To note arrangements for the reclosure of the Edmonds Hall for the duration of the second Government lockdown and arrangements for keeping the Town Council offices open.
- ii) To ratify the purchase of modular desk screens 4 bay workstation dividers for the office in the sum of £570 (including shipping) plus VAT
- iii) To receive an update on any other matters.

14 HTC Operational Matters

- i) To ratify the Town Council's annual maintenance contract in the sum of £250 plus VAT.
- ii) To ratify the Town Council's annual website hosting in the sum of £500 plus VAT.
- iii) To consider the quotation from WET for the replacement of 11 Thermostatic Mixing Valves at the Innes Pavilion, in the sum of £1,405 plus VAT.

15 Defibrillators in Horley – The Bull Public House

To receive an update.

16 Edmonds Fund

To note the deadline for the next round of applications for consideration by the Community Foundation of Surrey (CFS) is 17 January 2021.

- [SCC Community Projects Fund](#)** – to note the community engagement launch of the 100m 'Your Fund' scheme and to consider suggestions for consideration.

18 Diary Dates

To note any forthcoming events.

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: 19 November 2020

Date of next meeting – 2 February 2021


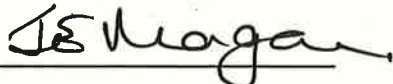

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

06. SEPTEMBER 2020

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

Observations (Councillors)	Clerk's ^{RFO} action
INVOICE NUMBERS HARD TO RECONCILE WITH PAYMENTS LIST RECEIPTS	WE WILL
	ADD THE
	RECEIPT
	VOUCHER
	NUMBER TO THE RECEIPTS TO
	MAKE THIS CLEARER
Name: SAMANTHA MARSHALL	Signature:
Signature: 	
Name: MARTIA SAUNDERS	
Signature: 	
Date: 17/11/2020	Date 19/11/20.

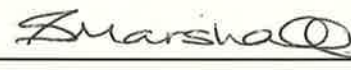

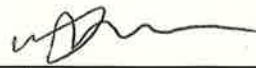
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

07. OCTOBER 2020

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

Observations (Councillors)	Clerk's ^{1 RFO} action
Invoice numbers sometimes	WE WILL
hard to reconcile with	ADD THE
Receipts list	RECEIPT
	VOUCHER
	NUMBER TO
	THE RECEIPTS
	TO MAKE
	THIS CLEARER
Name: S. MARSHALL	Signature:
Signature: 	
Name: MARTIN SAUNDERS	
Signature: 	
Date: 17/11/2020	Date 19/11/20.



MULBERRY & CO

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& Chartered Tax Advisors

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Our Ref: MARK/

Mrs J Walsh
Horley Town Council
The Council Offices
92 Albert Road
Horley
Surrey
RH6 7HZ

5 November 2020

Dear Joan

Re: Horley Town Council
Internal Audit Year Ended 31st March 2021

Executive Summary

Following completion of our interim internal audit on 5 November 2020 we enclose our report for your kind attention and presentation to the council. The audit was conducted on site, with Covid-19 safety measures in place and my thanks go to the team for organising the environment in a safe and effective way. The council was provided a list of items in the plan to prepare in advance and from this we selected further items to sample. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. Where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

At the **interim visit** we reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

The Clerk and RFO are both experienced, and it is clear the council takes governance, policies and procedures very seriously. Whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well ordered system.

It is therefore our opinion that the systems and internal procedures at Horley Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are adequate and effective.

The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority’s approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years’ experience in the financial sector with the last 10 years specialising in local government.

Engagement letter

An engagement letter was issued in September 2020 covering the 2020/21 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council in September 2020 under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the Annual Governance and Accountability Return (AGAR).

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be “walk through testing” on sample data to encompass the period of the council year under review.

A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

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.

The information requested for the remote audit was provided in full, and my audit testing showed that these documents were well organised, clear and easy to follow. A review of meeting agendas show sufficient financial information is provided at committee and council meetings to support council decisions. I make no recommendation to change this system.

The council is VAT registered. VAT reclaims are completed on a quarterly basis. The last VAT reclaim was for the period to the end of September 2020 and showed a refund position of £16,629.16. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

At the interim audit date, I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.

Due to the extended deadlines for this year, the external auditors report and notice of conclusion of audit for 2019/20 have not yet been returned by the external auditor. On review of the council's website, it is clear this is routinely published upon receipt and the item had been included for discussion on the September council agenda but deferred due to non-receipt.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms and the web site shows the Register of Disclosable Pecuniary Interests for each councillor alongside their contact information. I remind council that it is a requirement to obtain the consent of councillors to receive agendas and other communications via electronic means and **I recommend consent obtained using the following wording 'As per schedule 12 of the Local Government Act 1972, I give my consent to receive communication by electronic means.'**

Confirm that the council is compliant with the relevant transparency code

The council is required by law to follow the Local Government Transparency Code 2015. A review of the council website shows that the council is following the code through the publication of the required information.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives

control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice on the home page of its website and has a Data Breach Policy which was last reviewed and updated in October 2019. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has a committee structure with a diary of meetings available on the council website. I recommend publishing the agreed terms of reference for committees on the website to assist residents with understanding the responsibilities of each committee.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It is noted that the non-confidential supporting documentation referred to in the agendas is not published with the agenda, although the reports are appended to the minutes of the meetings.

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

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are routinely uploaded to the council website, although additional clarity is required to show which are draft and which are approved. This could be established through the use of the watermark, or by adding a sentence to the website page explaining all minutes are draft until adopted at the next meeting. Arrangements have been put in place during the period of remote meetings for signatures to be obtained on final minutes.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months.

The standing orders are based on the latest NALC model. They were last reviewed and adopted by council on 15 October 2019 [minute ref C4794]. The council has also made arrangements to include legislative changes made under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations.

Financial regulations are based on the latest NALC model. They were last reviewed and adopted by council on 15 October 2019 [minute ref C4795]. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council is performing a monthly bank reconciliation, and these are reported to the Finance & General Purposes Committee. A review of the committee minutes confirms this action is being completed and recorded in accordance with the Financial Regulations.

I reviewed the bank reconciliation documents provided for audit. There were no errors identified for any of the samples provided.

The council has thresholds in place at which authorisations to spend must be obtained as below:

- The council or a duly delegated committee for all items over £1,000
- The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee for any items up to £1,000

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 as below:

- **The council or a duly delegated committee for all items over £2,500**
- **The Clerk or RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee for any items over £500**
- **The Clerk or RFO for any items under £500 that are within budgeted expenditure**

Payments are made predominantly by BACS, with utility bills paid by direct debit and the occasional cheque. There is a clear segregation of duties with regard to the input and authorisation of BACS payments. Council is reminded that authorisation to make payments by BACS and direct debit requires renewal every two years in accordance with Financial Regulations.

I discussed with the Clerk and RFO the process for dealing with an invoice, from receipt through authorisation to payment, and the council is following its own Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.32 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

At the interim audit date, I am of the opinion the council is following its own regulations and that any changes to financial regulations are to be considered minor and not indicative of errors in the system. I am therefore of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The council has an Internal Control review, and a detailed risk management policy and assessment process in place. The risk assessment includes financial risks and details the likelihood and severity of the identified risk and the control measures in place. These documents were most recently reviewed and adopted by council in January 2020 (minute refs C4870/71).

The council has a valid insurance policy in place with Royal Sun Alliance, in a long term agreement expiring in May 2022. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £600,000. These levels are appropriate for a council of this size.

At the interim audit date, I am of the opinion that the control objective of "This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these" has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)**Internal audit requirement**

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

I confirmed that the 2020-21 budget and precept setting process has commenced. It is anticipated that the final budget and precept will be determined by council in December 2020. The council has a five-year town plan and a forward budget.

I have confirmed that in accordance with Financial Regulations, regular reporting of budget against expenditure is carried out and reviewed at Finance & General Purposes committee meetings.

At the start of the financial year, the council held circa £101,000 in earmarked reserves with plans for this to be reduced to circa £74,000 by the year end. The opening balance on the general reserve was circa £211,000, with plans for this to reduce to circa £155,000 by the year end.

As a result of an overspend on the café project, and reduced income due to the Covid-19 pandemic, the council is facing a further reduction in its general reserve of around £40,000 by the year end. General guidance recommends the council's general reserve should be circa 50% of precept, or 3-6 months net revenue expenditure (NRE), as adjusted for local conditions. **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.**

At the interim audit date, I am of the opinion that the control objective of "The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate" has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The precept accounts for approximately 80% of the total budgeted income of the council, with other main sources allotment rental income, hall hire, sports ground income, café income and grants. There is evidence of the council reviewing its fees and charges in the minutes of meetings.

The Covid-19 pandemic has impacted on the council's income due to the closure of facilities and this will impact on the council's financial position.

At the interim audit date, I am of the opinion that the control objective of "Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for" has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

The council has no petty cash.

G. PAYROLL (INTERIM AND FINAL AUDIT)***Internal audit requirement***

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

The council process payroll in house via SAGE in house. Payments are made by the council and approved in the same way as other expenditure. The payroll summaries and payslips provided for interim audit show PAYE and NO calculations are correct.

All council officers have a signed contract of employment and are all on the NJC scale. The NJC pay agreement taking effect from 1 April 2020 has been noted by council.

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)***Internal audit requirement***

Asset and investments registers were complete and accurate and properly maintained.

The council has a detailed fixed asset register in place, which includes all the required information. There are detailed entries for the various types of asset, including which are insured and for how much. Assets are correctly stated at historic or proxy cost. The asset register is audited by a councillor on an annual basis. There are no long-term investments.

The council has two PWLB loans, with a new one taken during 2019/20 for the café project. Checks of the outstanding balances and repayments during the year will be completed at the final audit.

At the interim audit date, I am of the opinion that the control objective of "Asset and investments registers were complete and accurate and properly maintained" has been met.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)***Internal audit requirement***

Periodic and year-end bank account reconciliations were properly carried out.

Bank reconciliations are reviewed at Finance & General Purposes Committee meetings. At the interim audit date, the sample reconciliations were reviewed for each bank account and there were no errors identified. Arrangements have been put in place during the period of remote meetings for signatures to be obtained.

The current reconciliation process coincides with entry of the payments and receipts against the bank statement. The council may wish to consider entering payments and receipts as they are made during the month, then reconciling the entries against the statement after the month end. This will ensure the bank reconciliation process is a more robust exercise.

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of "Periodic and year-end bank account reconciliations were properly carried out" has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

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.

To be reviewed at the year end.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

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")

The council did not declare itself exempt from a limited assurance review in 2019/20.

L: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Due to the Covid 19 outbreak, the statutory deadlines were changed as follows:

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) amended the deadline by which the Annual Governance Statement and Statement of Accounts of the Annual Governance and Accountability Return (AGAR) together with any certificate or opinion issued by the local auditor must be published from 30 September 2020 to 30 November 2020.

This means that draft accounts must be approved by 31 August 2020 at the latest. However, they may be approved earlier, and we encouraged councils to do so wherever possible, to help manage overall pressure on audit firms towards the end of the year.

Previously there was a requirement for all smaller authorities to have a common period for the exercise of public rights, being the first 10 working days of July. Under the new regulations there is no requirement for a common period for the exercise of public rights. Smaller authorities are still required to set a period for this purpose, but the only requirement is that the 30 working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

Authorities must publish the dates of their public inspection period, and given the removal of the common inspection period and extension of the overall deadlines for this year, it is recommended that all authorities provide public notice on their websites when the public inspection period would usually commence, explaining why they are departing from normal practice for 2019/20 accounts.

The regulations implementing these measures were laid on 7 April and came into force on 30 April 2020.

I confirmed that arrangements are in place at this council to ensure proper exercise of public rights. Relevant dates are set out in the table:

Inspection - Key date	2019/20 Actual	2020/21 Proposed
Date Inspection Notice Issued	3 July 2020	To be reviewed at year end
Inspection period begins	6 July 2020	To be reviewed at year end
Inspection period ends	14 August 2020	To be reviewed at year end
Correct length	Yes	To be reviewed at year end
Common period included?	n/a	To be reviewed at year end

I am satisfied the requirements of this control objective were met for 2019-20, and assertion 4 on the annual governance statement can therefore be signed off by the council.

I am of the opinion the control objective of "The authority has demonstrated that during summer 2020 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations" has been met.

M. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

The council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

A Beams

Andy Beams

For Mulberry & Co

Interim Audit - Points Forward

Audit Point	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> '	
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	
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	
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.	

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 30/09/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 30/09/2020		536,253.11
	SUBTRACT Payments 01/04/2020 - 30/09/2020		838,164.71
			357,528.00
A	Cash in Hand 30/09/2020 (per Cash Book)		480,636.71
	Cash in hand per Bank Statements		
	Cash	30/09/2020	0.00
	Handelsbanken	30/09/2020	258,491.60
	FairFX Bank Debit Card	30/09/2020	1,136.43
	Nationwide Intl	30/09/2020	22,664.58
	HSBC Payroll	30/09/2020	10,632.63
	HSBC Deposit	30/09/2020	145,377.78
	HSBC Current	30/09/2020	42,333.69
			480,636.71
	Less unrepresented payments		0.00
			480,636.71
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		480,636.71
	A = B Checks out OK		

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
328	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
329	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
330	02/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
331	03/09/2020		HSBC Current		Electricity supply	British Gas	L	81.17	4.05	85.22
332	07/09/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
333	09/09/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
334	09/09/2020		HSBC Current		Bank charge	HSBC	E	30.12	0.00	30.12
335	10/09/2020		HSBC Current		Football deposit	AFC Gatwick	E	100.00	0.00	100.00
336	10/09/2020		HSBC Current		COVID response	Amazon	S	24.02	4.80	28.82
337	10/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
338	10/09/2020		HSBC Current		Cleaning	Asbit	S	316.50	63.30	379.80
339	10/09/2020	C4873	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
340	10/09/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	198.86	39.77	238.63
341	10/09/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
342	10/09/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
343	10/09/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
344	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	Z	9.99	0.00	9.99
345	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	E	3.70	0.00	3.70
346	10/09/2020	F4538	HSBC Current		Hall Lighting Replacement	L&C Installations	S	1,750.36	350.07	2,100.43
347	10/09/2020	F4563	HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
348	10/09/2020	L4907	HSBC Current		Signage	PLG Signs	S	1,300.00	260.00	1,560.00
349	10/09/2020		HSBC Current		AVCs - Carol Fenton	Prudential LGAVC	E	750.00	0.00	750.00
350	10/09/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	419.52	83.90	503.42
351	10/09/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
352	10/09/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
353	10/09/2020	L4923	HSBC Current		Gatwick Greenspace Partnersh	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
354	10/09/2020		HSBC Current		Tennis Courts	Trevor May	S	125.50	25.10	150.60
355	11/09/2020		FairFX Bank Debit Car		Sundries	McColl's	Z	7.97	0.00	7.97
356	11/09/2020		FairFX Bank Debit Car		COVID response	First Aid 4 Less	S	68.20	13.64	81.84
357	15/09/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
358	16/09/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.01	5.21	31.22
359	17/09/2020		HSBC Current		Mop	Amazon	S	18.33	3.67	22.00
360	17/09/2020		HSBC Current		Stationery	Amazon	S	5.73	1.15	6.88
361	17/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
362	17/09/2020		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
363	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	S	1,240.00	248.00	1,488.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
364	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	E	8.00	0.00	8.00
365	18/09/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
366	21/09/2020		HSBC Current		Broadband	Zen Internet	S	93.50	18.70	112.20
367	21/09/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
368	21/09/2020		HSBC Current		Gas supply	British Gas	L	86.39	4.31	90.70
369	22/09/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
370	22/09/2020		HSBC Current		Printing	SOS Systems Ltd	S	27.22	5.44	32.66
371	23/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
372	23/09/2020		HSBC Current		Staff Training	SSALC Ltd	S	60.00	12.00	72.00
373	24/09/2020		HSBC Current		Gas supply	British Gas	L	143.81	7.19	151.00
374	24/09/2020		HSBC Current		Electricity supply	British Gas	L	100.62	5.03	105.65
375	28/09/2020		HSBC Payroll		Salaries	Horley Town Council	E	11,171.97	0.00	11,171.97
376	29/09/2020		HSBC Current		Cleaning	Asbit	S	334.00	66.80	400.80
377	29/09/2020	L4950	HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	1,617.00	323.40	1,940.40
378	29/09/2020	L4918	HSBC Current		Tree surgery	Heatherlands Tree Care	S	900.00	180.00	1,080.00
379	29/09/2020		HSBC Current		Office repairs	L&C Installations	S	97.00	19.40	116.40
380	29/09/2020		HSBC Current		Consultancy	LG Business Consultation	E	385.00	0.00	385.00
381	29/09/2020		HSBC Current		Signage	PLG Signs	S	42.00	8.40	50.40
382	29/09/2020		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
383	21/09/2020		HSBC Current		Electricity supply	British Gas	L	67.82	3.39	71.21
384	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
385	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	-1.45	0.00	-1.45
386	30/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
Total								35,090.56	2,847.93	37,938.49

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
339	10/09/2020	C4873	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
341	10/09/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
342	10/09/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
343	10/09/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
346	10/09/2020	F4538	HSBC Current		Hall Lighting Replacement	L&C Installations	S	1,750.36	350.07	2,100.43
348	10/09/2020	L4907	HSBC Current		Signage	PLG Signs	S	1,300.00	260.00	1,560.00
349	10/09/2020		HSBC Current		AVCs - Carol Fenton	Prudential LGAVC	E	750.00	0.00	750.00
351	10/09/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
352	10/09/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
353	10/09/2020	L4923	HSBC Current		Gatwick Greenspace Partnersh	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
363	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	S	1,240.00	248.00	1,488.00
375	28/09/2020		HSBC Payroll		Salaries	Horley Town Council	E	11,171.97	0.00	11,171.97
377	29/09/2020	L4950	HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	1,617.00	323.40	1,940.40
378	29/09/2020	L4918	HSBC Current		Tree surgery	Heatherlands Tree Care	S	900.00	180.00	1,080.00
Total								30,322.17	2,156.75	32,478.92

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
102	08/09/2020		HSBC Current		Football deposit	Oakwood Black U14s	E	100.00	0.00	100.00
103	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
104	01/09/2020		HSBC Current		Football deposit	Horley AFC	E	50.00	0.00	50.00
105	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
106	01/09/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
107	03/09/2020		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	566.00	0.00	566.00
108	03/09/2020		HSBC Current		Precept	Reigate & Banstead Borough	E	202,338.00	0.00	202,338.00
109	03/09/2020		HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	18,871.00	0.00	18,871.00
110	11/09/2020		HSBC Current		Banner Display	Bobtails Pre-School	E	41.08	0.00	41.08
111	17/09/2020		HSBC Current		Football pitch hire	Reigate and Banstead Eagles	S	123.24	24.66	147.90
112	19/09/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
113	30/09/2020		HSBC Current		Football pitch hire	Horley AFC	S	246.48	49.30	295.78
114	16/09/2020		HSBC Current		Allotment Rent	Wojciech Skowronek	E	3.00	0.00	3.00
115	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
116	30/09/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	8.42	0.00	8.42
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20

Horley Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
138	Bank Interest	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
139	Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
140	Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
								Total	240,298.40	16,565.03	256,863.43

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 31/10/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/10/2020		569,741.47
			871,653.07
	SUBTRACT Payments 01/04/2020 - 31/10/2020		442,244.98
A	Cash in Hand 31/10/2020 (per Cash Book)		429,408.09
	Cash in hand per Bank Statements		
	Cash 31/10/2020	0.00	
	Handelsbanken 31/10/2020	218,501.30	
	FairFX Bank Debit Card 31/10/2020	888.54	
	Nationwide Intl 31/10/2020	22,664.58	
	HSBC Payroll 31/10/2020	9,888.11	
	HSBC Deposit 31/10/2020	105,377.78	
	HSBC Current 31/10/2020	72,087.78	
			429,408.09
	Less unrepresented payments		0.00
			429,408.09
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		429,408.09
	A = B Checks out OK		

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
390 Rates	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
391 Rates & Utilites	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
392 Photocopying	01/10/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
393 Communications	02/10/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
394 Utilities	02/10/2020		HSBC Current		Electricity supply	British Gas	L	92.81	4.64	97.45
395 Courier & Postage	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	11.55	0.00	11.55
396 IT	08/10/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
397 Tree Surgery	08/10/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	150.00	30.00	180.00
398 PAYE	08/10/2020		HSBC Current		PAYE	HMRC	E	1,928.00	0.00	1,928.00
399 NI Employer	08/10/2020		HSBC Current		NIC Employer	HMRC	E	1,568.51	0.00	1,568.51
400 NI Employee	08/10/2020		HSBC Current		NIC Employee	HMRC	E	951.38	0.00	951.38
401 Pavilion Cafe	08/10/2020		HSBC Current		cafe pavilion	Newlyn	S	27,826.83	5,565.37	33,392.20
402 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
403 SCC Pension Employer	08/10/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	2,625.60	0.00	2,625.60
404 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	957.58	0.00	957.58
405 Bank charges	08/10/2020		HSBC Current		Bank charge	HSBC	E	26.96	0.00	26.96
406 IT	09/10/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
407 Office Supplies & Equipment	13/10/2020		HSBC Current		Office Equipment	Amazon	S	6.24	1.24	7.48
408 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	22.49	4.50	26.99
409 Compliance and Regulatory	13/10/2020		HSBC Current		Office Equipment	Amazon	S	5.82	1.17	6.99
410 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	99.99	20.00	119.99
411 COVID -19 Compliance	13/10/2020		HSBC Current		Printer Cartridges	Amazon	S	61.50	12.30	73.80
412 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	5.41	1.08	6.49
413 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	13.32	2.66	15.98
414 Baskets and planting	13/10/2020		HSBC Current		Planters	Amethyst Horticulture	S	6,363.00	1,272.60	7,635.60
415 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
416 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
417 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	389.00	77.80	466.80
418 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
419 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
420 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
421 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
422 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
423 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
424 Football Pavillion Cleaning	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	53.30	10.66	63.96
425 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	100.00	20.00	120.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
426	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	106.60	21.32	127.92
427	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
428	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	25.00	5.00	30.00
429	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	120.00	24.00	144.00
430	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	100.00	20.00	120.00
431	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
432	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
433	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
434	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
435	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	45.00	9.00	54.00
436	13/10/2020		HSBC Current		Playground Risk Assessment	Bennetts Builders Ltd	S	230.00	46.00	276.00
437	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	82.50	16.50	99.00
438	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	236.00	47.20	283.20
439	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	120.00	24.00	144.00
440	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	480.00	96.00	576.00
441	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	183.00	36.60	219.60
442	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	460.00	92.00	552.00
443	13/10/2020		HSBC Current		Hand Sanitizer Dispensers	Bennetts Builders Ltd	S	62.50	12.50	75.00
444	13/10/2020		HSBC Current		Signage	Bennetts Builders Ltd	S	45.00	9.00	54.00
445	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	57.00	11.40	68.40
446	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	184.00	36.80	220.80
447	13/10/2020		HSBC Current		Waste Removal	Bennetts Builders Ltd	S	45.00	9.00	54.00
448	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	470.00	94.00	564.00
449	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	420.00	84.00	504.00
450	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	390.00	78.00	468.00
451	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
452	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
453	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	745.00	149.00	894.00
454	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	321.00	64.20	385.20
455	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	696.00	139.20	835.20
456	13/10/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
457	13/10/2020		HSBC Current		Fire Risk Assessment	Fire Protection Services Ltd	S	325.00	65.00	390.00
458	13/10/2020		HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
459	13/10/2020		HSBC Current		Website	Jarret & Lam Consulting	S	240.00	48.00	288.00
460	15/10/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
461	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	365.00	73.00	438.00
462	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	498.68	99.76	598.44
463	16/10/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
464	19/10/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	37.03	7.41	44.44

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
465	19/10/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
466	19/10/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
467	20/10/2020		HSBC Current		IT Hardware	Micro Maintenance Ltd.	S	19.00	3.80	22.80
468	20/10/2020		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
469	20/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
470	20/10/2020		HSBC Current		Consultancy	LG Business Consultation	E	547.90	0.00	547.90
471	21/10/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
472	21/10/2020		HSBC Current		Electricity supply	British Gas	L	56.98	2.84	59.82
473	22/10/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
474	22/10/2020		HSBC Current		Gas supply	British Gas	L	108.77	5.43	114.20
475	23/10/2020		HSBC Current		Electricity supply	British Gas	L	110.40	5.52	115.92
476	26/10/2020		HSBC Current		Gas supply	British Gas	S	186.67	37.33	224.00
477	29/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
478	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
479	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
480	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
481	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
482	29/10/2020		HSBC Current		Park Furniture	Earth Anchors Ltd	S	976.00	195.20	1,171.20
483	29/10/2020		HSBC Current		Staff Training	SALC	S	60.00	12.00	72.00
484	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	33.27	0.00	33.27
485	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	110.39	0.00	110.39
486	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	34.90	0.00	34.90
487	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	13.32	0.00	13.32
488	28/10/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
489	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	0.00	0.00	0.00
490	21/10/2020		FairFX Bank Debit Car		Flowers	Interflora	S	39.58	7.92	47.50
491	21/10/2020		FairFX Bank Debit Car		Shredding	IdentityDestruction.Com	S	41.66	8.33	49.99
492	30/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	3.10	0.00	3.10
Total								73,799.88	10,932.69	84,732.57

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
398	08/10/2020		HSBC Current		PAYE	HMRC	E	1,928.00	0.00	1,928.00
399	08/10/2020		HSBC Current		NIC Employer	HMRC	E	1,568.51	0.00	1,568.51
400	08/10/2020		HSBC Current		NIC Employee	HMRC	E	951.38	0.00	951.38
401	08/10/2020		HSBC Current		cafe pavilion	Newlyns	S	27,826.83	5,565.37	33,392.20
402	08/10/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
403	08/10/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	2,625.60	0.00	2,625.60
404	08/10/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	957.58	0.00	957.58
414	13/10/2020		HSBC Current		Planters	Amethyst Horticulture	S	6,363.00	1,272.60	7,635.60
451	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
452	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
453	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	745.00	149.00	894.00
455	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	696.00	139.20	835.20
456	13/10/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
470	20/10/2020		HSBC Current		Consultancy	LG Business Consultation	E	547.90	0.00	547.90
482	29/10/2020		HSBC Current		Park Furniture	Earth Anchors Ltd	S	976.00	195.20	1,171.20
488	28/10/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
Total								60,416.72	8,428.65	68,845.37

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20
138	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
Total								17,091.77	16,396.59	33,488.36

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

PRECEPT

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

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	284.46	-716				-716
3	Section 136 LGA	38,400.00	37,742.00	-658				-658
5	Devolved Powers	1,700.00		-1,700				-1,700
141	CIL	5,000.00	16,464.49	11,464	22,826.61	23,784.90	-958	10,506
SUB TOTAL		46,100.00	54,490.95	8,391	22,826.61	23,784.90	-958	7,433

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	746.00	-11,254				-11,254
8	Football Pitches	6,000.00	1,604.39	-4,396		1,260.00	-1,260	-5,656
9	Church Rd Allotments	3,300.00	98.00	-3,202				-3,202
10	Langshott Allotments	3,800.00	3,596.00	-204				-204
11	Bowls Club	276.00		-276				-276
12	Innes Pavilion	10,000.00	3,084.00	-6,916				-6,916
13	Saturday Market	200.00		-200				-200
14	Events and Banners	8,000.00	1,354.05	-6,646		20.00	-20	-6,666
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		350.00	350		100.00	-100	250
149	Security Deposits		3,000.00	3,000				3,000
SUB TOTAL		43,796.00	13,832.44	-29,964		1,380.00	-1,380	-31,344

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	468.49	1,132	1,132
20	Courier & Postage				400.00	38.95	361	361
21	Office Supplies & Equipment				3,000.00	772.47	2,228	2,228
22	Photocopying	80.00	46.40	-34	4,000.00	1,588.12	2,412	2,378
23	IT				8,000.00	4,018.55	3,981	3,981
24	Website				2,800.00	890.00	1,910	1,910
25	Communications				1,800.00	1,433.18	367	367
26	Environment Campaign		30.00	30				30
148	COVID -19 Compliance					13,329.47	-13,329	-13,329

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL	80.00	76.40	-4	21,600.00	22,539.23	-939	-943
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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				105,765.00	60,500.14	45,265	45,265
31	PAYE				21,235.00	9,329.80	11,905	11,905
32	NI Employee				14,260.00	4,946.18	9,314	9,314
33	NI Employer				16,740.00	7,906.43	8,834	8,834
34	SCC Pension Employee				12,000.00	8,952.06	3,048	3,048
35	SCC Pension Employer				25,000.00	15,413.85	9,586	9,586
SUB TOTAL					195,000.00	107,048.46	87,952	87,952

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,384.86	615	615
39	Cleaning of hall and office				13,000.00	8,520.49	4,480	4,480
40	Utilities				5,400.00	1,864.77	3,535	3,535
41	Rates				3,000.00	727.58	2,272	2,272
42	Maintenance Contracts				2,000.00	387.00	1,613	1,613
43	Window Cleaning				750.00	220.00	530	530
45	Compliance and Regulatory				5,000.00	2,036.24	2,964	2,964
SUB TOTAL					32,150.00	16,140.94	16,009	16,009

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Council				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,000.00	207.72	792	792
52	Insurance				8,500.00	7,522.48	978	978
53	Legal and professional fees				35,000.00	22,018.30	12,982	12,982
54	Audit fees				2,600.00	861.00	1,739	1,739
55	Subscriptions & Licences				7,300.00	5,462.02	1,838	1,838
60	Election Expenses				8,760.00	8,756.52	3	3
62	Chairman's Allowance				400.00	120.00	280	280
63	Cllr Expenses				100.00	14.98	85	85
64	Cllr Training				1,000.00	60.00	940	940
65	Staff Expenses				500.00	3.70	496	496
66	Staff Training				1,500.00	235.00	1,265	1,265
142	GDPR							
146	VAT Payment							
SUB TOTAL					86,205.00	55,034.18	31,171	31,171

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	23,858.40	28,142	28,142
71	Contractors' Maint (Devolved Powr)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	4,909.00	3,391	3,391
73	Playground Repairs				7,000.00	333.00	6,667	6,667
74	Parks Furniture				5,000.00	1,980.00	3,020	3,020
75	Signage				1,600.00	132.00	1,468	1,468
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	2,850.00	5,150	5,150
SUB TOTAL					84,150.00	34,062.40	50,088	50,088

HORLEY RECREATION GROUND

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
80	Ornamental Gardens				1,500.00		1,500	1,500
123	Grounds				12,000.00	12,002.60	-3	-3
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	13,797.82	13,798	13,798
145	Pavilion Cafe	6,000.00		-6,000	53,000.00	79,011.35	-26,011	-32,011
SUB TOTAL		6,000.00		-6,000	97,596.00	105,401.77	-7,806	-13,806

COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	2,796.20	-1,796	-1,796
87	Buildings - Refurbishment/Repairs				5,000.00	1,123.90	3,876	3,876
88	Utilities		52.38	52	2,600.00	1,686.41	914	966
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,200.00	159.90	2,040	2,040
131	Maintenance Contracts				820.00	445.02	375	375
132	Innes Communications				600.00		600	600
SUB TOTAL			52.38	52	12,221.00	6,211.43	6,010	6,062

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	436.82	303	303
121	Buildings and Grounds				2,000.00	1,275.00	725	725
140	Scout Hut Demolition							
SUB TOTAL					2,740.00	1,711.82	1,028	1,028

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

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
SUB TOTAL					500.00	389.50	111	111

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	896.00	1,604	1,604
97	Church Rd Maintenance				1,800.00	104.00	1,696	1,696
98	Church Rd Utilities				500.00	153.26	347	347
99	Langshott Utilities				900.00		900	900
SUB TOTAL		3,049.00	3,049.19	0	5,700.00	1,153.26	4,547	4,547

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
101	Horley/South & SE in Bloom				2,100.00		2,100	2,100
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		600.00		-600	12,500.00	6,363.00	6,137	5,537

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,500.00	4,861.17	639	639
106	CCTV Installation				12,000.00	6,205.00	5,795	5,795
107	CCTV Maintenance				1,000.00	60.00	940	940
108	CCTV Broadband Connections				1,000.00	536.16	464	464
147	Alarm Maintenance					230.00	-230	-230
SUB TOTAL					19,500.00	11,892.33	7,608	7,608

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
111	Churchyards				6,550.00	6,550.00		
112	CLr Initiative grants							
113	Other Grants							

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL								
					7,550.00	7,650.00	-100	-100

VAT RECLAIM

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

Summary

NET TOTAL	504,301.00	476,177.36	-28,124	600,238.61	400,763.22	199,475	171,352
V.A.T.		93,564.11			41,481.76		
GROSS TOTAL		569,741.47			442,244.98		

Precept 2021 - 2022

Aims and Context

- To keep the rise in tax for Horley residents as low as possible and beneath last year's rise of 4.84%
- To maintain all Parks and Recreation budgets at 20/21 levels
- To maintain the Parks and Recreation earmarked fund at current levels
- To allocate an earmarked fund of £5,000 to the Horley Commercial Hub
- To allocate £ 27,000 to the Café earmarked fund for the retention amount to be paid during 2021/22.
- To retain the raised office IT budget to allow for the migration of the Accounts and Bookings to more effective and efficient software

Proposals

- Apply inflationary increase of 3% to all budgets
- Redistribute Professional Fees budget (as less need for consultancy services is predicted) – redistribute to the following headings: -
 - CCTV Maintenance to allow for annual contract and additional site
 - Legal Fees
 - HTC Grants
- Delay CCTV tower in the Recreation Ground
- Move Edmonds Hall earmarked to new earmarked fund for the Horley Commercial Hub
- Move Election Contingency to Café Earmarked
- Remain optimistic about Leisure income returning to near normal next year so only reduce a small amount
- Expect Bank Interest to be at or near zero
- Due to COVID measures no underspend is predicted

Outcomes

- Three scenarios have been modelled, for Members consideration, all of which offer a lower percentage rise than last year.
- The ideal level of General Reserve is 50% of precept (including double taxation grant which expires in 23/24) which for 21/22 would be £206,550, however there is no scenario modelled in which this will be possible this year.
- Members will wish to consider what level of General Reserve they are comfortable with and how to build the reserve back up in future years.

Precept earmarked amount	From General Reserve	Percentage increase	Band D equivalent annual rise	General Reserve level
£ 15,000	£ 12,000	4.56%	£1.81	£183,504
£ 10,000	£ 17,000	3.34%	£1.32	£178,504
None	£ 27,000	0.89%	£ 0.36	£168,504

Recommendation

To preserve the level of General Reserve, as much as possible, while continuing to deliver all services and funding some new community initiatives it is recommended to precept the maximum modelled amount of £15,000 giving a rise in tax of 4.56% which is less than last year's increase and amounts to only 3p per week for a Band D household.

The Committee on Standards in Public Life
Standards Matter 2: Public Consultation

The [Committee on Standards in Public Life](#) is carrying out a landscape review of the institutions, processes and structures in place to support high standards of conduct. [The terms of reference for the review are available on our website.](#)

Respondents may want to familiarise themselves with [CSPL's map of the UK's standards regulators which is available here.](#)

This consultation runs from 11:00 on the 22 September 2020 to 17:00 on the 18 December 2020.

Anyone with an interest in public standards may make a submission. The Committee welcomes submissions from members of the public.

Replies to this consultation should be emailed to public@public-standards.gov.uk. Further details on how to respond are below.

Consultation Questions:

Question 1: Standards of Conduct in the UK

- A. How well do you think ethical standards - as enshrined by the Seven Principles of Public Life - are upheld in public life today?
- B. Do you believe that there have been any notable shifts in approaches or attitudes to ethical standards in public life in recent years?
- C. What do you see as the most significant threats to ethical standards in public life today?

Question 2: The Seven Principles of Public Life

- A. Do the Seven Principles of Public Life accurately describe the appropriate ethical responsibilities for those in public roles, including both political and non-political office-holders?
- B. Would you amend or replace any of the principles or their descriptors? If so, how?

Question 3: The UK's arrangements for regulating standards

- A. Are you confident that the UK's arrangements for regulating ethical standards are robust and effective?
- B. Are there any areas of public life where regulation on issues of ethical standards is not strong enough?

Question 4: Best practice in standards regulation

- A. What makes an effective standards regulator?
- B. Do the UK's standards regulators have the right powers and remit to act effectively?
- C. Should the independence of standards regulators be enhanced and protected, and if so, how?

Question 5: Creating ethical cultures

- A. How can the Seven Principles best be embedded within a public sector organisation's working culture?
- B. What are the most significant obstacles to embedding high ethical standards in a public sector organisation?

How to make a submission:

Submissions can be sent either in electronic format or in hard copy.

Submissions must:

- State clearly who the submission is from, i.e. whether from yourself or sent on behalf of an organisation;
- Include a brief introduction about yourself/your organisation and your reason for submitting evidence;
- Be in word, rtf, or odt format, not PDF;
- Be concise – we recommend no more than 2,000 words in length; and
- Contain a contact email address.

Submissions should:

- Have numbered paragraphs; and
- Comprise a single document. If there are any annexes or appendices, these should be included in the same document.

It would be helpful if your submission included any factual information you have to offer from which the Committee might be able to draw conclusions, and any recommendations for action which you would like the Committee to consider.

The Committee may choose not to accept a submission as evidence, or not to publish a submission even if it is accepted as evidence. This may occur where a submission is very long or contains material which is inappropriate.

Submissions will be published online with any contact information (for example, email addresses) removed.

The Committee will publish anonymised submissions (where the name of the respondent and any references to named individuals are removed) where a respondent makes a reasonable request to do so.

Submissions sent to the Committee after the deadline of 17:00 on 18 December 2020 may not be considered.

We can only accept submissions via email. Please email your submission to:
public@public-standards.gov.uk

If you have any questions, please contact the Committee's Secretariat by email (public@public-standards.gov.uk). If you have any questions you would prefer to discuss by telephone, please include your contact number in the email.

Judy Morgan

From: Community Foundation for Surrey <UKCF.for.Surrey@dotmailer-email.com>
Sent: 11 November 2020 10:10
To: Town Clerk
Subject: Available grants

This message originated outside Horley Town Council. Please exercise caution following links, opening attachments or divulging information.



Together we can

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cfsurrey.org.uk

November 2020

We are here to Support You!

We continue to be at the forefront of the local community response to the coronavirus pandemic, directing funds to help charities and voluntary groups adapt, grow and in some cases, simply survive. We have seen amazing examples of collaboration between organisations, alongside incredible effort and determination to help others, and much of this work has been supported by wonderful volunteers.



The stories that we hear every day are both humbling and inspiring, and at the same time the generosity of people who continue to give in support of their local community is heartwarming. We want local charities and voluntary groups to know that we are here to help as much as we can and to contact us if they are in need of support.

January Round – Deadline for Full Applications 17th January

Please submit your Expression of Interest by 17th December 2020 to be considered for invitation to our January deadline. We especially want to hear from projects in the following areas:

- Disadvantaged Young People
- Older People

- East Surrey
- Waverley

Don't worry if your charity is not focused on these areas as we try to match all Expressions of Interest with suitable donors.

Expression of Interest Form

Future Deadlines:

Round 2 - 16 April – for awards in July

Round 3 - 16 July - for awards in October

Round 4 - 15 October - for awards in January 2022

We would like to hear from you about your funding needs at any time, however to be considered for a particular round please submit your Expression of Interest at least 2 weeks before these deadlines.

The Henry Smith Charity



The **Henry Smith Charity Surrey County Grants** re-opened for applications on 1st November. Grants of up to £20,000 are available to registered charities with income of £250,000 or less (up to £1m if working countywide) for work benefitting groups experiencing social and/or economic disadvantage and work in areas of high deprivation.

To be considered apply via the Henry Smith Charity website <https://www.henrysmithcharity.org.uk>

Surrey Coronavirus Response Fund

We are so proud of the projects we have supported through the **Coronavirus Response Fund**. Currently we are prioritising:

- **Food and Essential support**
- **Eligible applications from minority communities**

These categories include not only food provision from foodbanks, but also associated support services, including befriending for isolated people and benefit advice.

Coronavirus Response Fund Expression of Interest



Our recent **Coronavirus Response Fund** grant to **Hale Community Centre** has helped their Community Cupboard scheme provide meals for local residents. Local supermarkets, restaurants and individuals can donate their surplus food which is helping to reduce local food poverty and waste. The community centre is looking to bring people together whilst helping the environment and supporting those in need.



Lest We Forget

We would like to honour the great work of the Armed Forces. To view our information on the support and help that is available locally for members of the Armed Forces community in Surrey please see the link below:

**Support to the Armed Forces Community
in Surrey**



Please note, we are remote-working in accordance with the Government advice. For grant application and funding enquiries please email grants@cfsurrey.org.uk and for general enquiries email info@cfsurrey.org.uk.



Thank you for your patience at this time.

01483 478092
info@cfsurrey.org.uk



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Community Foundation for Surrey
Millmead House, Millmead,
Guildford, Surrey GU2 4BB

Charity Reg. No. 1111600
Company Reg. No. 5442921

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> Funding



SURREY
COMMUNITY PROJECTS FUND



[Criteria](#)

[Get talking](#)

[Log an idea](#)

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THINK BIG

What would you do with £100
million in Surrey?

What does your local community need? A new community centre? A local swimming pool? Collaborative work space? New football pitches? A community food growing space? A space to train and learn?

Think BIG.

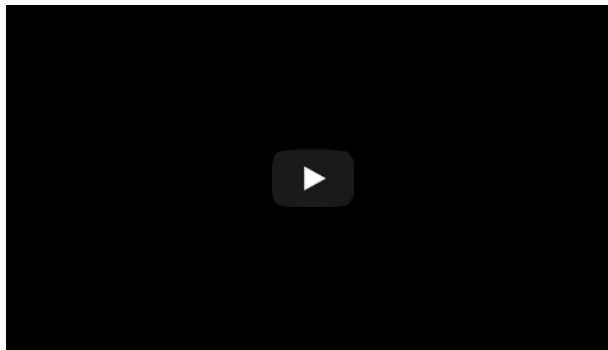
Speak to your neighbours and community groups in your area about how you can deliver exciting, inspiring and 'place-changing' projects together.

Ideas can be plotted on the interactive Commonplace map below, with people able to comment, make further suggestions or simply give project ideas a thumbs up. See further information through the sections on this webpage.

Projects that meet the criteria and prove that they will deliver a positive benefit for local people will be taken through an application process and the first funding will be administered in Spring 2021.

Your Fund Surrey can be accessed for:

- Capital, one-off costs - the Fund cannot pay for ongoing running and maintenance costs
- Projects that fit with the aims of Surrey's Community Vision
- Projects that have the support of your local community



[View on YouTube](#)

Got an idea? Let's get started.



[Full project criteria](#)

Find further information and full details





[Get talking](#)

Find other members and community groups taking part



[Log an idea](#)

Visit the interactive map on Commonplace and add a project pin!



[Help](#)

Frequently Asked Questions to help you develop ideas

The steps to success

Step 1: Ideas development 

Step 2: Ideas submission 

Step 3: Full submission 

Step 4: Assessment



Step 5: Panel shortlist



Updated: 16 Nov 2020 [Send to a friend](#)

Step 6: Award of funding



Contact us Find us



Log an idea



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Search for a postcode or place name

What location are you identifying for investment?
Oakwood School

Approximately, how much money do you think you would need from Your Fund Surrey for this project?
£250,000 - £1,000,000

Which of Surrey's Community Vision 2030 priorities does your suggestion address?

- Everyone lives healthy and fulfilling lives
- Children & young people feel safe & confident
- Everyone benefits from education &

[View larger map](#)