

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on 4 August 2020, at 7.30 pm

Present	Cllrs	Jante Baird	Helen Kitajewski (Chairman)	Samantha Marshall
		Mike George	Ganesh Kumar*	Simon Marshall
		Adrian Kitajewski	Wayne Phillips*	Robert Marr
			David Powell	Martin Saunders

*** Absent**

Also Present Joan Walsh (Town Clerk)
Judy Morgan (RFO and Planning Officer)

F 4592 Virtual Meeting

RESOLVED: that in view of the COVID-19 lockdown period, the meeting of the Finance and General Purposes Committee be held virtually.

F 4593 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Kumar and Phillips be accepted for reasons as specified in the Attendance Register.

F 4594 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 12 May 2020, be approved.

Finance Updates

F 4595 F 4584 Defibrillators in Horley - The Bull Public House

The Town Clerk reported that HTC had acquired written consent from the owner of the building to install the defibrillator and had prepared the Licence in readiness for signing by both parties. The next stage is for the Charity to process the donation and release the funding for purchasing the unit. The Town Clerk said that she was continuing to follow up with the Charity and it was hoped that the installation would take place soon.

F 4587 Laptop Purchase

The Town Clerk explained that three additional laptops had been purchased and all staff were now using the equipment supplied by the Council for working remotely. As resolved at the previous meeting, she had queried the additional cost for including the laptops in the annual IT maintenance contract and had negotiated a reduction from an additional £128.50 to £89 per month.

F 4595) F 4579 Cycle of Meetings 2020 – 2021

It was noted that Full Council had agreed the cycle of meetings to the end of October and these had been published on the [HTC website](#).

RESOLVED: noted.

F 4596 Internal Audit Matters

RESOLVED: that the Councillors' Audit Certificate for June 2020 and responses by the RFO, be noted. (A copy is appended).

RESOLVED: to accept that, in the exceptional circumstances of the COVID lockdown, the extant three Councillor Audits for 20/21 had been carried out by one experienced Councillor alone and that therefore the bank statements had been signed by a bank signatory.

RESOLVED: that the Council purchases a free-standing protection screen, which together with other PPE, will allow two Councillors to carry out the Councillor Audit together in a COVID secure environment.

F 4597 Annual Accounts (Annual Governance and Accountability Return) 2019/20

The Town Clerk reported that the submission of the AGAR had been acknowledged by PKF Littlejohn. She added that, according to NALC, only 33% of Councils had submitted their AGAR so Horley Town Council were well on track.

RESOLVED: noted.

F 4598 Financial Reports for June 2020

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

- i) Bank Reconciliation**
- ii) Receipts List totalling £1,730.68**
- iii) Payments List totalling £51,520.48 plus VAT (£58578.81)- includes a payment of £25,201.25 excluding VAT to Trevor May towards the refurbishment of the Tennis Courts at Horley Recreation Ground.**

F 4599 Café in the Park Project Update - Horley Recreation Ground

The Town Clerk explained that it had become necessary for her to seek agreement from the Council Leaders to authorise the original design of the Car Park (Plan A) into the grassed area since the second option (Plan B) would be too costly, necessitating extensive tree works to be carried out. Furthermore, the contractors had agreed to honour the original quote (£46,610 + VAT) if this could be completed while they were still working on the site. They had also agreed to limit Time Related Costs (£5,028 + VAT) to plant equipment hire kept on the site during the Covid lockdown period. The Council Leaders had been informed and had agreed that this seemed reasonable.

The Town Clerk added that a Practical Completion date of 17 August 2020 was anticipated, subject to the car park extension being finished along with soft landscaping and final safety audits. In the meantime, the phone line activation had been organised for 13 August, after

F 4599) which time, it would be possible to organise the broadband contract required to support the CCTV at the site. She advised that final sign off by Building Control was also on track for mid-August and HTC would need to complete a full Risk Assessment and Fire Survey (including emergency evacuation procedures) at a later stage.

The Town Clerk added that some concerns had been raised about an apparent lack of activity on the site over recent days. The matter had been taken up with the Council's managing surveyor and the Café Working Group were later advised that this had been unavoidably down to lack of manpower arising from personal injury. However, normal operations had since resumed to complete the remaining works.

The Town Clerk completed her report on the programme of works by advising that Thames Water had refused to permit Newlyn's sub-contractor to connect into the inspection chamber on Brighton Road, despite an approval notice being issued by the utility company in October 2019. This had prevented the necessary drainage connection for the combined services into the main drainage system to be implemented. It was, however, expected that the matter would be resolved with Thames Water so that the drainage connection could be carried out imminently. A further update would be provided at the next meeting with the Café Working Group to be held on Thursday, 6 August 2020, at which time, it would also be determined if there was likely to be a further delay to the programme timetable.

RESOLVED: noted.

F 4600 Café Tenancy and anticipated Opening Date

The Town Clerk said she was pleased to report that the Café Lease has been signed by both parties and the rent deposit (equivalent to three months' rent) had been received. Their occupation date could therefore be set once partial handover of the Café build from the contractors had been confirmed.

She advised that the Tenant had asked for some extra flexibility on time needed to set themselves up and get ready to open, before their rental payments take effect. This was due to possible time delays on equipment orders to complete their fit-out arising from less availability by suppliers because of the impact of COVID-19. She asked the Committee for their approval to this arrangement and this was agreed. The official opening date would be announced in due course.

The Town Clerk added that the Tenant intended to place a storage container to the left-hand side of the building at their own cost and were seeking planning consent from RBBC. Its position would have minimal visual impact on the environment, and this was considered acceptable for storing their outdoor seating and furniture.

The Town Clerk commented that it was pleasing to note 'The Farmyard Kitchen' had won a 2020 TripAdvisor Travellers' Choice award. *(TripAdvisor gives a Travellers' Choice award to accommodations, attractions and restaurants that consistently earn great reviews from travellers and are ranked within the top 10% of properties on TripAdvisor.)*

RESOLVED: noted.

F 4601 The Town Clerk advised that the remaining expenditure in respect of the car park extension together with Time Related Costs by the contractors for plant hire and any extra snagging

F 4601) items, would be presented for ratification at the Full Council meeting to be held on 25 August 2020 and this was agreed.

RESOLVED: *that the remaining expenditure to complete the Café Project, including the car park extension, Time Related Costs by the contractors for plant hire and any extra snagging items, be presented for ratification at the Full Council meeting on 25 August 2020.*

F 4602 Communications Sub-Committee Meeting (4 August 2020)

The Town Clerk gave an overview of the topics covered at the meeting held earlier in the evening. A copy of the Sub-Committee Minutes is appended to these Minutes.

RESOLVED: *noted.*

F 4603 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

The Town Clerk gave the following overview on some of the recent communications received, all of which had previously been circulated to Members for, information:

- The updated regulations had permitted the continuance of remote meetings by local councils until May 2021. A Legal Topic Note would be published by NALC shortly to clarify the ruling for holding and advertising such meetings.
- New COVID-19 recovery plans had been issued which had slightly relaxed the use of communal spaces once again. HTC had reopened its playgrounds in line with Public Health Guidance.
- The Town Council offices had reopened to the public (Monday to Friday, 10am-4pm), or by prior appointment. Officers were continuing with lone working arrangements to provide cover on a rota basis along with some remote working from home.
(Following a Member's enquiry, it was noted that appropriate safety measures were in place for staff working alone, including an intercom system, coded digilocks on doors and panic buttons throughout the offices which were automatically linked to the emergency services. The Council has a Lone Working Policy and is closely following all the latest advice and guidance.)
- A Visitors' Record had been put in place by HTC to assist the NHS Test and Trace programme, as necessary, and the requirement to securely delete or dispose of personal data collected for this purpose after 21 days was duly noted.
- The Edmonds Hall, in common with other community halls, would remain closed until September. Regular dialogue with hirers was ongoing and they had been advised that they would need to provide their own Risk Assessment together with an Action Plan for their restructured sessions and to keep records for the NHS Test and Trace programme, on their return.
- A useful checklist for resuming face-to-face meetings at a later stage, had been issued by NALC to local councils.

- F 4603)**
- NALC had responded to the latest announcement by Government on potential funding for local authorities due to the COVID-19 impact and recovery plans. Since the scope of funding appeared to be directed at principal authorities, it was felt that Town and Parish councils needed assurance that they would be also be financially supported. NALC would make appropriate representations and provide feedback.
 - A Government Briefing Paper on Local Government Structures in England had been issued as a basis for evaluating the possibility of creating more unitary authorities. It was unclear what impact this would have on Town and Parish Councils, but a White Paper was expected shortly which would hopefully provide more clarity. It was believed that both Surrey County Council (listed amongst those councils selected as a pilot for a viability study) and Reigate and Banstead Borough Council were interested in exploring the opportunities presented.
 - SSALC had issued a list of training webinars for Councillors and Officers which had been circulated. The Town Clerk advised that those interested in attending any of the sessions should contact her direct so that she could make the booking.

RESOLVED: noted.

F 4604 Safe Drive Stay Alive Campaign

RESOLVED: that the Town Council makes a donation of £100 to the Safe Drive Stay Alive Campaign, using the General Power of Competence.

F 4605 Town Council Insurance 2020-2021

RESOLVED: that the added insurance cover to the combined policy for the new Café build in the total sum of £327.44 (inclusive of Insurance Premium Tax of £35.08) be ratified.

RESOLVED: that the added level of protection for loss of rental income for the Café Tenancy in the total sum of £16.50 (inclusive of Insurance Premium Tax of £1.77) be ratified.

F 4606 Operational Matters: COVID-19 Response

The Town Clerk gave an overview on the Council's precautionary measures in response to COVID-19. Members complimented her on the comprehensive draft Risk Assessment she had produced for the Council offices and Edmonds Hall. They agreed that the document had appropriately identified the hazards in the event of exposure to COVID-19 and how to effectively mitigate risk. She added that the recommended HSE template had been used and it was important to note that the Risk Assessment must be tailored to the ongoing requirements of the Town Council and kept under regular review. She further pointed out that it was planned to reopen the Edmonds Hall to hirers in September, subject to them providing their own Risk Assessment and Action Plan for their restructured sessions to maintain a COVID secure environment. The kitchen area, however, would not be accessible until further notice.

The Town Clerk added that, similarly, a draft COVID-19 Risk Assessment for the Innes Sports Pavilion had also been prepared so that football matches could resume, subject to public health guidance and recommendations made by the Football Association (FA). The changing rooms would not be provided until safe to reopen but the toilets would be made available

during league matches. The Town Clerk made a sincere note of thanks to HTC Officer, Helen Maan, for all her hard work and attention to detail in the preparation of the Football Risk Assessment and this was echoed by the Committee.

RESOLVED:

- i) That the draft COVID-19 Risk Assessment for reopening the Town Council Offices and Edmonds Hall be approved and kept under regular review.***
- ii) That the draft COVID-19 Risk Assessment for the phased reopening of the Innes Pavilion facilities (toilets initially) and extra cleaning costs to keep the building COVID-19 secure be approved and kept under regular review.***
- iii) That contactless/BACS transactions to HTC would be the preferred method for receiving payments in light of the COVID-19 Risk Assessment undertaken at the Town Council Offices and this should be made clear on all invoices.***

F4607 Football Hire, Court Lodge Playing Fields – COVID-19 Response

RESOLVED: That the new pitch hire charge, added to Scale of Charges for 2020/21, (appended to these Minutes) to cover the necessary removal of the changing rooms until safe to reopen the facility in line with public health guidance, be ratified.

F 4608 Concession Arrangements for Town Council Tenants during the COVID-19 Crisis

RESOLVED: That subject to review, the concession arrangement for the Tenant at the Innes Sports Pavilion would end in September and the rent and electricity contribution would return to the usual amount from October onwards.

F 4609 LGA Model Member Code of Conduct Consultation (Closing Date: 17 August 2020)

The Town Clerk explained that the LGA is reviewing the current model Member Code of Conduct, following the recommendations made in the [Local Government Ethical Standards Report](#), published in January 2019. The LGA had prepared a draft model for consultation to support local authorities to maintain high standards of behaviour in the role of public office. The LGA and were asking for comments on the draft to see if it effectively meets new ways of working recently introduced, including social media usage, online communications between members/residents and responding to the COVID-19 crisis.

The Town Clerk reminded members that all councils are required to have a Member Code of Conduct and HTC had adopted the version used by RBBC as the principal authority. However, a significant amount of time had passed since it was last updated and she had been consulting with the Monitoring Officer as to when it was likely to be reviewed but no further information had become available to date.

She added that the LGA consultation details had previously been circulated to all Members. The online consultation response from Horley Town Council was completed at the meeting. It was noted that Members and Officers may also submit their own individual responses should they wish to do so. A further update would be provided once the outcomes of the consultation has been published.

RESOLVED: that the submitted response from Horley Town Council to the LGA Member Code of Conduct consultation (appended to these Minutes), be approved.

F 4610 Horley Edmonds Fund

The Town Clerk advised Members that the Grants Officer at the Community Foundation for Surrey had been sent the Council's latest Calendar of Meetings. It was probable that new grant applications through the Horley Edmonds Fund would be received for consideration in the coming weeks.

RESOLVED: noted.

F 4611 Diary Dates

Next virtual Council meeting: Planning & Development Committee, 18 August 2020, 7.30 pm

RESOLVED: noted.

Meeting closed at 21:09 pm

Date of Next Meeting – 6 October 2020



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

June 2020

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

Observations (Councillors)	RFO Clerk's action
FIXED DIRECT DEBITS SUPPLIER NAME DOES NOT MATCH BANK STATEMENT EG OFFICE 365 TFX	WE WILL SEPERATE THE PAYMENTS MADE FROM DIFFERENT ACCOUNTS ON THE D/D SPREADSHEET TO IMPROVE CLARITY + TRANSPARENCY
Name: MIKE GEORGE	Signature:
Signature: 	
Name:	Signature:
Signature:	Signature:
Date: 30/7/20	Date 30/7/20

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 07/07/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 07/07/2020		293,279.18
			595,190.78
	SUBTRACT Payments 01/04/2020 - 07/07/2020		182,326.42
A	Cash in Hand 07/07/2020 (per Cash Book)		412,864.36
	Cash in hand per Bank Statements		
	Cash 30/06/2020	50.00	
	Handelsbanken 30/06/2020	238,426.18	
	FairFX Bank Debit Card 30/06/2020	1,083.38	
	Nationwide Intl 30/06/2020	22,664.58	
	HSBC Payroll 30/06/2020	13,784.06	
	HSBC Deposit 30/06/2020	82,376.33	
	HSBC Current 30/06/2020	54,479.83	
			412,864.36
	Less unrepresented payments		0.00
			412,864.36
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		412,864.36
	A = B Checks out OK		

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
54	03/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
82	05/06/2020		HSBC Deposit		Interest	HSBC	E	29.48	0.00	29.48
55	11/06/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
56	14/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
57	15/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
58	21/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
59	22/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
60	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
61	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
62	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
63	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
64	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
65	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
66	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	25.00	0.00	25.00
67	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
68	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
69	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
70	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
71	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
72	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
73	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
74	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
75	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
76	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	70.00	0.00	70.00
78	23/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
79	23/06/2020		HSBC Current		Allotment Rent	HSBC	E	48.00	0.00	48.00
77	27/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
80	29/06/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
81	30/06/2020		Handelsbanken		Interest	HANDELSBANKEN	E	68.70	0.00	68.70
Total								1,730.68	0.00	1,730.68

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
116	01/06/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	0.00	0.00	0.00
117	01/06/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	0.00	0.00	0.00
133	01/06/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
134	01/06/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
196	02/06/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
119	03/06/2020		HSBC Current		Pension Fund Employer	Surrey County Council	E	0.00	0.00	0.00
120	03/06/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	0.00	0.00	0.00
121	03/06/2020		HSBC Current		Audit Fees	Paul Hartley	E	0.00	0.00	0.00
123	03/06/2020		HSBC Current		PAYE	HMRC	E	0.00	0.00	0.00
124	03/06/2020		HSBC Current		NIC Employee	HMRC	E	0.00	0.00	0.00
125	03/06/2020		HSBC Current		NIC Employer	HMRC	E	0.00	0.00	0.00
137	03/06/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
138	03/06/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
139	03/06/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
141	03/06/2020		HSBC Current		Audit Fees	Paul Hartley	E	861.00	0.00	861.00
142	03/06/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
143	03/06/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
144	03/06/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,945.45	0.00	1,945.45
145	03/06/2020		HSBC Current		Electricity supply	British Gas	L	68.52	3.42	71.94
118	03/06/2020		HSBC Current		Electricity supply	British Gas	S	0.00	0.00	0.00
122	03/06/2020		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	1,497.00	299.40	1,796.40
126	03/06/2020		HSBC Current		Grounds Maintenance	Burleys	S	0.00	0.00	0.00
127	03/06/2020		HSBC Current		Cleaning	Asbit	S	0.00	0.00	0.00
135	03/06/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
136	03/06/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
140	03/06/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	0.00	0.00	0.00
197	08/06/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	125.43	0.00	125.43
198	09/06/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
128	10/06/2020		HSBC Current		Bank charge	HSBC	E	0.00	0.00	0.00
150	10/06/2020		HSBC Current		Bank charge	HSBC	E	28.28	0.00	28.28
129	10/06/2020		HSBC Current		Tennis Courts	Trevor May	S	0.00	0.00	0.00
130	10/06/2020		HSBC Current		Tennis Courts	Trevor May	S	0.00	0.00	0.00
131	10/06/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	0.00	0.00	0.00
132	10/06/2020		HSBC Current		Cleaning	Asbit	S	0.00	0.00	0.00
146	10/06/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
147	10/06/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	728.64	145.74	874.38

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
148	10/06/2020		HSBC Current		Tennis Courts	Trevor May	S	10,000.10	2,000.02	12,000.12
149	10/06/2020		HSBC Current		Tennis Courts	Trevor May	S	15,201.15	3,040.23	18,241.38
151	15/06/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
152	16/06/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
195	16/06/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	42.12	8.42	50.54
157	18/06/2020		HSBC Current		COVID response	Amazon	E	23.11	0.00	23.11
153	18/06/2020		HSBC Current		COVID response	Amazon	S	35.91	7.19	43.10
154	18/06/2020		HSBC Current		Office supplies	Amazon	S	37.79	7.58	45.37
155	18/06/2020		HSBC Current		Stationery	Amazon	S	10.90	2.18	13.08
156	18/06/2020		HSBC Current		COVID response	Amazon	S	19.97	4.00	23.97
158	18/06/2020		HSBC Current		Cleaning	Asbit	S	446.50	89.30	535.80
159	18/06/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	380.00	76.00	456.00
160	18/06/2020		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
161	18/06/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	927.36	185.48	1,112.84
162	18/06/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
163	19/06/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	62.02	12.40	74.42
164	19/06/2020		HSBC Current		Broadband	Zen Internet	S	93.50	18.70	112.20
166	22/06/2020		HSBC Current		Gas supply	British Gas	L	43.35	2.16	45.51
167	22/06/2020		HSBC Current		Electricity supply	British Gas	L	25.18	1.25	26.43
165	22/06/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	257.20	51.44	308.64
192	22/06/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	89.00	17.80	106.80
170	23/06/2020		HSBC Current		Consultancy	LG Business Consultation	E	490.00	0.00	490.00
168	23/06/2020		HSBC Current		Office supplies	Amazon	S	39.45	7.89	47.34
169	23/06/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
171	23/06/2020		HSBC Current		Signage	PLG Signs	S	180.00	36.00	216.00
172	24/06/2020		HSBC Current		Gas supply	British Gas	S	125.83	25.17	151.00
173	25/06/2020		HSBC Current		Electricity supply	British Gas	L	109.64	5.48	115.12
199	26/06/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,014.13	0.00	8,014.13
176	07/07/2020		FairFX Bank Debit Car		Zoom License	Zoom Video Communications	E	-143.88	0.00	-143.88
177	07/07/2020		FairFX Bank Debit Car		Zoom License	Zoom Video Communications	E	143.88	0.00	143.88
182	07/07/2020		HSBC Current		IT Hardware	Amazon	E	-16.19	0.00	-16.19
183	07/07/2020		HSBC Current		IT Hardware	Amazon	E	16.19	0.00	16.19
190	07/07/2020		HSBC Current		COVID response	Amazon	E	-23.11	0.00	-23.11
191	07/07/2020		HSBC Current		COVID response	Amazon	E	23.11	0.00	23.11
174	07/07/2020		HSBC Current		Signage	PLG Signs	S	-600.00	-120.00	-720.00
175	07/07/2020		HSBC Current		Signage	PLG Signs	S	600.00	120.00	720.00
180	07/07/2020		HSBC Current		IT Hardware	Amazon	S	-48.57	-9.72	-58.29
181	07/07/2020		HSBC Current		IT Hardware	Amazon	S	48.57	9.72	58.29
184	07/07/2020		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	-1,497.00	-299.40	-1,796.40

Horley Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	COVID -19 Compliance	07/07/2020		HSBC Current		Office supplies	Micro Maintenance Ltd.	S	1,497.00	299.40	1,796.40
186	Compliance and Regulatory	07/07/2020		HSBC Current		COVID response	Amazon	S	-35.91	-7.19	-43.10
187	COVID -19 Compliance	07/07/2020		HSBC Current		COVID response	Amazon	S	35.91	7.19	43.10
188	Compliance and Regulatory	07/07/2020		HSBC Current		COVID response	Amazon	S	-19.97	-4.00	-23.97
189	COVID -19 Compliance	07/07/2020		HSBC Current		COVID response	Amazon	S	19.97	4.00	23.97
193	Signage	07/07/2020		HSBC Current		Signage	PLG Signs	S	-180.00	-36.00	-216.00
194	COVID -19 Compliance	07/07/2020		HSBC Current		Signage	PLG Signs	S	180.00	36.00	216.00
178	Office Supplies & Equipment	07/07/2020		HSBC Current		Office supplies	Amazon	Z	-42.95	0.00	-42.95
179	COVID -19 Compliance	07/07/2020		HSBC Current		Office supplies	Amazon	Z	42.95	0.00	42.95
Total									51,520.48	7,058.33	58,578.81

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held at the
Town Council Offices, 92 Albert Road, Horley on 4 August 2020, at 6.45 pm

Present

Cllrs Helen Kitajewski (HK), Chair
Samantha Marshall (SM)
Adrian Kitajewski (AK)
Mike George (MG)
Martin Saunders (MS)

In Attendance

Joan Walsh (JW)
Helen Maan (HM)

1. Apologies and Reasons for Absence

Apologies were received from Wayne Philips (WP) Alan Jones (AJ).

2. Declarations of Interest

None were declared.

3. Minutes of Previous Meeting (held on 10 March 2020)

The minutes were approved as a correct record.

4. Updates from Previous Meetings

Cyber Security Training:

JW explained that due to the COVID -19 lockdown period, the proposed cyber security training had to be postponed but she would check with the Council's IT provider, Micro Maintenance, to see if the training could be delivered virtually instead. **Action: JW**

5. Data Protection Act and General Data Protection Regulations (GDPR):

JW advised that the ICO had issued new guidance arising from the COVID-19 pandemic. That most relevant to HTC as a public body included the collection of personal data for the *NHS Test and Trace* programme. In order to meet compliance, a Visitors Record had been set up at the Council offices to take contact details from visitors, record in a spreadsheet for a period of 21 days and then delete the personal data immediately thereafter. The process had also been documented in the Council's *Retention of Documents Policy*.

Noted.

JW said that further guidance made available related to remote working from home by staff with security checklists for employers to follow to ensure the rules of holding personal data were still being met. All HTC employees were using Council laptops for home working and following the requirements of GDPR with routine data audits. All email communications from staff were through the Office 365 User Account with continued support from Micro Maintenance. MS suggested that a warning message could be set up on the virus protection system to prevent possible phishing attacks. JW said this had previously been put forward by Micro Maintenance as a worthwhile preventative measure and this would now be followed up. **Action: JW**

She further explained it was recommended that local Councils draw up a GDPR Policy on remote working by Members and Officers, to include the key issues of accessing, handling and disposing of personal data. A draft Policy would be prepared for consideration at the next meeting. **Action: JW/HM**

6. eNewsletter

HM advised that the open rate remained steady at around 44% and that the number of subscribers remained largely unchanged. JW commented that during the lockdown period, the monthly eNewsletters were still issued by HM as normal. It was noted that the routing of emails to junk folders seemed to be resolved.

Noted.

7. HTC Website

Accessibility Regulations and Compliance:

JW advised that the Council's Accessibility Statement (previously approved by Full Council) was now live on the website and it must be kept under regular review. She added that the annual audit of the website, due in August, would also be followed up with Jarrett & Lam.

Noted.

To receive an update on any other matters:

JW advised that Jarrett & Lam had been consulted about promoting the highly successful 'Laptop Appeal', led by MS, as a prominent feature on the website and they would provide options for consideration.

Noted.

8. Other Communications Matters

SM reported some IT issues when emailing certain contacts at RBBC because they were routing to spam folders rather than directly to the intended recipient. JW offered to forward examples on to RBBC for investigation if SM could provide these and this was agreed.

Action: SM/JW

MG enquired about the feasibility of introducing docking stations at the Council offices at some future stage which might eliminate the requirement for desktops. JW advised that she would raise the matter with Micro Maintenance to explore the options and benefits of such changes.

Action: JW

9. Date of Next Meeting:

6 October 2020, 6.45pm (to be held virtually on Zoom).

Noted.

Comms SC/JW/HM

Horley Town Council

FOOTBALL CHARGES

2020-2021

	Our Charge	VAT	Total
Contracted Teams			
Senior Team (Inc Changing Room)	£61.65	£12.33	£73.98
Senior Team (No Changing Room)	£41.08	£8.22	£49.30
Junior Team (Inc Changing Room)	£35.95	£7.19	£43.14
Junior Team (No Changing Room)	£30.81	£6.16	£36.97
Casual Teams			
Senior Team (Inc Changing Room)	£97.57	£19.51	£117.08
Senior Team (No Changing Room)	£63.67	£12.73	£76.41
Junior Team (Inc Changing Room)	£45.70	£9.14	£54.84
Junior Team (No Changing Room)	£40.05	£8.01	£48.06
Mini Pitch Hire (9v9 & 7v7)			
Mini Pitch Hire (No Changing Room)	£17.46	£3.49	£20.95



Response Summary:

Thank you for taking the time to complete this consultation. This Model Member Code of Conduct [[Model Member Code of Conduct.pdf](#)] aims to be concise, written in plain English and be understandable to members, officers and the public. The Model Member Code is designed to aid members in all tiers of local government model the behaviours and high standards that anyone would expect from a person holding public office. Equally, it articulates behaviour which falls below the standards that would be expected of council members. It is designed to help set a framework for public and councillor interaction, emphasising the importance of civility and that councillors should be protected from bullying, intimidation and abuse.

The LGA has reviewed the existing Model Member Code of Conduct and updated it here incorporating the recommendations from the Committee on Standard's in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. Part of the Committee's recommendations were the introduction of sanctions for breaches of the code, alongside an appeals process. This aspect is out of scope of this consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. The LGA is continuing to take soundings from the sector on the issue of sanctions in anticipation of a Government response to the Committee's recommendations.

This consultation addresses key areas that the LGA would like a view on to help finalise the Code. It is aimed at councillors and officers from all tiers of local government. If you would like a wider discussion about the code, please do sign up to one of the forthcoming Webinars the LGA are holding as part of this consultation. Details will be posted on our [LGA events website](#).

You can navigate through the questions using the buttons at the bottom of each page. Use the 'previous' button at the bottom of the page if you wish to amend your response to an earlier question.

All responses will be treated confidentially. Information will be aggregated, and no individual or authority will be identified in any publications without your consent. Identifiable information may be used internally within the LGA but will only be held and processed in accordance with our [privacy policy](#). We are undertaking this consultation to aid the legitimate interests of the LGA in supporting and representing authorities.

Please complete your response in one go - if you exit before submitting your response your answers may be lost. If you would like to see an overview of the questions before completing the consultation online, you can access a PDF here: [LGA Consultation on Draft Model Member Code of Conduct.pdf](#)

Q31. Your name

Town Clerk

Q42. If you would like to receive a copy of your completed response please provide your email address below (a copy of the survey form is available on the previous page)

Email address

town.clerk@horleytown.com

Q6. Are you...

- Answering on behalf of a whole council (Please provide council name below)

Q7. Please indicate your council type

- Community/Neighbourhood/Parish/Town

Application of the Code

Under the Localism Act 2012, the Code of Conduct applies to councillors only when they are acting in their capacity as a member. The LGA believes that because councillors are elected by the public and widely recognised by the public, it makes sense for them to continue to model these behaviours when they are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. The Committee on Standards in Public Life supported this approach in their report into Local Government Ethical Standards. Whilst the LGA is waiting for Government's response to these recommendations the option has been added in square brackets as it would need changes in legislation.

Q9. Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media?

- To a great extent

Q32. Q1a. If you would like to elaborate on your answer please do so here:

N/A

Q39. Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?

- Yes

Q10. Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?

- Passive tense ("Councillors should")

Specific obligations

The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to.

Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

Q12. Q4. To what extent to you support the 12 specific obligations?

<i>1. Treating other councillors and members of the public with civility.</i>	To a great extent
<i>2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.</i>	To a great extent
<i>3. Not bullying or harassing any person.</i>	To a great extent
<i>4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.</i>	To a great extent
<i>5. Not disclosing information given to me in confidence or</i>	

<i>disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.</i>	To a great extent
6. Not preventing anyone getting information that they are entitled to by law.	To a great extent
7. Not bringing my role or council into disrepute.	To a great extent
8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.	To a great extent
9. Not misusing council resources.	To a great extent
10. Registering and declaring my interests.	To a great extent
11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.	To a great extent
12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.	To a great extent

Q13. Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:

At number 11 replace significant with any

Q14.

Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?

- Each specific obligation followed by its relevant guidance

Q15. Q7. To what extent to you think the concept of ‘acting with civility’ is sufficiently clear?

- To a great extent

Q16. Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

N/A

Q40. Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?

- To a great extent

Q41. Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

N/A

Q17. Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?

- To a great extent

Q18. Q9a. If there are other definitions you would like to recommend, please provide them here.

N/A

Q19. Q10. Is there sufficient reference to the use of social media?

- Yes

Q20. Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?

- Integrated into the code

Q33. Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:

N/A

Registration and declarations of interests

The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' - that is matters which directly relate to the councillor and their partner if applicable.

The LGA is proposing that all councillors are required to declare interests where matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in Public Life. These specific provisions are set out in **Appendix B** of the Code.

Q22. Q11. To what extent to you support the code going beyond the current requirement to declare interests of the councillor and their partner?

- Not at all

Q34. Q11a. If you would like to elaborate on your answer please do so here:

limit to partners

Q23. Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?

- In the main body of the code

Q36. Q12a. If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here:

N/A

It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

Q25. Q13. To what extent do you support the inclusion of these additional categories for registration?

<p><i>Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council</i></p>	<p>To a great extent</p>
<p><i>Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management</i></p>	<p>To a great extent</p>
<p><i>Any organisation, association, society or party directed to charitable purposes</i></p>	<p>To a great extent</p>
<p><i>Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</i></p>	<p>To a great extent</p>

Q37. Q13a. If you would like to propose additional or alternative categories for registration, please provide them here:

N/A

Q26. Q14. To what extent to you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?

- To a great extent

Q38. Q14a. If you would like to elaborate on your answer please do so here:

Horley Town Council believe that this should be any gifts, not significant gifts

Q27. Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?

- No, it should be higher (please specify amount):

50

Q28. Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.

<i>Supplementary guidance that focuses on specific areas, e.g., social media</i>	1
<i>Improvement support materials, such as training and e-learning packages</i>	2
<i>Regularly updated examples of case law</i>	3
<i>Explanatory guidance on the code</i>	4
<i>Case studies and examples of good practice</i>	5

Q29. Q16a. If you would like to suggest any other accompanying guidance please do so here:

N/A

Q30. Q17. If you would like to make any further comments about the code please do so here:

N/A

Once you press the 'Submit' button below, you will have completed your response.

Many thanks for taking the time to respond to this consultation. You are in control of any personal data that you have provided to us in your response. You can contact us at all times to have your information changed or deleted. You can find our full privacy policy here: [click here to see our privacy policy](#)
