

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council Offices,
Albert Road, Horley on Tuesday 1 October 2019, at 7.30 pm

Present: Cllrs H Kitajewski – Chairman
Samantha Marshall
Simon Marshall
M Saunders
W Philips

In attendance: Member of the Public (1)

J Walsh – Town Clerk
J Morgan – Planning & Finance Officer

F 4459 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baird, George, Kitajewski, Kumar, Marr and Powell be accepted, for reasons as specified in the Attendance Register.

F 4460 Public Forum

A resident addressed the committee. He said that he was a representative of the Birchwood Volunteer Health Champions at the Birchwood Medical Practice. They had recently attended a funding surgery at Reigate & Banstead Town Hall and were encouraged to know that funding may be available. However, they did not have a treasurer, chairman or secretary, or even a bank account. They had received advice that HTC might be able to assist by allowing the use of the HTC bank account to receive and pay funds. They had also been advised that HTC may give them a grant. The speaker said that the group would appreciate any advice or help that the Town Council could offer.

The Chairman thanked the speaker and responded that this sounded like a good scheme. However, it would not be possible for HTC to funnel funds for the group through the HTC bank account as there were extremely strict rules about how bank accounts operated, which must be followed. The Town Clerk added that HTC would be able to consider applications for grants, but the group would need to be formally constituted with its own bank account and an appointed treasurer, to qualify for consideration. The Town Council would, however, be able to promote and publicise the group and their aims fitted well with the Council's wellbeing initiatives.

A Member suggested that they might wish to contact Alliance for Better Care, a not for profit organisation who worked in partnership with Horley Surgeries focusing on improving patient care. Whilst they may not be able to help directly, they might have a close affinity with the group.

The Chairman thanked the resident for attending the meeting who then left the chamber.

RESOLVED: noted.

F 4461 **Approval of Minutes**
Finance & General Purposes Committee, 6 August 2019

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

Finance Updates

F 4462 **RBBC Consultation: Statutory Review of Polling Districts and Places**

It was noted that the Town Council's formal response to the above consultation had been sent prior to the closing date. The outcome of the review would be reported in due course.

RESOLVED: noted.

F 4463 **Defibrillator Donation**

The Town Clerk reported that she had had no success in contacting the businesses in Horley Row to seek agreement for the placing of the defibrillator. Following discussion with the donor, it was agreed that contact be made with the landlord of The Bull Public House to investigate whether the proprietor would be amenable to having the defibrillator on his building. A further update would be provided at the next meeting.

RESOLVED: noted.

F 4464 **Audit Matters**

RESOLVED: that the Councillors' Audit Certificates for July and August 2019 and Clerk's responses, where applicable, be received. (No Clerk's responses were required.)

Annual Audit for the Year Ending 31 March 2019

F 4465 The Town Clerk reported that the Audit for the year ended 31 March 2019 had been completed and was unqualified, with no issues arising. It was noted that the Annual Governance and Accountability Return would be formally approved at the Full Council Meeting in October. The Notice of Conclusion of Audit had been published, posted on the website and included in the eNewsletter.

RESOLVED: Noted

F 4466 ***RESOLVED: That payment of £1,300 plus VAT to PKF Littlejohn LLP for work carried out be approved.***

Financial Matters

F 4467 Financial Reports for July 2019

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

- i) Bank Reconciliations*
- ii) Receipts List totalling £4,720.63 plus VAT (£4,729.03)*
- iii) Payments List totalling £172,674.49 plus VAT (£179,432.22)- includes a payment of £121,387.20 inc VAT to Newlyn towards the Café Pavilion Building Works.*

Financial Reports for August 2019

F 4468 RESOLVED: that the following reports, as appended to these minutes, be approved:

- i) Bank Reconciliations*
- ii) Receipts List totalling £477,458.84 plus VAT (495,004.47) – includes PWLB loan of £472,834.45 and VAT Refund of £17,425.63*
- iii) Payments List totalling £96,008.29 plus VAT (£101,521.34) – includes payment of £50,871.94 inc VAT to Newlyn towards the Café Pavilion Building Works.*
- iv) Summary of Receipts and Payments compared with Estimates.*

Barclays Bank Accounts

F 4469 RESOLVED: noted that the Barclays Direct Access Account and the Barclays 10 Day Account had been closed and the closing balance of £347.45 had been transferred to the HSBC Current Account.

F 4470 Precept 2020/21

The Clerk advised that the Precept requirements for 2020/21 would be considered at each meeting in the next cycle, prior to the Finance Committee, at its meeting in November, approving the Precept for recommendation to Full Council on 10 December.

RESOLVED: noted.

F 4471 Communications

The Clerk updated members on the meeting of the Communications Sub-Committee, which was held earlier in the evening. (The minutes of the Communications Sub-Committee meeting are appended.)

RESOLVED: noted.

F 4472 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

The Town Clerk referred to the SSALC Training Programme 2020/21 Survey. She urged Members to complete the short survey. She also encouraged Members to attend training which was intrinsically good and provided good networking

F 4472) opportunities. She added that SSALC were adding some more evening sessions to the training programme.

RESOLVED: noted

F 4473 The Clerk advised that she had recently attended the SSALC Legal and Finance Day along with the Finance Officer. Topics covered included; HMRC Making Tax Digital, Fixed Asset Registers, VAT, Website Accessibility Regulations, and the Member Code of Conduct and Standards. She added that the SSALC Chairman had given a short briefing on the PWLB loan approval process, which featured Horley Town Council and its successful application for the Café Pavilion capital project.

RESOLVED: noted.

F 4474 The latest bulletins from SSALC and NALC had been circulated to Members.

RESOLVED: noted

F 4475 **Café Pavilion Build, Horley Recreation Ground**

The Clerk provided the following update on progress with the Café Pavilion construction and associated external works:

- It was expected that, due to delays caused by planning approval for materials and drainage connection issues, completion of the build was anticipated by the middle of December 2019.
- A letter confirming the appointment of the Café Operator had been sent to the successful applicant and the lease, setting out the Heads of Agreement, would be drafted shortly. The Town Clerk reported that the prospective operator was very enthusiastic about the opportunity to run the Café and due diligence (including full statutory compliance and the health and safety code of practice) would be carried out beforehand.
- A Press Release by the Town Council, giving the latest update would be issued in due course.
- Consultant Alan Jones added that all the required information had now been supplied to the VAT Consultant who would make recommendations about the VAT position on the Café build. Some elements may be recoverable; for example, the cost of providing the toilets, footpath and car park extension. The fee for the VAT consultant had been approved at Full Council. In response to a Members question he explained that the loan was fixed term with fixed repayments so any VAT recovered would flow back into the budget. The outcome of the VAT position would be known in time for the 2020/21 Precept setting.

RESOLVED: noted.

F 4476 **Upgrade to Accounting Software**

It was noted that the Town Council's accounting software had been moved to a web-based version allowing the compliance with HMRC Making Tax Digital

F 4476) online VAT returns.

RESOLVED: noted.

F 4477 **Community Infrastructure Levy (CIL)**

It was noted that the latest Quarterly Report from RBBC had previously been circulated. Total CIL receipts to date amounted to £22,826.21, the majority of which had been received within the current financial year. New procedures for reporting CIL were being implemented in line with statutory requirements.

RESOLVED: noted.

F 4478 **RBBC Local Fund Survey (Closing Date: 13 October 2019)**

The Clerk advised that residents throughout the Borough were being asked to consider what they thought would be useful improvements in their community which might be implemented through CIL funding. RBBC would be sharing the outcomes for suggested Horley projects with the Town Council after the consultation had ended. It was noted that some proposed smaller projects might be factored into the Horley Town Plan which was currently under review. The survey had been publicised on the Town Council website, through the eNewsletter and would also be promoted at the next Residents' Forum Meeting.

RESOLVED: Noted.

F 4479 **Horley Edmonds Fund**

The Town Clerk reported that the Community Foundation for Surrey had several funds supporting a range of youth projects running at present and were inviting applications for consideration.

RESOLVED: noted.

F 4480 **Remembrance Programme 2019**

It was noted that the Horley RBL Remembrance Programme had been received and circulated to all Members. The Re-dedication of the Memorial Gardens would take place on 6 November and the Parade and Service on 10 November. Bennetts had agreed to provide all assistance required and had confirmed that in their opinion the set of railings into the Memorial Gardens could safely be removed for one more year.

RESOLVED: noted.

F 4481 **RESOLVED: that this Council, using the General Power of Competence, donate £250 to the Royal British Legion Poppy Appeal.**

F 4482 **Christmas 2019**

RESOLVED: that the Town Council Offices close for the Christmas period from the lunchtime of 23 December 2019 until the morning of 2 January 2020. (An emergency telephone cascade list to be circulated to Members for this period.)

F 4483 Horley Town Centre Carol Service and Councillors' Hospitality

Members discussed arrangements for this year's Town Centre Carol Service and Hospitality.

RESOLVED:

- i) That this year's Town Centre Carol Service and Hospitality take place on 14 December 2019.*
- ii) that the purchase of the Town Centre Christmas Tree be agreed.*

F 4484 Diary Dates

RESOLVED: *that upcoming events be noted, including the rescheduled Residents Forum Meeting (9 Oct), the Planning Training (16 Oct) and the Healthy Horley School of Food Presentation (23 Oct)*

F 4485 Items for Future Consideration

No matters were raised.

RESOLVED: *noted.*

Meeting closed at 8.27 pm

Date of Next Meeting – 26 November 2019

Horley Town Council

JULY 2019
 Printed
 5 September 2019 (2019-2020)

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

Date: _____

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

Date: _____

Bank Reconciliation at 31/07/2019			
	Cash in Hand 01/04/2019		388,715.63
	ADD		
	Receipts 01/04/2019 - 31/07/2019		245,809.74
	SUBTRACT		
	Payments 01/04/2019 - 31/07/2019		634,525.37
A	Cash in Hand 31/07/2019 (per Cash Book)		271,777.02
Cash in hand per Bank Statements			
	Cash	31/07/2019	50.00
	Handelsbanken	31/07/2019	187,659.74
	FairFX Bank Debit Card	31/07/2019	197.83
	Barclays Direct Access	31/07/2019	384.02
	Nationwide Intl	31/07/2019	22,417.31
	Barclays 10 Day	31/07/2019	0.00
	HSBC Payroll	31/07/2019	11,116.05
			271,777.02
	Less unrepresented cheques As attached		0.00
			271,777.02
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		271,777.02
A = B Checks out OK			

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
137	01/07/2019		HSBC Current	9746	Allotment Rent	Various	E	45.00	0.00	45.00
138	03/07/2019		HSBC Current	9793	Hall Hire Fee	Plates - Kathy Gerrard	E	92.00	0.00	92.00
144	03/07/2019		HSBC Current		Banner Display	Kickboxing - S Reynolds	E	20.00	0.00	20.00
145	03/07/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
146	03/07/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
139	04/07/2019		HSBC Current	9805	Hall Hire Fee	Reigate & Banstead Borough	E	400.00	0.00	400.00
140	04/07/2019		HSBC Current	9671	Hall Hire Fee	Yoga - Charlotte Huggins	E	200.00	0.00	200.00
141	05/07/2019		HSBC Current	9775	H1B Sponsorship	Regency Grove Communicati	E	100.00	0.00	100.00
142	10/07/2019		HSBC Current		Councillor training	SALC	E	21.59	0.00	21.59
143	10/07/2019		HSBC Current	9804	Banner Display	Various	E	50.00	0.00	50.00
147	17/07/2019		HSBC Current	9806	Football deposit	Redhill Rovers	E	100.00	0.00	100.00
148	17/07/2019		HSBC Current	9737	Allotment Rent	Various	E	45.00	0.00	45.00
149	17/07/2019		HSBC Current	9720	Allotment Rent	Various	E	30.00	0.00	30.00
150	17/07/2019		HSBC Current	9736	Allotment Rent	Various	E	45.00	0.00	45.00
151	17/07/2019		HSBC Current	9710/11	Allotment Rent	Various	E	90.00	0.00	90.00
152	18/07/2019		HSBC Current	9794	Hall Hire Fee	Yoga - Charlotte Huggins	E	125.00	0.00	125.00
153	22/07/2019		HSBC Current		Market Income	Saturday Market	E	40.00	0.00	40.00
154	22/07/2019		HSBC Current	9796	Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
155	22/07/2019		HSBC Current	9802	Allotment Rent	Various	E	60.00	0.00	60.00
156	22/07/2019		HSBC Current	9808	Funfair	Extreme Fun	E	1,000.00	0.00	1,000.00
161	22/07/2019		HSBC Current	9798	Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
157	24/07/2019		HSBC Current	9797	Hall Hire Fee	Art Class	E	164.00	0.00	164.00
158	24/07/2019		HSBC Current	9799	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
159	24/07/2019		HSBC Current	9795	Hall Hire Fee	RCCS Church	E	389.00	0.00	389.00
160	24/07/2019		HSBC Current	9803	Photocopying - copies	Court Lodge Residents Assoc	S	42.00	8.40	50.40
162	25/07/2019		HSBC Current	9776	H1B Sponsorship	Mitchells of Horley Ltd	E	100.00	0.00	100.00
163	26/07/2019		HSBC Current	9814	Hall Hire Fee	Yoga - Charlotte Huggins	E	125.00	0.00	125.00
164	26/07/2019		HSBC Current	9818	Hall Hire Fee	Kicks Dance	E	54.00	0.00	54.00
165	29/07/2019		HSBC Current	9812	Open Air Cinema	Silent Summer Screenings	E	100.00	0.00	100.00
166	31/07/2019		Handelsbanken	JULY 19	Bank interest	HANDELSBANKEN	E	86.04	0.00	86.04
Total								4,729.63	8.40	4,729.03

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
190	01/07/2019	Communications	HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
191	01/07/2019	Rates	HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
192	01/07/2019	Rates & Utilities	HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
193	01/07/2019	Photocopying	HSBC Current		Photocopying - Lease	CF Corporate Finance	S	493.00	96.60	591.60
194	01/07/2019	Communications	HSBC Current		Telephone charges	BT	S	149.87	29.97	179.84
195	02/07/2019	Cllr Expenses	HSBC Current	104391	Skittles Tournament	Horley Lions	E	36.00	0.00	36.00
196	03/07/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	829.50	165.90	995.40
197	03/07/2019	Legal and professional fees	HSBC Current		Room hire	Horley Baptist Church	E	38.40	0.00	38.40
198	03/07/2019	Playground Inspections	HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	695.00	139.00	834.00
199	03/07/2019	Compliance and Regulatory	HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	80.00	16.00	96.00
200	03/07/2019	Langshott Maintenance	HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	80.00	16.00	96.00
201	03/07/2019	Grounds	HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	615.00	123.00	738.00
202	03/07/2019	Buildings and Grounds	HSBC Current		Michael Crescent	Bennetts Builders Ltd	S	55.00	11.00	66.00
203	03/07/2019	Buildings	HSBC Current		Innes Pavilion Maintenance	Bennetts Builders Ltd	S	98.00	19.60	117.60
204	03/07/2019	Maintenance & Repairs	HSBC Current		Office repairs	Bennetts Builders Ltd	S	378.70	75.74	454.44
205	03/07/2019	Memorial Gardens	HSBC Current		Memorial Gardens	Bennetts Builders Ltd	S	240.00	48.00	288.00
206	03/07/2019	Grounds	HSBC Current		Emlyn Meadows	Bennetts Builders Ltd	S	155.00	31.00	186.00
207	03/07/2019	Playground Inspections	HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	0.00	0.00	0.00
208	03/07/2019	Contractors' Maint (Agency)	HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
209	03/07/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Copeland Yussuf LLP	S	12,600.00	2,520.00	15,120.00
210	03/07/2019	Pavilion Cafe	HSBC Current		cafe pavilion	Copeland Yussuf LLP	E	1,921.20	0.00	1,921.20
212	03/07/2019	PAYE	HSBC Current		PAYE	HMRC	E	1,197.00	0.00	1,197.00
213	03/07/2019	NI Employee	HSBC Current		NIC Employee	HMRC	E	620.28	0.00	620.28
214	03/07/2019	NI Employer	HSBC Current		NIC Employer	HMRC	E	984.77	0.00	984.77
215	03/07/2019	CCTV Installation	HSBC Current		CCTV	Innovation Fire & Security	S	8,815.00	1,763.00	10,578.00
216	03/07/2019	SCC Pension Employee	HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
217	03/07/2019	Subscriptions & Licences	HSBC Current		Scribe Licence	SCRIBE	S	730.50	146.10	876.60
218	03/07/2019	Cllr Training	HSBC Current		Councillor training	SALC	E	417.55	0.00	417.55
219	03/07/2019	SCC Pension Employee	HSBC Current		Pension payments Employee	Surrey Pension Fund	E	1,027.52	0.00	1,027.52
220	03/07/2019	SCC Pension Employer	HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,602.38	0.00	1,602.38
248	03/07/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	79.92	16.00	95.92
249	03/07/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	14.58	2.92	17.50
250	05/07/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Amazon	S	4.98	1.00	5.98
253	05/07/2019	Office Supplies & Equipment	FairFX Bank Debit Car		Office supplies	Brook Leicester Ltd	S	18.57	3.71	22.28
221	08/07/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
244	09/07/2019	IT	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	123.98	0.00	123.98

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
245	09/07/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
246	09/07/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
222	10/07/2019		HSBC Current		Cleaning	Asbit	S	309.00	61.80	370.80
223	10/07/2019		HSBC Current		Office maintenance - hygiene	Constant Hygiene	S	125.00	25.00	150.00
224	10/07/2019		HSBC Current		Consultancy	LG Business Consultation	E	801.00	0.00	801.00
225	10/07/2019		HSBC Current		Councillors ID Cards	MAD Ideas	S	181.00	36.20	217.20
226	10/07/2019		HSBC Current		HR Services	Starford HR and Legal Serv	S	1,026.75	205.35	1,232.10
227	11/07/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
228	11/07/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	35.56	0.00	35.56
229	15/07/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
230	15/07/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
231	22/07/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
232	22/07/2019		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
211	22/07/2019		HSBC Current		Office supplies	Don Ruffles Ltd.	S	58.84	11.77	70.61
233	24/07/2019		HSBC Current		Cleaning	Asbit	S	583.00	116.60	699.60
234	24/07/2019		HSBC Current		HR Services	HR Services Partnership	S	756.00	151.20	907.20
236	24/07/2019		HSBC Current		Gas supply	British Gas	L	211.42	10.58	222.00
237	24/07/2019		HSBC Current		cafe pavilion	Newlyns	S	101,156.00	20,231.20	121,387.20
238	25/07/2019		HSBC Current	104393	Horley in Bloom	Horley Constitutional Club	X	63.05	0.00	63.05
242	25/07/2019		HSBC Current		cafe pavilion	Newlyns	S	0.00	-20,231.20	-20,231.20
243	25/07/2019		HSBC Current		cafe pavilion	Newlyns	X	20,231.20	0.00	20,231.20
251	26/07/2019		FairFX Bank Debit Car		Signage	Amazon	S	49.80	9.96	59.76
252	26/07/2019		FairFX Bank Debit Car		Signage	Amazon	S	2.54	0.51	3.05
241	28/07/2019		HSBC Payroll		Salaries	Horley Town Council	E	7,900.45	0.00	7,900.45
239	29/07/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	52.53	10.51	63.04
235	29/07/2019		HSBC Current		Innes Pavilion Maintenance	L&C Installations	S	82.50	16.50	99.00
240	31/07/2019		HSBC Current		Bank charge - debit card mach	SumUp	Z	1.52	0.00	1.52
247	31/07/2019		FairFX Bank Debit Car		Office supplies	Lidl	E	29.34	0.00	29.34
Total								172,674.49	6,757.73	179,432.22

Horley Town Council

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

Date: _____

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

Date: _____

	Bank Reconciliation at 31/08/2019		
	Cash in Hand 01/04/2019		388,715.63
	ADD		
	Receipts 01/04/2019 - 31/08/2019		740,814.21
	SUBTRACT		
	Payments 01/04/2019 - 31/08/2019		1,129,529.84
			464,920.61
A	Cash in Hand 31/08/2019 (per Cash Book)		664,609.23
	Cash in hand per Bank Statements		
	Cash 31/08/2019	50.00	
	Handelsbanken 31/08/2019	137,709.78	
	FairFX Bank Debit Card 31/08/2019	953.74	
	Barclays Direct Access 31/08/2019	0.00	
	Nationwide Intl 31/08/2019	22,417.31	
	Barclays 10 Day 31/08/2019	0.00	
	HSBC Payroll 31/07/2019	11,569.88	
			664,609.23
	Less unrepresented cheques As attached		0.00
			664,609.23
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		664,609.23
	A = B Checks out OK		

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
167	04/08/2019		HSBC Current	9813	Hall Hire Fee	Pilates - Kathy Gerrard	E	115.00	0.00	115.00
168	06/08/2019		HSBC Current	9824	Allotment Rent	Various	E	45.00	0.00	45.00
169	07/08/2019		HSBC Current	9820	Football pitch hire	Redhill Rovers	S	60.00	12.00	72.00
170	08/08/2019		HSBC Current	9773	Hall Hire Fee	Surrey County Council	E	30.00	0.00	30.00
171	13/08/2019		HSBC Current		Market car park	Saturday Market	E	40.00	0.00	40.00
172	13/08/2019		HSBC Current	9816	Hall Hire Fee	Silver Moon Dancing	E	160.00	0.00	160.00
173	13/08/2019		HSBC Current	9800	Allotment Rent	Various	E	60.00	0.00	60.00
174	13/08/2019		HSBC Current	9822	Funfair	Extreme Fun	E	500.00	0.00	500.00
175	13/08/2019		HSBC Current	9786	Banner Display	Horley Infant School	E	20.00	0.00	20.00
179	13/08/2019		HSBC Current		Vat Refund	HMRC	R	0.00	17,425.63	17,425.63
180	13/08/2019		HSBC Current	9826	Banner Display	Various	E	60.00	0.00	60.00
181	13/08/2019		HSBC Current	9827	Banner Display	Various	E	40.00	0.00	40.00
182	14/08/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
183	14/08/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
176	14/08/2019		HSBC Current	9817	Hall Hire Fee	Art Class	E	164.00	0.00	164.00
177	14/08/2019		HSBC Current	9809/10	Hall Hire Fee	Art and Craft Class	E	83.00	0.00	83.00
178	14/08/2019		HSBC Current	9780	Hall Hire Fee	RCCG Church	E	381.00	0.00	381.00
184	15/08/2019		HSBC Current	9825	Football pitch hire	Horley AFC	S	180.00	36.00	216.00
185	20/08/2019		HSBC Current		Unallocated	Unknown	E	0.00	0.00	0.00
193	20/08/2019		Barclays Direct Access		Bank interest	Barclays	E	0.35	0.00	0.35
186	21/08/2019		HSBC Current		Unallocated	Unknown	E	250.00	0.00	250.00
187	23/08/2019		HSBC Current	9581	Football pitch hire	Horley AFC	S	120.00	24.00	144.00
188	28/08/2019		HSBC Current	9823	Football pitch hire	AFC Gatwick	S	60.00	12.00	72.00
189	29/08/2019		HSBC Current	RBC29089ARM3EP60	Public Works Loan	PWLB	E	472,834.45	0.00	472,834.45
190	30/08/2019		HSBC Current	9829	Event Income	Circus	E	1,200.00	0.00	1,200.00
191	30/08/2019		HSBC Current	9832	Football pitch hire	Horley AFC	S	180.00	36.00	216.00
192	30/08/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	50.04	0.00	50.04
Total								477,458.84	17,545.63	495,004.47

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
254	01/08/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
255	01/08/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
256	01/08/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
257	05/08/2019	L4622	HSBC Current		Flowers	Amethyst Horticulture	S	7,834.00	1,566.80	9,400.80
258	05/08/2019		HSBC Current		Cleaning	Asbit	S	577.80	115.56	693.36
259	05/08/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
260	05/08/2019		HSBC Current		Office supplies	Don Ruffles Ltd.	S	98.69	19.74	118.43
261	05/08/2019		HSBC Current		Horley Recreation Ground	Earth Anchors	S	893.00	178.60	1,071.60
262	05/08/2019		HSBC Current		Emergency Lighting Inspection	Firetronics Limited	S	277.55	55.51	333.06
263	05/08/2019		HSBC Current		PAYE	HMRC	E	1,122.80	0.00	1,122.80
264	05/08/2019		HSBC Current		PAYE	HMRC	E	984.77	0.00	984.77
265	05/08/2019		HSBC Current		PAYE	HMRC	E	620.28	0.00	620.28
266	05/08/2019		HSBC Current		Consultancy	Mrs L J Bignell	E	920.00	0.00	920.00
267	05/08/2019		HSBC Current		Consultancy	LG Business Consultation	E	1,223.70	0.00	1,223.70
268	05/08/2019		HSBC Current		Office supplies	LG Business Consultation	E	120.00	0.00	120.00
270	05/08/2019		HSBC Current		Room hire	Orega	S	191.70	38.34	230.04
271	05/08/2019		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
272	05/08/2019		HSBC Current		Football pitch hire Refund	Reigate Old Boys FC	E	201.03	0.00	201.03
273	05/08/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	277.36	55.47	332.83
274	05/08/2019		HSBC Current		Councillor training	SALC	E	108.00	0.00	108.00
275	05/08/2019		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
276	05/08/2019		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	277.52	0.00	277.52
277	05/08/2019		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	1,602.38	0.00	1,602.38
278	05/08/2019		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	195.00	39.00	234.00
317	05/08/2019		FairFX Bank Debit Car		Office supplies	Amazon	Z	17.88	0.00	17.88
318	05/08/2019		FairFX Bank Debit Car		Office supplies	Amazon	S	14.17	2.83	17.00
319	05/08/2019		FairFX Bank Debit Car		Flowers	Sweetpea Florist	Z	51.00	0.00	51.00
320	08/08/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	123.00	0.00	123.00
321	08/08/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
322	08/08/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
279	08/08/2019		HSBC Current		Telephone charges	BT	S	245.48	49.09	294.57
280	08/08/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
281	08/08/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
282	13/08/2019		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
283	13/08/2019		HSBC Current		Office repairs	Asbit	S	128.00	25.60	153.60
284	13/08/2019		HSBC Current		Horley in Bloom	Asbit	S	40.00	8.00	48.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
285	13/08/2019		HSBC Current		Stationery	Don Ruffles Ltd.	S	82.80	16.56	99.36
286	13/08/2019		HSBC Current		Football pitch hire Refund	Horley Amateur FC	E	1,065.02	0.00	1,065.02
287	13/08/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	277.36	55.47	332.83
288	13/08/2019		HSBC Current		HR Services	Starford HR and Legal Servis	S	1,884.45	376.89	2,261.34
289	13/08/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	29.68	0.00	29.68
290	15/08/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
291	16/08/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	57.12	11.42	68.54
292	19/08/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
293	21/08/2019		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
294	22/08/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
295	22/08/2019		HSBC Current		Gas supply	British Gas	L	160.57	8.02	168.59
296	23/08/2019		HSBC Current		Electricity supply	British Gas	L	221.49	11.08	232.57
297	27/08/2019		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
323	27/08/2019		FairFX Bank Debit Car		Newsletter	Email Blaster	Z	1.02	0.00	1.02
298	28/08/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
299	28/08/2019		HSBC Current		Office repairs	Asbit	S	144.00	28.80	172.80
300	28/08/2019		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	1,389.00	277.80	1,666.80
301	28/08/2019		HSBC Current		Legionella - Quarterly Monitori	Bennetts Builders Ltd	S	180.00	36.00	216.00
302	28/08/2019		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	160.00	32.00	192.00
303	28/08/2019		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	334.00	66.80	400.80
304	28/08/2019		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	166.50	33.30	199.80
305	28/08/2019		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	491.00	98.20	589.20
306	28/08/2019		HSBC Current		Court Lodge grounds	Bennetts Builders Ltd	S	1,646.30	329.26	1,975.56
307	28/08/2019	L4677 ii	HSBC Current		Playground repairs	Bennetts Builders Ltd	S	2,640.00	528.00	3,168.00
308	28/08/2019		HSBC Current		Tree surgery	Heathlands Tree Care	S	60.00	12.00	72.00
309	28/08/2019		HSBC Current		HR Services	HR Services Partnership	S	1,815.64	363.13	2,178.77
310	28/08/2019		HSBC Current		cafe pavilion	Newlynys	S	42,393.28	8,478.66	50,871.94
311	28/08/2019		HSBC Current		cafe pavilion	Newlynys	S	0.00	0.00	0.00
312	28/08/2019		HSBC Current		cafe pavilion	Newlynys	S	0.00	-8,478.66	-8,478.66
313	28/08/2019		HSBC Current		cafe pavilion	Newlynys	X	8,478.66	0.00	8,478.66
314	28/08/2019		HSBC Current		Football pitch hire Refund	Redhill Rovers	S	60.00	12.00	72.00
315	28/08/2019		HSBC Current		Councillor training	SALC	S	70.00	14.00	84.00
324	28/08/2019		HSBC Payroll	AUGUST 19	Salaries	Horley Town Council	E	7,746.17	0.00	7,746.17
Total								96,008.29	5,513.05	101,521.34

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

August 2019 (2019-2020)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	372,755.00	186,733.00	-186,022				-186,022
SUB TOTAL		372,755.00	186,733.00	-186,022				-186,022

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	442.06	-558				-558
3	Section 136 LGA	37,000.00	18,500.00	-18,500				-18,500
5	Devolved Powers	1,700.00		-1,700				-1,700
6	Council Tax Support Grant							
141	CIL	5,000.00	10,945.45	5,945				5,945
SUB TOTAL		44,700.00	29,887.51	-14,812				-14,812

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	6,541.00	-5,459				-5,459
8	Football Pitches	8,400.00	1,358.51	-7,041		1,407.05	-1,407	-8,449
9	Church Rd Allotments	3,300.00	195.00	-3,105				-3,105
10	Langshott Allotments	3,800.00	3,540.00	-260				-260
11	Bowls Club	276.00		-276				-276
12	Innes Pavilion	10,000.00	3,855.00	-6,145				-6,145
13	Saturday Market	200.00	200.00					
14	Events and Banners	6,000.00	9,070.00	3,070		2,500.00	-2,500	570
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		100.00	100				100
SUB TOTAL		44,196.00	25,079.51	-19,116		3,907.05	-3,907	-23,024

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	669.46	931	931
20	Courier & Postage				400.00	62.90	337	337
21	Office Supplies & Equipment				3,000.00	1,336.33	1,664	1,664
22	Photocopying	50.00	141.60	92	4,500.00	1,302.37	3,198	3,289
23	IT				6,000.00	2,183.61	3,816	3,816
24	Website				2,800.00	3,090.00	-290	-290
25	Communications				1,800.00	1,237.58	562	562
26	Environment Campaign							

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

20 September 2019 (2019-2020)

SUB TOTAL	50.00	141.60	92	20,100.00	9,882.25	10,218	10,309
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				96,000.00	45,664.97	50,335	50,335
31	PAYE				11,000.00	6,276.15	4,724	4,724
32	NI Employee				11,000.00	3,317.24	7,683	7,683
33	NI Employer				11,000.00	5,071.92	5,928	5,928
34	SCC Pension Employee				12,000.00	5,044.57	6,955	6,955
35	SCC Pension Employer				24,000.00	7,952.93	16,047	16,047
SUB TOTAL					165,000.00	73,327.78	91,672	91,672

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	820.35	2,180	2,180
39	Cleaning of hall and office				10,500.00	6,188.30	4,312	4,312
40	Utilities				5,400.00	1,456.31	3,944	3,944
41	Rates				3,000.00	466.52	2,533	2,533
42	Maintenance Contracts				3,200.00	526.05	2,674	2,674
43	Window Cleaning				750.00	165.00	585	585
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	1,372.05	3,688	3,688
46	Market rates and utilities							
SUB TOTAL					30,910.00	10,994.58	19,915	19,915

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,350.00	208.92	1,141	1,141
52	Insurance				8,500.00	7,050.01	1,450	1,450
53	Legal and professional fees				19,500.00	21,946.93	-2,447	-2,447
54	Audit fees				2,200.00	879.00	1,321	1,321
55	Subscriptions & Licences				7,100.00	5,968.16	1,132	1,132
56	Advertising							
57	Newsletter							
58	Town Guide							
59	Presentation Badges							
60	Election Expenses				2,500.00		2,500	2,500
61	QPS							
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				200.00	36.00	164	164
64	Cllr Training		21.59	22	1,300.00	595.55	704	726
65	Staff Expenses				500.00	17.10	483	483

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

20 September 2019 (2019-2020)

66 Staff Training				1,500.00	156.60	1,343	1,343
137 Langshott Legal fees							
138 Gatwick Consultancy							
142 GDPR				3,000.00	35.00	2,965	2,965
SUB TOTAL	21.59	22		67,595.00	46,665.73	20,929	20,951

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	22,348.75	27,651	27,651
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	3,680.00	4,620	4,620
73	Playground Repairs				4,000.00	2,891.00	1,109	1,109
74	Parks Furniture				4,000.00		4,000	4,000
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00		8,000	8,000
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL					78,150.00	28,919.75	49,230	49,230

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	838.50	2,662	2,662
80	Ornamental Gardens				1,500.00	884.63	615	615
81	Skatepark & MUGA					150.00	-150	-150
82	Footpaths & Car park					109.81	-110	-110
123	Grounds				2,000.00	45,641.00	-43,641	-43,641
143	Cafe/Pavilion PWLB Loan Repayr				31,000.00		31,000	31,000
144	Pavilion Cafe PWLB Loan		472,834.45	472,834				472,834
145	Pavilion Cafe					186,780.34	-186,780	-186,780
SUB TOTAL			472,834.45	472,834	38,000.00	234,404.28	-196,404	276,430

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	399.50	601	601
87	Buildings				5,000.00	1,939.14	3,061	3,061
88	Utilities		275.00	275	2,500.00	1,015.61	1,484	1,759
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,200.00	569.70	1,630	1,630
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment							
130	Refurbishment							

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

20 September 2019 (2019-2020)

131 Maintenance Contracts			820.00		820	820
132 Innes Communications			300.00	149.87	150	150
133 Rates						
134 Security Patrols				142.40	-142	-142
135 Insurance						
139 Innes Cleaning						
SUB TOTAL		275.00	275	11,821.00	4,217.22	7,604
						7,879

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilities				700.00	309.69	390	390
121	Buildings and Grounds				1,550.00	2,621.00	-1,071	-1,071
140	Scout Hut Demolition							
SUB TOTAL					2,250.00	2,930.69	-681	-681

EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	155.00	345	345
SUB TOTAL					500.00	155.00	345	345

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance					503.00	-503	-503
97	Church Rd Maintenance				1,800.00	220.15	1,580	1,580
98	Church Rd Utilities				500.00	41.52	458	458
99	Langshott Utilities				900.00	12.71	887	887
SUB TOTAL					3,200.00	777.38	2,423	2,423

TOWN CENTRE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Baskets and planting	725.00	350.00	-375	8,500.00	8,002.00	498	123
101	Horley/South & SE in Bloom		200.00	200	2,100.00	95.55	2,004	2,204
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		725.00	550.00	-175	12,500.00	8,097.55	4,402	4,227

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

20 September 2019 (2019-2020)

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,000.00	1,417.74	3,582	3,582
106	CCTV Installation				11,000.00	8,815.00	2,185	2,185
107	CCTV Maintenance				1,000.00	55.00	945	945
108	CCTV Broadband Connections				1,000.00	451.20	549	549
SUB TOTAL					18,000.00	10,738.94	7,261	7,261

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		1,000	1,000
111	Churchyards				6,500.00		6,500	6,500
112	Cllr Initiative grants							
113	Other Grants					100.00	-100	-100
SUB TOTAL					7,500.00	100.00	7,400	7,400

VAT RECLAIM

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

CONTINGENCY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
122	Contingency							
SUB TOTAL								

Summary

NET TOTAL	462,426.00	715,522.66	253,097	455,526.00	435,118.20	20,408	273,504
V.A.T.		25,291.55			29,802.41		
GROSS TOTAL		740,814.21			464,920.61		

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 1 October 2019, at 6.45 pm

Present

Cllrs Helen Kitajewski (HK), Chairman
Samantha Marshall (SM)
Martin Saunders (MS)
Wayne Philips (WP)

In Attendance

Joan Walsh (JW)
Alan Jones (AJ)
Helen Maan (HM)

1. Apologies and Reasons for Absence

Apologies were received from Mike George (MG) and Adrian Kitajewski (AK).

2. Declarations of Interest

None were declared.

3. Minutes of Previous Meeting (held on 6 August 2019)

The minutes were approved as a correct record.

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

JW reported that that outcomes of the Draft Data Sharing Code of Practice had yet to be released by the ICO. The updated code would set out changes to legislation, relevant to data sharing. As previously advised, this would predominantly be more relative to bigger organisations, such as Banks and the NHS, that hold personal accounts. However, the Town Council should be conscious about the disclosure of personal data in meeting minutes etc and to redact same, unless prior consent has been obtained from the subject.

JW also reported that a training event she had attended recently, revealed that the timing for dealing with a Subject Access Request (SAR) starts on the day of receiving it and must be responded to within one calendar month from such date.

Noted.

5. eNewsletter

HM reported that the move to 'Email Blaster' had gone well and there was now a significant increase in the open rate from 30% to 50%. The new provider would provide a cost saving to the Council with a lower monthly subscription of £12.99 per month. Very positive feedback had been received so far since the new eNewsletter had been published, especially when viewing it on other devices, including mobile phones, and the associated online links also seemed more accessible to open.

Noted.

There was some further discussion on how subscriber rates might be increased in the longer term. Suggestions were for Councillors and Officers to try and capture more email addresses during community engagement and at external events such as the Horley Carnival and the Christmas Carol Service.

Noted.

6. HTC Website

(i) Accessibility Regulations and compliance for public sector bodies - To receive an update.

JW reported that the new Accessibility Regulations would become compulsory for the Council's website, from September 2020. HM reported that Jarrett & Lam had already started work on this and a number of enhancements had been made. JW added that the Council would also be required to adopt an Accessibility Statement and keep it under regular review. It would also be necessary for the Council to implement regular audits on accessibility standards and this would be investigated further along with any cost implications.

Noted.

(ii) To receive an update on any other matters.

HM reported that there had been no significant changes to the website traffic this month. She added that the newly introduced diagram entitled 'Horley Town – Your 3 Councils', to explain the separate responsibilities of the County, Borough and Town Councils, had been published on the HTC website (available to view here: <https://www.horleysurrey-tc.gov.uk/uploads/documents/Horley%203%20councils%20web%20version.pdf>)

Noted.

7. Town Guide

HM confirmed the latest listings and pictures for the **2020 Town Guide** had been sent to the publishers. She showed Councillors the refreshed maps to be included in the publication and also to be uploaded on the website. The maps were duly approved, subject to two minor amendments which HM would implement.

Action: HM

8. Other Communications Matters

(i) Surrey Superfast Broadband

JW mentioned that an officer from Surrey County Council would be visiting the Town Council offices to speak about the Superfast Broadband Connectivity, and a Government lead scheme to make improvements for residents adversely affected by broadband connection. The provisional date for this was 19 November, 7.00pm, in the Edmonds Hall (date subsequently confirmed).

Noted.

(ii) Council Insurance for Safeguarding Cyber Breaches

MS explained the importance for the Council to be appropriately covered with cyber insurance to safeguard against a security breach. JW advised that HTC had taken out a separate policy for this purpose during the Council's Annual Insurance Review and Renewal for 2019/20. MS added that extra security could be further considered on the Office 365 User Account (known as 'Multi-Factor Authentication') to protect Councillors' and Officers' email addresses from being hacked. AJ advised that he would investigate the matter further, in consultation with MS, and a further update would be provided at the next meeting.

Noted.

9. Date of Next Meeting

The next meeting will take place on **26 November 2019, 6.45pm**