

HORLEY TOWN COUNCIL
Minutes of a Meeting of the Finance and General Purposes Committee
held virtually on 2 February 2021, at 7.30 pm

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

*** Absent**

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

F 4680 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 4681 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Simon Marshall and Powell be accepted for reasons as specified in the Attendance Register.

F 4682 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Councillor Baird declared a non-pecuniary interest in item 20 on the Agenda - *RBBC: Community Centres Engagement* as she is on the board of Trustees for Regent Hall.

F 4683 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 24 November 2020, be approved.

F 4684 Finance Updates

F4676 Defibrillators in Horley – The Bull Public House

The Town Clerk reported that the defibrillator had been installed by the Town Council's contractors and a certificate of installation had been received. As previously agreed, HTC would be responsible for the installation and ongoing maintenance cost of the defibrillator. A small informal opening ceremony with the charity would be planned in due course and the unit would be registered with SECAMB.

F4665 Town Council Estimates and Precept 2021/22

It was noted that the draft budget, with final recommendations, was approved by Full Council on 15 December 2020. The budget and summary had been sent to the Section 151 Officer at RBBC to claim the precept sum and an acknowledgement had been received.

F4672 Standards Matter 2: Public Consultation and Public Sector Survey

The Town Clerk advised that the Council's response to the Standards Matter 2: Public Consultation and Public Sector Survey, which was approved at the Full Council on 15 December 2020, had been submitted prior to the deadline.

F 4684) RESOLVED: noted.

F 4685 Annual Audit for the Year Ending 31 March 2020

RESOLVED:

- i) noted that the audit has been completed and is unqualified, with no Issues Arising.***
- ii) that the payment of £1,600 plus VAT to PKF Littlejohn LLP be ratified.***

F 4686 Internal Audit Matters

RESOLVED:

- i) that the Councillors' Audit Certificate for November and December 2020 and responses by the RFO, be noted. (Copies are appended).***

Financial Matters

F 4687 RESOLVED: that the following reports for November and December 2020, as appended to these minutes, be approved:

- i) November and December Bank Reconciliations***
- ii) November and December Receipts***
- iii) November and December Payments***
- iv) December Summary of Accounts***

F 4688 RESOLVED: that receipt of the RBBC Local Restrictions (COVID-19) support grants, in the total sum of £8,145, be noted.

F 4689 Community Infrastructure Levy (CIL)

The Town Clerk summarised the CIL income for HTC as set out in the latest financial report, including potential income that were subject to certain exemptions under the amended 'Community Infrastructure Levy (Coronavirus) Regulations. Members took the view that residents should be consulted through a public survey for their ideas for how the fund should be spent for consideration for future projects to include in HTC's five-year plan.

RESOLVED: that receipt of the quarterly report for the period 16/09/20 to 15/12/20 be noted.

F 4690 Risk Assessment and Management Paper 2021

The Town Clerk reviewed the draft Risk Assessment and Management Paper for 2020/21, highlighting a number of important revisions. Members made some further recommendations to the draft which will be presented to Full Council for consideration and final approval on 2 March 2021.

RESOLVED: noted.

F 4691 Communications Sub-Committee Meeting (2 February 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.

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

F 4692 Changes to Surrey ALC's membership of SSALC and new service provision arrangements for Surrey members

The Town Clerk updated Members with the latest information on the decision made by the West Sussex Board to withdraw from SSALC (the jointly owned and managed company by them and the two associations representing Councils in West Sussex and East Sussex). She said that the Surrey Association of Local Councils (SALC) planned to continue providing all Surrey Member Councils with the current level of services including advisory, support, legal guidance and training courses through an alternative service provision package, from 1 April 2021.

She explained that the Surrey Board was confident about the prospect of providing a sharper Surrey focus and that they aim to secure the deployment of experienced staff during the transition period to enable good continuity of services. They had also managed to secure the transfer and new arrangements at an affordable cost and without any increase to the current subscription charge for 2021/22.

She added that Dr Richard Olliver, Vice President of the Surrey Association of Local Councils and a former HTC Councillor, had offered to answer any questions or concerns.

RESOLVED: noted.

F 4693 The Town Clerk recited extracts from an open letter to all Councils from the NALC Chairman, Cllr Sue Baxter, which had been previously circulated to all Members. In it, she commended local Councils for stepping up in their many functions and responsibilities to meet the challenges faced during the COVID-19 pandemic. She set out several pledges undertaken by NALC and the county associations to be strong voices for the sector, to guide local Councils to make a real difference, build better, stronger communities and to continue to provide good communication on work undertaken to represent local authorities. In turn, she asked that all Councils make similar commitments to maintain strong community engagement and connect people on the important work carried out by local Councils as the first tier of local government. A full copy of the letter is appended to these Minutes.

RESOLVED: noted.

F 4694 National and County Association Updates (NALC and SSALC)

The Town Clerk gave the following updates:

- Central Government had not planned to extend remote meeting regulations beyond 7 May 2021.
- Latest guidance was being followed by HTC regarding the safe use of parks and playgrounds.

- The local Elections in May 2021 were expected to proceed and RBBC had carried out COVID-19 risk assessments at all their polling places, including the Edmonds Hall, to ensure safe access for voters and Democratic Services Officers.
- SSALC had introduced frequent local council networking webinars for Clerks and Council Chairmen to receive informative updates, share ideas or experiences and listen to interesting topics from wide-ranging guest speakers.
- Awareness of the 'Level Up' Laptop Appeal had been raised with SSALC and Cllr Saunders had offered to run online presentations for any Town and Parish Councils that might be interested to launch a similar initiative in their respective areas. Since this had not been forthcoming through SSALC, enquiries would be made by Cllr Saunders with NALC.

F 4694) **RESOLVED: noted.**

F 4695 **[Surrey Police and Crime Commissioner Resident Survey: "Council Tax 2021-2022 - Would you pay a bit more to boost policing numbers and Support Officers and Staff in Surrey?"](#)**

The Town Clerk summarised the resident survey by the SPCC, asking if taxpayers would be prepared to pay a 5% annual increase on their Council Tax. The proposed rise, coupled with the force's allocation of 20,00 officers paid for by central government, would provide an extra 150 officers and staff over the coming year.

She added that the upcoming online public engagement event by the SPCC, local Borough Commanders and the Chief Officer Team were still open for online registration ([Reigate & Banstead: 4 February 2021, 5.30-6.30pm](#))

RESOLVED: noted.

F 4696 **Covid-19 Response**

The Town Clerk gave the following updates:

- HTC maintained full compliance with the full lockdown rules and Officers were working from home as much as possible along with ad hoc visits to the office to deal with urgent office-based tasks, to check the building, collect post or to assist members of the public by prior appointment.
- All COVID-19 information posters had been displayed on the Council's notice boards, entry doors, eNewsletter and website.
- It was hoped that more office working could resume through a phased return to the workplace when current restrictions were relaxed and in line with COVID-19 risk assessments which were kept under regular review. In the meantime, all Officers remained contactable by email or on their work mobiles (recently purchased) and regular updates for Members' information would continue to be sent.

RESOLVED:

- i) ***that arrangements for the reclosure of the Edmonds Hall for the duration of the third National lockdown and arrangements for keeping the Town Council offices open be noted.***
- ii) ***that the purchase of three mobile phones to support home working at a cost of £42 + VAT and the Pay and Go contracts with Giff Gaff @ £6 per phone per month, no cancellation fee be ratified.***

F 4697 Horley Bowling Club – Annual Licence Renewal 2021/22

The Town Clerk reminded Members that the annual licence fee of the Horley Bowling Club had been waived by the Council in 2020 when the club had to close to Members due to the onset of the COVID-19 pandemic. The club had since appointed a new secretary who made enquiries about the licence renewal. However, no direct request for another waiver of rent had been made.

Members considered the position. Cllr Marr proposed that, if asked, the Council could reduce the sum, pro rata, for the months when they remain unable to operate on the proviso of these being exceptional circumstances due to the enforcement of further COVID-19 restrictions. The annual licence fee for the period April 2021 to April 2022 is £300 which equates to £25 per month. The proposal was seconded by Cllr Samantha Marshall and agreed by the Committee.

RESOLVED: that a pro rata reduction of the Horley Bowling Club's annual licence fee (of £300 per annum) during the months of enforced closure during the COVID-19 pandemic (equating to £25 per month), be made on request by the tenant.

F 4698 Town Meeting, 30 April 2021

The Town Clerk advised that following the success of the recent virtual Horley Residents' Forum, it was planned to hold the Town Meeting remotely and invite the public. This would be a good opportunity for community engagement. She explained the format of the meeting and standard agenda items with reports from the Committee Chairmen, Smiths Charity, St Bart's Church and the Edmonds Fund together with the presentation of the Town Council's Annual Report and an opportunity for residents to put forward a written resolution in advance. Members were asked to consider and put forward any suggestions to also be included especially as there would be no Horley in Bloom awards or presentations this year. Members agreed that some way of including the winners of the photographic competition was a good idea. She added that enquiries for a suitable guest speaker to give a presentation on an interesting topic were also being followed up. A further update would be provided in due course.

RESOLVED: noted arrangements and date of 30 April 2021 for the Town Meeting.

F 4699 Edmonds Fund

The Town Clerk gave an update on the latest news from the Community Foundation of Surrey. She advised that the deadlines for the next round of applications were 16 April, 16 July and 16 October 2021 and the deadline for receipt of Expressions of Interest would be no later than two weeks before each deadline. HTC had provided the foundation with their cycle of meeting dates to coincide with Full Council meetings so that Horley applications could be considered within the set timescales.

RESOLVED: that the latest quarterly Statement of the Edmonds Fund, for the period 1 April 2020 to 31 December 2020, be noted.

F4700 Café in The Park Project, Horley Recreation Ground

The Town Clerk reported that, following handover to the Town Council on 20 November 2020, the Café had remained closed due to the COVID-19 restrictions and current lockdown. HTC's Press Release, issued at the time of Practical Completion, had been published in the January edition of the 'RH Covered' magazine and distributed to Horley households.

She added that a recent spike in electricity consumption at the Café had come to light. Further investigations revealed this was due to lack of occupancy of the building over considerable time during lockdown periods and the extreme wet weather made it necessary for the operator to run the heating full time to avoid damage to the plaster from condensation build-up. The drainage pump had also been active during this time to remove excess surface water. The situation was being carefully monitored by HTC Officers and the operator was aware that they would become responsible for the electricity bills once they start trading with the Council contributing towards consumption for essential security measures, including lighting and CCTV monitoring.

The Town Clerk further reported a recent incident whereby the new alarm system at the Café unusually failed overnight but the Council's security contractors were on site the next morning to replace it. Two additional CCTV cameras would be installed shortly and, once up and running, full security arrangements with regular patrols would be put in place. In reply to a Member's question about emergency response escalation, she advised that that Council's security patrolling team would have direct contact with the operator in such situations and HTC would also be promptly notified through the normal reporting procedures in place for all Council sites.

F4700) *RESOLVED: noted.*

F 4701 Café Tenancy and anticipated Opening Date

The Town Clerk explained that the operator, The Farmyard Kitchen (TFK), were fully prepared and enthusiastic to open doors and begin trading as soon as possible. This was likely to be in late Spring or early Summer, subject to Government guidance on COVID-19 precautions at that time and once staff contracts were in place. She added that the operator was continuing to operate from their mobile unit in the meantime and had established a good rapport with the locals. She added that an opening ceremony would be arranged to coincide with the official opening of the new tennis courts and presided by the Horley Town Mayor and Deputy Mayor with invitations extended to the local MP along with County and Borough Councillors. Further details would be provided in due course.

RESOLVED: noted.

F 4702 Request for Extra Storage and Letter Box

The Town Clerk advised Members of a further request from the Café operator for a small storage cupboard to be provided in the toilet area to store cleaning products safely as well as a letter box. Members thought the requests were reasonable and it was agreed to instruct the Council's contractor to undertake the work.

RESOLVED: that the Council's contractor be instructed to provide and install extra storage in the toilet area of the Café and a letter box for the building.

F 4703 *RESOLVED: that completion of the fixed broadband installation and cancellation of the mobile router contract, be noted.*

F 4704 RBBC: Community Centres Engagement

The Town Clerk referred to the RBBC briefing paper, previously circulated to all Members, on a review of community centres across the borough of Reigate and Banstead. She said that this informal engagement provided a great opportunity for Members to shape future provision at the Regent Hall Community Centre in Horley. She would be pleased to pass feedback from HTC to the RBBC Portfolio Holder for Community Partnerships, Cllr Rod Ashford, and the Project Manager at RBBC. To do this, she would be seeking Members views at the next Full Council meeting in March. The Borough Council was also very keen to engage with residents and to understand what local people want from their community centres and how current services and facilities might be improved.

It was agreed amongst Members that a wish list be compiled, starting with the following suggestions:

- To abolish annual membership fees for regular patrons;
- To improve catering facilities in the upstairs Café with healthy menu choices and reasonable prices;
- To consider providing a small cinema and/or a multi-arts centre as part of the service provision;
- To consider providing affordable transport arrangements to and from the community centre.

It was agreed that a further update would be provided at the Full Council meeting in March and to finalise the list of suggestions to be put forward by HTC.

RESOLVED: that the matter of the RBBC Community Centres Engagement be given further consideration at the Full Council meeting on 2 March 2021.

F 4705 SCC Community Projects Fund

The Town Clerk said that following on from the work of the Town Planning Working Group and resolution made at the Full Council meeting in December, HTC had posted the proposed project for a new community centre at [Michael Crescent](#) on the interactive [SCC Commonplace Map](#).

Both the Town Clerk and the RFO had attended subsequent Q&A sessions, seeking further information on the best way to work with the SCC Project Managers overseeing the Community Fund. Informative presentation slides from the sessions had been circulated to all Members for information. The £100m Capital Fund would be open for five years and would consist of a rolling funding programme with no bid rounds or submission deadlines. The application process was designed to be straight forward with input from residents and communities also welcomed. Although the Fund would first be open for initial submissions from mid-February onwards, it was essential for applicants to have initially demonstrated strong community support on the Commonplace platform alongside their suggested projects. She encouraged Members to support the Horley projects, including [Michael Crescent](#) and the proposed [Horley Commercial Hub](#) by visiting the webpages, clicking on the 'Agree' icon to support the proposal; completing a few simple survey questions (optional); and sharing wider to achieve maximum support. She added there would also be a requirement from SCC to demonstrate that funding for any proposed project had also been made elsewhere through other organisations. HTC had already promoted these funding opportunities in the Council's eNewsletter and through its usual social media channels. A further update would be provided

at the next Committee meeting.

RESOLVED: noted.

F 4706 Letters Received.

- The Town Clerk referred to a letter received from RBBC about the introduction of virtual surgeries by the Council Leader to be held on 16 February and 16 March. It would be open to everyone who lives or works in the Borough to submit a question to the RBBC Leader.
- The RFO briefly described a mail shot received from British Gas regarding the installation of business Electric Vehicle Charging Points indicating that some Government grants were available. Members indicated their interest in the possibilities. A separate briefing on the possibilities, issues and costs would be organised prior to a future meeting.

RESOLVED: noted.

F 4706 Items for Future Consideration

Electric Vehicle Charging Points
Council Energy Contracts

RESOLVED: noted.

F 4707 Diary Dates

Virtual Horley Pavement Audit Committee meeting (HPAC) – 9 February 2021
Virtual Planning Committee meeting – 16 February 2021

RESOLVED: noted.

Meeting closed at 20.58 pm

Date of Next Meeting – 30 March 2021

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

November 2020

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

Observations (Councillors)	Clerk/ RFO's action
Members asked that minute references be added to the accounts system when available.	RFO response is that this is now the current practice
Name: <i>Helen Kitajewski</i>	Signature:
Signature: <i>Helen Kitajewski</i>	
Name:	
Signature:	
Date: 28 January 2021	Date 28 January 2021

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 30/11/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD		
	Receipts 01/04/2020 - 30/11/2020		573,482.09
			875,393.69
	SUBTRACT		
	Payments 01/04/2020 - 30/11/2020		511,439.86
A	Cash in Hand 30/11/2020 (per Cash Book)		363,953.83
	Cash in hand per Bank Statements		
	Cash	30/11/2020	0.00
	Handelsbanken	30/11/2020	218,504.30
	FairFX Bank Debit Card	30/11/2020	886.13
	Nationwide Intl	30/11/2020	22,664.58
	HSBC Payroll	30/11/2020	9,093.14
	HSBC Deposit	30/11/2020	70,377.78
	HSBC Current	30/11/2020	73,081.54
			394,607.47
	Less unrepresented payments		30,727.58
			363,879.89
	Plus unrepresented receipts		73.94
B	Adjusted Bank Balance		363,953.83
	A = B Checks out OK		

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
141	01/11/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
142	02/11/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
143	03/11/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
144	03/11/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	82.17	16.43	98.60
139	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
140	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
146	23/11/2020		HSBC Current		Devolved Powers Agreeemnt	Reigate & Banstead Borough	E	1,700.00	0.00	1,700.00
149	23/11/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
150	23/11/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
147	25/11/2020		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	280.00	0.00	280.00
148	30/11/2020		HSBC Current		Banner Display	Horley Baptist Church	E	41.08	0.00	41.08
151	30/11/2020		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	225.00	0.00	225.00
152	30/11/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	3.00	0.00	3.00
156	01/12/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
157	01/12/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
158	01/12/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	82.17	16.43	98.60
145	01/12/2020		HSBC Current		Hall Hire Fee	Horley Society of Artists	E	175.00	0.00	175.00
162	04/12/2020		HSBC Deposit		Bank interest	HSBC	E	2.79	0.00	2.79
153	10/12/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	140.00	0.00	140.00
154	15/12/2020		HSBC Current		Wayleaves	South Eastern Power Networ	E	5.15	0.00	5.15
155	15/12/2020		HSBC Current		Wayleaves	South Eastern Power Networ	E	3.45	0.00	3.45
159	21/12/2020		HSBC Current		Banner Display	YMCA East Surrey	E	41.08	0.00	41.08
160	21/12/2020		HSBC Current		Rate relief	Reigate & Banstead Borough	E	1,334.00	0.00	1,334.00
161	22/12/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
163	21/01/2021		HSBC Current		Football pitch hire	Perrywood FC	S	92.43	18.49	110.92
Total								6,602.83	214.18	6,817.01

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
495	02/11/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
496	02/11/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
530	02/11/2020		HSBC Current		Electricity supply	British Gas	L	100.60	5.03	105.63
493	03/11/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
548	03/11/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	Z	1.02	0.00	1.02
502	05/11/2020		HSBC Current		Poppy Appeal	Royal British Legion	E	87.50	0.00	87.50
503	05/11/2020	F4604	HSBC Current		Donation	Surrey County Council	E	100.00	0.00	100.00
497	05/11/2020		HSBC Current		IT Hardware	Amazon	S	33.32	6.66	39.98
498	05/11/2020		HSBC Current		Office supplies	Amazon	S	12.52	2.51	15.03
499	05/11/2020		HSBC Current		Office supplies	Amazon	S	12.97	2.60	15.57
500	05/11/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
501	05/11/2020		HSBC Current		Security Alarm System	Innovation Fire & Security	S	190.00	38.00	228.00
549	05/11/2020		FairFX Bank Debit Car		Thermometer	Electronic Temperature Instr	S	98.40	19.68	118.08
550	06/11/2020		FairFX Bank Debit Car		Land Registry Search	HM Land Registry	E	3.00	0.00	3.00
551	06/11/2020		FairFX Bank Debit Car		Land Registry Search	HM Land Registry	E	3.00	0.00	3.00
505	09/11/2020		HSBC Current		Bank charge	HSBC	E	30.72	0.00	30.72
504	09/11/2020		HSBC Current		Telephone charges	BT	S	158.40	31.68	190.08
552	11/11/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	133.13	0.00	133.13
553	12/11/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
554	12/11/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
518	16/11/2020		HSBC Current		Consultancy	LG Business Consultation	E	422.70	0.00	422.70
519	16/11/2020	F4563	HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
521	16/11/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
523	16/11/2020		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
524	16/11/2020		HSBC Current		PAYE	HMRC	E	1,351.00	0.00	1,351.00
525	16/11/2020		HSBC Current		NIC Employee	HMRC	E	718.56	0.00	718.56
526	16/11/2020		HSBC Current		NIC Employer	HMRC	E	1,148.99	0.00	1,148.99
527	16/11/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,058.30	0.00	2,058.30
528	16/11/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	725.71	0.00	725.71
506	16/11/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
507	16/11/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	43.75	8.75	52.50
508	16/11/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
509	16/11/2020		HSBC Current		Disposable Face Masks	Amazon	S	10.82	2.17	12.99
510	16/11/2020		HSBC Current		Disposable Gloves	Amazon	S	34.98	7.00	41.98
511	16/11/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
512	16/11/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
513	16/11/2020		HSBC Current		Skip Hire	Britannia Crest	S	310.00	62.00	372.00
514	16/11/2020		HSBC Current		Skip Hire	Britannia Crest	S	310.00	62.00	372.00
515	16/11/2020	C4873	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
516	16/11/2020		HSBC Current		CCTV Maintenance	Innovation Fire & Security	S	90.00	18.00	108.00
517	16/11/2020		HSBC Current		Website	Jarret & Lam Consulting	S	500.00	100.00	600.00
520	16/11/2020		HSBC Current		Audit Fees	Mulberry & Co	S	253.20	50.64	303.84
522	16/11/2020		HSBC Current		Telephone system maintenanc	Tritel Communications	S	250.00	50.00	300.00
531	16/11/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	507.84	101.58	609.42
532	18/11/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
555	18/11/2020		FairFX Bank Debit Car		Office Screens	XL Displays	S	570.00	114.00	684.00
529	19/11/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.51	18.70	112.21
533	20/11/2020		HSBC Current		Gas supply	British Gas	L	145.62	7.28	152.90
534	20/11/2020		HSBC Current		Electricity supply	British Gas	L	74.69	3.73	78.42
556	20/11/2020		FairFX Bank Debit Car		Cleaning Supplies	Waitrose	S	4.17	0.83	5.00
535	23/11/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
536	23/11/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
538	24/11/2020		HSBC Current		Electricity supply	British Gas	L	134.15	6.70	140.85
537	24/11/2020		HSBC Current		Gas supply	British Gas	S	186.67	37.33	224.00
539	25/11/2020		HSBC Current		IT Hardware	Amazon	S	24.16	4.83	28.99
540	25/11/2020		HSBC Current		Stationery	Amazon	S	16.56	3.32	19.88
541	25/11/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
542	25/11/2020		HSBC Current		Fire Alarm Maintenance	Fire Protection Services Ltd	S	91.60	18.32	109.92
557	26/11/2020		HSBC Current	55915WJ00E86	cafe pavilion	Newlyns	S	25,410.11	5,082.02	30,492.13
558	26/11/2020		HSBC Current	69195WJ00FIN	Tree condition survey	County Tree Surgeons Ltd	S	150.00	30.00	180.00
559	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	4.28	0.86	5.14
560	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	6.16	1.23	7.39
561	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	6.66	1.33	7.99
562	26/11/2020		HSBC Current	14745WJ01VIH	Hand Sanitizer	Amazon	S	12.46	2.49	14.95
563	26/11/2020		HSBC Current	14745WJ01VIH	Mop	Amazon	S	16.64	3.34	19.98
543	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	17.86	0.00	17.86
544	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	56.57	0.00	56.57
545	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	17.50	0.00	17.50
546	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	6.77	0.00	6.77
547	27/11/2020		HSBC Current		Public Works Loan	PWLB	E	9,772.46	0.00	9,772.46
578	27/11/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,994.97	0.00	8,994.97
Total								62,171.16	7,023.72	69,194.88

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

December 2020

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

Observations (Councillors)	Clerk/ RFO's action
Members noted that following the internal auditor recommendation purchase invoices are entered onto the system on the date received rather than the paid date as was previously the case.	Noted.
Name: <i>Helen Kitajewski</i> Signature: <i>HLA Kitajewski</i>	Signature:
Name: Signature:	
Date: 28 January 2021	Date 28 January 2021

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 31/12/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/12/2020		576,447.56
			878,359.16
	SUBTRACT Payments 01/04/2020 - 31/12/2020		575,701.94
A	Cash in Hand 31/12/2020 (per Cash Book)		302,657.22
	Cash in hand per Bank Statements		
	Cash	31/12/2020	0.00
	Handelsbanken	31/12/2020	138,504.30
	FairFX Bank Debit Card	31/12/2020	632.36
	Nationwide Intl	31/12/2020	22,664.58
	HSBC Payroll	31/12/2020	8,277.99
	HSBC Deposit	31/12/2020	70,380.57
	HSBC Current	31/12/2020	62,346.85
			302,806.65
	Less unrepresented payments		149.33
			302,657.32
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		302,657.32
	Error A does NOT equal B		
	ERROR IS	£-0.10	

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
145	01/12/2020		HSBC Current		Hall Hire Fee	Horley Society of Artists	E	175.00	0.00	175.00
156	01/12/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
157	01/12/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
158	01/12/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	82.17	16.43	98.60
153	10/12/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	140.00	0.00	140.00
154	15/12/2020		HSBC Current		Wayleaves	South Eastern Power Networ	E	5.15	0.00	5.15
155	15/12/2020		HSBC Current		Wayleaves	South Eastern Power Networ	E	3.45	0.00	3.45
159	21/12/2020		HSBC Current		Banner Display	YMCA East Surrey	E	41.08	0.00	41.08
160	21/12/2020		HSBC Current		Rate relief	Reigate & Banstead Borough	E	1,334.00	0.00	1,334.00
161	22/12/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
Total								2,880.52	82.16	2,962.68

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
557	26/11/2020		HSBC Current	55915WJ00E86	cafe pavilion	Newlyns	S	25,410.11	5,082.02	30,492.13
558	26/11/2020		HSBC Current	69195WJ00FIN	Tree condition survey	County Tree Surgeons Ltd	S	150.00	30.00	180.00
559	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	4.28	0.86	5.14
560	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	6.16	1.23	7.39
561	26/11/2020		HSBC Current	14745WJ01VIH	Stationery	Amazon	S	6.66	1.33	7.99
562	26/11/2020		HSBC Current	14745WJ01VIH	Hand Sanitizer	Amazon	S	12.46	2.49	14.95
563	26/11/2020		HSBC Current	14745WJ01VIH	Mop	Amazon	S	16.64	3.34	19.98
543	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	17.86	0.00	17.86
544	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	56.57	0.00	56.57
545	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	17.50	0.00	17.50
546	27/11/2020		HSBC Current		Water Rates	Everflow Water	E	6.77	0.00	6.77
547	27/11/2020		HSBC Current		Public Works Loan	PWLB	E	9,772.46	0.00	9,772.46
578	27/11/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,994.97	0.00	8,994.97
645	01/12/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
567	03/12/2020		HSBC Current	87435WQ00WMO	PAYE	HMRC	E	1,351.00	0.00	1,351.00
568	03/12/2020		HSBC Current	87435WQ00WMO	NIC Employer	HMRC	E	1,157.27	0.00	1,157.27
569	03/12/2020		HSBC Current	87435WQ00WMO	NIC Employee	HMRC	E	725.76	0.00	725.76
570	03/12/2020		HSBC Current	78405WQ01DFF	Pension payments Employer	Surrey Pension Fund	E	2,058.30	0.00	2,058.30
571	03/12/2020		HSBC Current	78405WQ01DFF	Pension payments Employee	Surrey Pension Fund	E	725.71	0.00	725.71
572	03/12/2020		HSBC Current	64925WQ00YUB	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
564	03/12/2020		HSBC Current	43215WQ019BP	Consultancy	Copeland Yussuf LLP	S	15,600.00	3,120.00	18,720.00
565	03/12/2020		HSBC Current	43215WQ019BP	Consultancy	Copeland Yussuf LLP	S	800.00	160.00	960.00
566	03/12/2020		HSBC Current	83025WQ00TQ8	Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
573	03/12/2020		HSBC Current	16815WQ00ZTZ	Christmas tree	Greenwood	S	475.00	95.00	570.00
574	03/12/2020		HSBC Current	43355WQ0102E	Security Guard Patrol	SmartGuard Security	S	410.36	82.08	492.44
575	03/12/2020		HSBC Current	33525WQ014S7	Fire Extinguisher Maintenance	Fire Protection Services Ltd	S	386.50	77.30	463.80
576	03/12/2020		HSBC Current	80105WQ01J0C	Cleaning	Asbit	S	276.50	55.30	331.80
577	03/12/2020		HSBC Current	19885WQ00805	Hygiene	Constant Hygiene	S	225.00	45.00	270.00
612	04/12/2020		HSBC Current		Erroneous Posting	HSBC	E	0.00	0.00	0.00
639	07/12/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	132.40	0.00	132.40
579	08/12/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
580	08/12/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
586	08/12/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	1,601.73	0.00	1,601.73
587	08/12/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	120.55	0.00	120.55
588	08/12/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	58.59	0.00	58.59
589	08/12/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	85.95	0.00	85.95

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
590	08/12/2020		HSBC Current		Bank charge	HSBC	E	35.56	0.00	35.56
598	08/12/2020		HSBC Current	12215WX00WEA	Consultancy	LG Business Consultation	E	568.10	0.00	568.10
599	08/12/2020		HSBC Current	22025WX020GD	Councillor training	NALC	E	38.93	0.00	38.93
581	08/12/2020		HSBC Current		Gas supply	British Gas	L	116.10	5.80	121.90
583	08/12/2020		HSBC Current		Electricity supply	British Gas	L	108.17	5.40	113.57
582	08/12/2020		HSBC Current		Electricity supply	British Gas	S	310.33	62.06	372.39
584	08/12/2020		HSBC Current		Maintenance Agreement	British Gas	S	42.28	8.46	50.74
585	08/12/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
591	08/12/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	43.93	8.79	52.72
592	08/12/2020		HSBC Current	14765WX024N6	Emergency Lighting Inspecton	Firetronics Limited	S	85.00	17.00	102.00
593	08/12/2020		HSBC Current	14765WX024N6	Fire Alarm Maintenance	Firetronics Limited	S	80.00	16.00	96.00
594	08/12/2020		HSBC Current	14765WX024N6	Fire Alarm Maintenance	Firetronics Limited	S	135.20	27.04	162.24
595	08/12/2020		HSBC Current		Erroneous Posting	Horley Town Council	S	0.00	0.00	0.00
596	08/12/2020		HSBC Current	05825WX00	Cleaning	Asbit	S	276.50	55.30	331.80
597	08/12/2020		HSBC Current	05825WX00	Cleaning	Asbit	S	32.50	6.50	39.00
640	09/12/2020		FairFX Bank Debit Car		Land Registry Search	HM Land Registry	E	3.00	0.00	3.00
600	10/12/2020		HSBC Current	05825WX00T9E	Cleaning	Asbit	S	276.50	55.30	331.80
601	10/12/2020		HSBC Current	70395WX01D58	Rock Salt for De-icing paths	Amazon	S	49.84	9.96	59.80
602	10/12/2020		HSBC Current	70395WX01D58	Printer Cartridges	Amazon	S	29.12	5.83	34.95
603	10/12/2020		HSBC Current	70395WX01D58	Salt Spreader	Amazon	S	14.56	2.92	17.48
604	10/12/2020		HSBC Current	70395WX01D58	Salt Bin	Amazon	S	132.39	26.47	158.86
605	10/12/2020		HSBC Current	72475WX023FE	Website	Jarret & Lam Consulting	S	210.00	42.00	252.00
641	11/12/2020		FairFX Bank Debit Car		Flowers	Sweetpea Florist	S	41.67	8.33	50.00
642	11/12/2020		FairFX Bank Debit Car		Stationery	Moonpig	S	5.99	1.20	7.19
643	14/12/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
608	15/12/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
606	15/12/2020		HSBC Current		Electricity supply	British Gas	L	130.07	6.50	136.57
607	15/12/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
609	15/12/2020		HSBC Current		Audit Fees	PFK Littlejohn	S	1,600.00	320.00	1,920.00
636	15/12/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
637	16/12/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
613	17/12/2020		HSBC Current		PAYE	HMRC	E	1,351.00	0.00	1,351.00
614	17/12/2020		HSBC Current		NIC Employer	HMRC	E	1,160.58	0.00	1,160.58
615	17/12/2020		HSBC Current		NIC Employee	HMRC	E	728.64	0.00	728.64
616	17/12/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,058.30	0.00	2,058.30
617	17/12/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	725.71	0.00	725.71
618	17/12/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
610	17/12/2020		HSBC Current		Phone line	BT	S	34.00	6.80	40.80
611	17/12/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
622	22/12/2020		HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
628	22/12/2020		HSBC Current		Water Rates	Everflow Water	E	15.64	0.00	15.64
629	22/12/2020		HSBC Current		Water Rates	Everflow Water	E	56.57	0.00	56.57
630	22/12/2020		HSBC Current		Water Rates	Everflow Water	E	17.50	0.00	17.50
631	22/12/2020		HSBC Current		Water Rates	Everflow Water	E	6.77	0.00	6.77
638	22/12/2020		HSBC Payroll		Salaries	Horley Town Council	E	9,015.15	0.00	9,015.15
621	22/12/2020		HSBC Current		Electricity supply	British Gas	L	95.83	4.79	100.62
632	22/12/2020		HSBC Current		Gas supply	British Gas	L	0.00	0.00	0.00
633	22/12/2020		HSBC Current		Electricity supply	British Gas	L	0.00	0.00	0.00
620	22/12/2020		HSBC Current		Mobile Phone	Amazon	S	44.88	8.97	53.85
623	22/12/2020		HSBC Current		Air Conditioning Maintenance	RSI Aircon Ltd	S	90.00	18.00	108.00
624	22/12/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
625	22/12/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	40.59	8.12	48.71
626	22/12/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	750.00	150.00	900.00
627	22/12/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
635	22/12/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
644	22/12/2020		FairFX Bank Debit Car		Simcard	GiffGaff	S	5.00	1.00	6.00
619	22/12/2020		HSBC Current		Arnold Baker Local Council Adr	Lexis	Z	119.99	0.00	119.99
634	24/12/2020		HSBC Current		Gas supply	British Gas	S	186.67	37.33	224.00
Total								102,359.68	11,496.11	113,855.79

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/12/2020)

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	287.46	-713			-713	
3	Section 136 LGA	37,742.00	37,742.00					
5	Devolved Powers	1,700.00	1,700.00					
141	CIL	16,464.49	16,464.49		23,784.90	23,784.90		
SUB TOTAL		56,906.49	56,193.95	-713	23,784.90	23,784.90	-713	

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	1,566.00	-10,434			-10,434	
8	Football Pitches	6,000.00	2,569.86	-3,430		1,260.00	-4,690	
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	4,626.00	-5,374			-5,374	
13	Saturday Market	200.00		-200			-200	
14	Events and Banners	8,000.00	1,436.21	-6,564		20.00	-6,584	
15	Meeting Room	220.00		-220			-220	
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		350.00	350		100.00	250	
149	Security Deposits		3,000.00	3,000			3,000	
SUB TOTAL		43,796.00	17,242.07	-26,554		1,380.00	-27,934	

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	511.14	1,089	1,089
20	Courier & Postage				400.00	38.95	361	361
21	Office Supplies & Equipment				3,000.00	998.94	2,001	2,001
22	Photocopying	80.00	46.40	-34	4,000.00	1,716.39	2,284	2,250
23	IT				8,000.00	5,107.66	2,892	2,892
24	Website				2,800.00	1,600.00	1,200	1,200
25	Communications				1,800.00	1,991.50	-192	-192
26	Environment Campaign		30.00	30				30
148	COVID -19 Compliance		1,334.00	1,334		14,027.65	-14,028	-12,694

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/12/2020)

SUB TOTAL		80.00	1,410.40	1,330	21,600.00	25,992.23	-4,392	-3,062
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SALARIES AND PENSIONS		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				105,765.00	78,510.26	27,255	27,255
31	PAYE				21,235.00	13,382.80	7,852	7,852
32	NI Employee				14,260.00	7,119.14	7,141	7,141
33	NI Employer				16,740.00	11,373.27	5,367	5,367
34	SCC Pension Employee				12,000.00	13,379.19	-1,379	-1,379
35	SCC Pension Employer				25,000.00	21,588.75	3,411	3,411
SUB TOTAL					195,000.00	145,353.41	49,647	49,647

OFFICE MAINTENANCE & REPAIRS		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,704.15	296	296
39	Cleaning of hall and office				13,000.00	11,013.16	1,987	1,987
40	Utilities				5,400.00	2,561.56	2,838	2,838
41	Rates				3,000.00	935.58	2,064	2,064
42	Maintenance Contracts				2,000.00	470.28	1,530	1,530
43	Window Cleaning				750.00	275.00	475	475
45	Compliance and Regulatory				5,000.00	3,137.94	1,862	1,862
SUB TOTAL					32,150.00	21,097.67	11,052	11,052

GENERAL		Receipts			Payments			Net Position
Code	Title	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	274.00	726	726
52	Insurance				8,500.00	7,522.48	978	978
53	Legal and professional fees				35,000.00	23,009.10	11,991	11,991
54	Audit fees				2,600.00	2,714.20	-114	-114
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	180.00	220	220
63	Cllr Expenses				100.00	14.98	85	85
64	Cllr Training				1,000.00	98.93	901	901
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	58,043.39	28,162	28,162

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/12/2020)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	35,787.60	16,212	16,212
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	3,750.00	4,250	4,250
SUB TOTAL					84,150.00	46,891.60	37,258	37,258

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		5.15	5	12,000.00	12,002.60	-3	3
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	23,570.28	4,026	4,026
145	Pavilion Cafe	6,000.00		-6,000	69,000.00	120,507.08	-51,507	-57,507
SUB TOTAL		6,000.00	5.15	-5,995	113,596.00	156,669.96	-43,074	-49,069

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		104.76	105	2,600.00	2,367.90	232	337
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	579.94	240	240
132	Innes Communications				600.00		600	600
SUB TOTAL			104.76	105	12,221.00	7,027.84	5,193	5,298

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	614.95	125	125
121	Buildings and Grounds				2,000.00	2,075.00	-75	-75
140	Scout Hut Demolition							
SUB TOTAL					2,740.00	2,689.95	50	50

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/12/2020)

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	1,206.00	1,294	1,294
97	Church Rd Maintenance				1,800.00	414.00	1,386	1,386
98	Church Rd Utilities		3.45	3	500.00	1,868.13	-1,368	-1,365
99	Langshott Utilities				900.00		900	900
SUB TOTAL		3,049.00	3,052.64	4	5,700.00	3,488.13	2,212	2,216

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	475.00	1,425	1,425
SUB TOTAL		600.00		-600	12,500.00	6,838.00	5,662	5,062

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,500.00	5,779.37	-279	-279
106	CCTV Installation				12,000.00	6,205.00	5,795	5,795
107	CCTV Maintenance				1,000.00	150.00	850	850
108	CCTV Broadband Connections				1,000.00	723.17	277	277
147	Alarm Maintenance					420.00	-420	-420
SUB TOTAL					19,500.00	13,277.54	6,222	6,222

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	1,160.00	-160	-160
111	Churchyards				6,550.00	6,550.00		
112	CLr Initiative grants							
113	Other Grants					187.50	-188	-188

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/12/2020)

SUB TOTAL					7,550.00	7,897.50	-348	-348
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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	515,107.49	482,684.97	-32,423	617,196.90	520,821.62	96,375	63,953
V.A.T.		93,759.80			54,880.32		
GROSS TOTAL		576,444.77			575,701.94		

- open letter to all councillors -

JANUARY 2021

RE. MAKE A CHANGE TO LOCAL COMMUNITIES

Looking back to my open letter just twelve months ago, no-one could have foreseen the coronavirus pandemic which has changed our lives and the country in so many ways since.

It was my contention then, that as the first tier of local government, England's 10,000 local (parish and town) councils can be at the centre of a movement of community change. That never before has it been so important for local councils to play our full part in this, to realise our potential to help bring the country and our communities back together after recent challenging years. And that we have a key role to play in the new decade ahead, we must be up for this challenge, and be ambitious for our communities.

Which is why I am immensely proud of how local councils mobilised so quickly to be at the forefront of the initial response to the coronavirus, [stepping up to support our communities](#) and play a vital role in the national effort to tackle the pandemic.

Co-ordinating emergency plans and volunteers to collect and deliver medicines and shopping. Acting as information hubs to provide guidance, advice and support from the government and other agencies. Helping businesses including publicising their online services. Establishing emergency grant funds such as supporting food banks. Continuing to maintain our never more important green spaces. Holding remote meetings to keep local democracy going which has seen an increase in people attending and watching.

All this cements the already crucial role local councils play as a unit of solidarity and natural focus of community effort in building strong and resilient communities.

My contention, therefore, remains – but is even firmer, and even more resolute.

Yet while 2020 was an undoubtedly the year of the response, recent events mean right now and over the coming weeks and months, our response role must continue or in some cases be stepped back up.

I know many councils are already doing just this and I want to again thank and pay tribute to all councillors, staff and volunteers, plus colleagues at NALC and in county associations, for your efforts. You are real unsung superheroes of local democracy and our communities.

We have reason to be optimistic, however, as the roll-out of the vaccines gives hope that many aspects of our national and community life will soon return. Back albeit different, with new ways of working, a greater appreciation of our immediate locality and the many things we previously took for granted, which I am sure will stick. Better in so many ways.

But our resolutions for 2021 must also look beyond the response, this must also be a year for a reset, a year to rethink the change needed to support the recovery and focus on the rebuilding of our communities. I want to set three rethinks for the year ahead which challenge all of us through a series of pledges to take action on, as we build back stronger, better communities.

Rethink relations

Where local councils work well, this is in no small part down to relationships and partnerships. Good, positive and effective relations, both within and outside the council, are the keys to delivering for our people and places.

Most local councils are well run, with clerks and council staff working as a team with councillors to deliver their ambitions for the community. But all too often we hear about the negative impact behaviour can have, by clerks, councillors and residents. NALC remains committed to promoting and supporting good governance and the highest standards of conduct and behaviour in councils.

I pledge to work with county associations and the Society of Local Councils on a civility project aimed at improving conduct and behaviour, as well as with the Local Government Association (LGA) on support and guidance. I ask you to pledge to take part in training opportunities and the Local Council Award Scheme, and consider the new national model code of conduct developed by the LGA which we have contributed to.

Councils across all tiers are increasingly recognising the added value that greater partnership working brings to services and local people. Strong, enduring partnerships - not just with principal councils but other agencies such as health,

police and voluntary sector – ensure local councils can play their part in tackling the challenges our communities face.

I pledge to work with the LGA to encourage good relations between the tiers, share good practice and develop appropriate guidance. I ask you to pledge to build positive links with your principal council plus other partners, and to ask yourself how you can help them.

This awful crisis has demonstrated how important our sector is to local areas, and we will continue to make the case to the government and others that we should be at the heart of building back communities, further devolution and community empowerment. I am particularly keen for us to maintain a focus on forging good relations with Members of Parliament (MPs) and indeed Parliament in general.

I pledge that NALC and county associations will be strong voices for the sector, that we will continue to promote [A prospectus for ultra-localism](#), speaking up for and championing local councils – your fantastic work as well as the issues you face – to government officials and ministers, political parties, the media and opinion formers. I ask you to pledge to engage positively and regularly with your MP, tell them what you are doing, invite them to events, but ensure they too know the issues you face and take them up on your behalf. Only by doing this together, nationally and locally, will we ensure our sector gets the recognition and support it deserves.

Rethink ambitions

Our relevance as the first tier of local government rests firmly on supporting and improving our communities and being at the heart of local place-shaping. We should rightly be ambitious for our people and places.

This will be increasingly important as the country rebuilds following the pandemic and in tackling the existential threat posed by the climate emergency. Many of the best councils, of all sizes, in both urban as well as rural areas, are already addressing these issues. Such as through neighbourhood plans, supporting the local economy and high streets and town centres, setting up community businesses, working with others to develop climate action plans, promoting health and wellbeing, addressing loneliness and building dementia-friendly communities.

I pledge that NALC and county associations will encourage and support your ambitions, providing the tools you need to make a difference, building on our work to date on our big themes of [health and wellbeing](#), [climate change](#), and our recent guide on [community business](#). Sharing good practice will remain at the heart of what we do through our case study collections such as Points of Light, [LCR magazine](#), and our programme of remote events aimed to enthuse and inspire you. Young people – who have been particularly impacted by the pandemic – is our next big theme and we will raise awareness of the work of local councils with and for young people. I ask you to pledge to actively encourage your council to work with residents and your partners to ambitiously shape the future development of your place. Making full use of the resources and powers you have, including attaining the general power of competence – a power of confidence and innovation – to make it easier for you to make the vital difference your community and the country needs. And to place young people's current and future needs firmly on your agenda.

Rethink engagement

Our 100,000 councillors are the closest democratic representatives to residents. They can play a key role in restoring faith in democracy and confidence in how our country is governed and decisions which affect our lives. But we cannot simply rely on the ballot box every four years to deliver this.

Communities thrive when people get involved, give up their time and come together to take action on the issues they care about. The pandemic has provided a real boost to this community spirit and my big aspiration for the year ahead is for all councils to build on this new found civic pride, to find ways to keep new volunteers motivated and actively involved in the wider life of their community as the pandemic recedes.

It is by local councils being ambitious and realising your potential that I am sure more people will come forward as they recognise and appreciate the difference local councils really can make.

I pledge through NALC's [Make a Change campaign](#) to work with county associations to promote local elections, encourage more people to stand, and provide resources and information to assist local councils. I ask you pledge to actively seek out and encourage more people to come forward to be a councillor. If you know someone who cares about where they live, ask them to stand. Make sure your council's activities and processes attract a wide and diverse mix of people of all backgrounds and ages. Provide time and resources to publicise,

support and encourage elections and see them as the lifeblood of your democratic credibility.

The best councils continuously communicate with residents of all ages and from all backgrounds; online, in print and in person. They regularly engage with and consult people on key issues such as budget decisions, help residents to get involved through volunteering, provide opportunities to come together through events, and support community hubs and village halls for activities and people to meet when rules allow.

I pledge that NALC, as well as county associations, will communicate regularly with you, providing information you need to do your job and on what we are doing on your behalf, through our websites such as www.nalc.gov.uk, social media channels, newsletters, bulletins, and opportunities to come together. I ask you to pledge to ensure you are engaging and communicating effectively with your residents, and to use the flexibility to hold remote meetings to connect people with your important work.

I have never known a more challenging time for the first tier of local government. Yet it is a time so equally exciting and full of opportunity. And a time where I know local councils will continue to be ambitious for our communities and make a change.

I pledge this to year to help build back stronger, better communities, and I hope you will too.

Yours sincerely,



Cllr Sue Baxter
Chairman
National Association of Local Councils

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held virtually on Zoom
on 2 February 2021, at 6.45 pm

Present

Cllrs	Helen Kitajewski (HK), Chair Samantha Marshall (SM) Adrian Kitajewski (AK) Mike George (MG) Martin Saunders (MS) Wayne Phillips (WP)
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In Attendance

Joan Walsh (JW) Helen Maan (HM)

1. Apologies and Reasons for Absence

All Members of the Communications Sub-Committee were present.

2. Declarations of Interest

None were declared.

3. Minutes of Previous Meeting (held on 6 October 2020)

The minutes were approved as a correct record.

4. Updates from Previous Meetings

JW advised that HTC remained fully compliant with the Website Accessibility Regulations and the matter would be kept under regular review. **Noted.**

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

JW gave the following update:

- HTC continued to follow the latest guidance from the ICO as the independent Regulator for Data Protection Law.
- The latest information available from the ICO relates to Brexit and the UK's Withdrawal from the EU.
- The ICO has no official function in the exit role but advises that as the Data Protection Act (DPA) and the Privacy & Electronic Communications Regulations (PECR) are already UK law, they will remain in place regardless.
- From 1 January 2021, GDPR along with the amended DPA and the PECR comprises existing personal data protection legislation in the UK and all the main principles remain unchanged.
- As a local government authority, HTC will ensure it remains fully compliant and we meet all our legal obligations in this respect. **Noted.**

JW added on Covid-19 related matters that the ICO, using its [revised regulatory approach](#) states it will:

- Continue to accept new information access complaints under the Freedom of Information Act (FOIA).
- It will therefore expect public authorities, with any backlogs of these requests, to establish recovery plans to return to compliance within a reasonable timeframe.
- It will consider unpausing formal monitoring and regulatory action that was in place before the pandemic and expects public authorities to proactively publish important information and understand the importance of proper record keeping.

JW further advised that HTC had no recent requests for information under the FOIA and all requirements under the Local Government Transparency Code 2015 were met. **Noted.**

6. eNewsletter

HM advised that the open rate in the past month was around 46% and the total number of subscribers remained largely unchanged at 1,184 in total. HM also reported that the largest interest shown in links to articles were about the SCC 100m Community 'Your Fund' and the Surrey Police survey on the precept.

Noted.

7. HTC Website

HM advised that she unable to produce the website stats from the HTC office during the Covid-19 lockdown.

JW reported an interesting suggestion put forward by Cllr James Baker, for Members to consider by adding a brief, personal summary about themselves, their personal interests etc alongside their [Councillor Profiles on the HTC website](#). Something similar had been done by HTC previously with extracts from one or two Councillors included in the printed Newsletters intermittently, for public information. The suggestion was well received by those present, and subject to approval by all Members, it should be introduced. That matter would be raised at the next Full Council meeting on 2 March 2021.

Noted.

8. Other Communications Matters

i) Draft Communications & Social Media Policy

JW summarised the contents of the draft combined Policy – Communications (Part 1) and Social Media (Part 2). Following the review with Members, it was recommended for Full Council approval on 2 March 2021, subject to a minor revision to reflect that Part 2 on Social Media would replace the previous 'Social Networking' Policy adopted by the Town Council in 2016.

Noted.

ii) Cyber Security Awareness

JW advised that the Council's IT provider had decided to produce a Cyber Security Awareness training guide, free of charge and this would replace the series of training sessions previously arranged, even though one session had already taken place. It was felt that the training guide would be more beneficial and could be used for future reference, but any queries could still be raised for further advice. HM said she would circulate the guide to all Members and Officers once available.

Action: HM

9. Date of Next Meeting:

Tuesday 30 March 2021, 6.45pm (to be held virtually on Zoom).

Noted.

Comms SC/JW/HM