

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 6 August 2019, at 7.30 pm

Present: Cllrs H Kitajewski – Chairman
J Baird
M George
A Kitajewski
G Kumar
R Marr
Samantha Marshall
Simon Marshall
V Marshall
D Powell
W Philips

In attendance: J Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
J Morgan – Planning & Finance Officer

F 4433 Apologies and Reasons for Absence

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

F 4434 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 4435 Approval of Minutes
Finance & General Purposes Committee, 18 June 2019**

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee be approved.

F 4436 Finance Updates

It was noted that the next step in the small claims process had been taken with a judgement entered against the representative of the Football team in default, on 18 July 2019. Members agreed to write off the outstanding debt, in the total sum of £154.

RESOLVED: that the debt of £154 (128.35 + small claims fee of £ 25.65) which had been pursued as far as possible, be written off.

Audit Matters

F 4437 *RESOLVED: that the Councillors' Audit Certificates for June 2019 and Clerk's responses, where applicable, be received. (Copies are appended.)*

Financial Matters

F 4438 Financial Reports for June 2019

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £3857.52 (no VAT)**
- iii) Payments List totalling £ 31,717.81 plus VAT (£34,041.87)**

F 4439 Revisions to HSBC Bank Mandates

Cheque Signatories

The Clerk explained that appropriate accounting practice had been followed with former Councillors from the previous administration removed as cheque signatories. The revised signatories would be Cllrs M George, Samantha Marshall, Simon Marshall, V Marshall, D Powell and F Stimpson together with the Deputy Town Clerk, Carol Fenton. It was noted that the cheque book was not in regular use.

Electronic Signatories

The Clerk added that former Councillors from the previous administration had also been removed as electronic signatories. The revised signatories would be Cllrs M George, H Kitajewski, Simon Marshall and D Powell together with the Town Clerk, Joan Walsh and the Finance Officer, Judy Morgan.

RESOLVED: that the appointments of new signatories for authorising payments, in the list presented to the Committee, be approved:

F 4440 Communications

The Clerk updated members on the meeting of the Communications Sub-Committee, which was held earlier in the evening. This included the proposal to change the Council's provider of the eNewsletter in view of previous issues with the existing provider. The transfer would result in a reduction of the monthly subscription from £20+VAT per month to £12.99+VAT per month but additional enhancements may be charged separately. There would also be an initial outlay of £100+VAT for start-up costs to implement the transfer. (The minutes of the Communications Sub-Committee are appended.)

RESOLVED: that the Town Council's transfer of eNewsletter production to a new provider together with initial set-up costs of £100+VAT, be approved.

F 4441 General Data Protection Regulations (GDPR)

It was noted that on review of the Data Sharing Code of Practice Consultation, it appeared to be aimed at larger public sector bodies (such as commercial organisations, banks and the NHS) that hold private accounts containing

F 4441)

personal data. The Clerk recommended that there was no action for the Town Council to take at present but added that the outcome of the consultation would be shared in due course.

F 4442 ***RESOLVED: that no action by HTC is required on the Data Sharing Code of Practice Consultation and that GDPR will no longer be a standing item on the Finance Agenda; but will be added to the Agenda for relevant updates.***

Since GDPR and DPA legislation was a regular item on the Communications Sub-Committee Agenda, the Clerk suggested that this no longer needed to be a standing item on the Finance Agenda and this was agreed.

RESOLVED: noted.

F 4443 **Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

Cllr Mike George said he attended the Chairmen's Networking Day. He reported that it was an interesting and informative day with a varied Agenda covering cyber security, and HR together with presentations from the Chairman of Bolney Parish Council and the Chief Constable of West Sussex. Cllr George reported his disappointment that the Chief Constable of West Sussex made little reference to the partnership working with Surrey Police. In his presentation, he explained that the focus for the force was now on Cyber and Financial Crime as well as Domestic Violence which required police officers to have specialist skills and training. He referred to the possibility of a merger of the West Sussex and Surrey Police Forces, however, one obstacle to this is that there was an imbalance in the precept with Surrey residents paying £70 per year more than in Sussex.

RESOLVED: noted

F 4444 The Clerk advised that NALC were doing some research into Councillors' experiences following the recent Local Council Elections and encouraged any Members who had not already done so to send in their feedback. A supplementary survey on the same topic, tailored for Clerks, had also been completed.

RESOLVED: noted

F 4445 The latest bulletins from SSALC and NALC had been circulated to Members.

RESOLVED: noted

F 4446 **Café Pavilion Build, Horley Recreation Ground**

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

- The first Progress Meeting with the contractor, the Town Council's surveyor and the Café Working Group had taken place and the contract documents had been duly executed by both parties.
 - Newlyn's had issued the full Programme Timetable, noting that the build would take approximately 20 weeks with completion anticipated in November 2019. All statutory compliance and Building Control had
- F 4446)**

been satisfied by the contractor and the groundworks had begun with the foundations fully excavated.

- The contractors had liaised with local residents and the Horley Bowling Club with whom they had agreed a water connection.
- The contractors had submitted amended plans to the planning authority to omit the toilet windows and, if approved, would result in a cost saving of around £3000. A ventilation system would also be installed as part of the build and the associated plans would be produced by the Council's surveyor in due course.
- The Café Working Group had requested a quotation to resurface all of the car park during the construction as they took the view that this would make it more uniform with the existing parking area. The quote from the contractors was £57,200 plus VAT. Since this was considerable extra expenditure and outside of the Café Pavilion construction budget, the matter would need to be revisited by the Town Council at a later date.
- The contractor had been provided with a list of events taking place at Horley Recreation Ground so that these could be considered during the construction phases to avoid any disruptions or delays to the timetable. The upcoming Fireworks Display in November when a high footfall of visitors is anticipated was further noted and the contractors would be mindful of deliveries of materials at all times for safety and practical reasons.

Members were pleased to note that the initial Press Release by the Town Council on the Café Pavilion project had been widely circulated on social media and subsequently published in the Crawley Observer.

The next progress meeting would take place on 15 August 2019.

RESOLVED: noted.

F 4447 Extreme Funfair at Court Lodge Fields

The Deputy Town Clerk provided an overview of the request and how the Funfair had been operating during the previous two weeks. There was positive feedback from Members. A charge of £500 had been invoiced for the additional two weeks and the fee had been received.

Cllr George added that he understood from the operators that they would like to operate at Court Lodge Fields for 6 weeks in next school summer holidays. He had advised them to put together a proposal to bring forward to the Leisure Committee so that Members had a good opportunity to consider the proposal.

RESOLVED: that the recent decision taken by the Leisure Chairman and Cllr George to approve the request by the funfair operator to extend the funfair for a further two weeks until Sunday 18th August 2019, be ratified.

F 4448 Health & Safety Compliance

RESOLVED: that the recent expenditure for the annual inspection and

maintenance of emergency lighting at the Town Council Offices, including an emergency lighting upgrade at the rear of the building, in the total sum of £277.55 plus VAT be ratified.

F 4449 RBBC Consultation: Statutory Review of Polling Districts and Places (Closing Date: 16 September 2019)

The Clerk advised that RBBC had launched their statutory review of Polling Districts and Places and the consultation would run until Monday, 16 September 2019. Comments and representations were welcomed from electors, elected members, local political parties as well as any persons or organisations with expertise in access for persons with any type of disability. Persons or bodies making such representations should, if possible, give alternative locations that may be considered for use as polling places.

Representations and comments should be sent in writing by Monday, 16 September 2019 to elreg@reigatebanstead.gov.uk

Members discussed the location and accessibility of the current locations and, having considered some resident feedback, they raised the following issues:

Horley Central and South

- All three Polling Stations are clustered in the north of the Polling District which seems unbalanced and unfair.
- Having two Polling Stations in Albert Road seems to be confusing.
- If a Polling Station was to be moved, this should be well publicised beforehand.
- The Polling Station at Horley Town Council is considered less accessible than when it was at the Archway theatre for people arriving into the town by bus as it is quite far from the bus station.
- A 'Mobile Polling Station' in the south of the Polling District is thought to be more practical if this could be provided.

Horley East and Salfords

- Seems a reasonable distribution but Tanyard Barn is difficult to find and better street signage to guide voters to the Polling Station should be provided.

Horley West and Sidlow

- Although this looks imbalanced at present, the provision of the community centre at Westvale should resolve this issue.

General comments

- Any changes should be well publicised and communicated to voters.
- More directional signage should be placed on streets to guide people to their relevant Polling Stations with ease.

RESOLVED: that a response be formulated based on the above summarised comments by members, recommended for approval at the Full Council meeting on 3 September and submitted to RBBC before the closing date.

F 4450 RBBC CIL Local Fund Survey

(The imminent draft RBBC public consultation, seeking ideas important to the community, including the CIL Local Fund Suggestion Survey and the RBBC CIL Strategic Infrastructure Programme 2017-2022, and been circulated to members for information.)

F 4450) The Clerk gave an overview of the recent meeting she attended with CIL Officers about the public consultation to be launched from 16 September to 13 October 2019. The Council Chairman and Planning Committee Chairman were also present along with representatives from Salfords and Sidlow Parish Council.

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 will share the outcomes for Horley with the Town Council after the consultation has ended. It was noted that some proposed smaller projects might be factored into the Horley Town Plan which, currently under review, and certain elements would also feed into the objectives of the RBBC Corporate Plan.

The Council Chairman added that the RBBC consultation would be publicised at the next Residents Forum to be held at the Council Offices, Edmonds Hall, Albert Rooms, on 25 September 2019.

The Clerk pointed out that the expansion of Oakwood Secondary School had been included in RBBC CIL Strategic Infrastructure Programme 2017-22. The project was in the design phase, with a view to delivering the works by September 2019.

It was further noted that the Town Council currently had approximately £14000 in CIL funding. The Clerk would liaise again with CIL officers once potential HTC projects had been shortlisted and another joint meeting with both the Town and Parish Councils would be held at the Town Hall later in the year.

RESOLVED: noted.

F 4451 Horley Edmonds Fund

The Town Clerk highlighted a previously circulated Press Release from the Community Foundation for Surrey, which administers the Horley Edmonds Fund, about the fact that they had awarded £10 million in grants across Surrey. These grants make a huge difference in Surrey. The Chief Executive said ***“it is with grateful thanks to our local donors that we have reached this milestone of awarding £10 million across Surrey to support vital community work. We simply could not do it without them!”***

RESOLVED: noted.

Letters Received

F 4452 Defibrillator Donation

It was noted that a letter had been received from the Rapid Relief Team (RRT) offering the opportunity of a defibrillator donation. Established in 2013, RRT believes in expressing the Plymouth Brethren Christian Church (PBCC) scriptural principles of care and compassion. The way it would work is RRT would donate £1,640 to Horley Town Council to purchase the defibrillator from an appointed medical provider. It would clearly say who it was donated by and its ongoing maintenance would sit with the Council. The correspondent added that all the RRT volunteers belong to the Plymouth Brethren Christian Church located in Whitmore Way (off Lee Street) Horley and if possible, they would like the defibrillator to be located in the vicinity of the Church.

F 4452) Members welcomed the opportunity to provide another defibrillator for Horley and following some discussion, agreed that outside the parade of shops in Horley Row might be a suitable location. The matter would be followed up accordingly.
The Town Clerk suggested that this also be reported to the Horley Town

Management Group (HTMG) as the group had undertaken a roll out programme of defibrillators in Horley previously.

RESOLVED: that the Town Clerk send a positive response to RRT and proceed with seeking agreement to place a donated defibrillator outside the parade of shops on Horley Row.

F 4453 Michael Crescent Scout Hut

The Clerk advised that a written enquiry had been received about the possible use of the Michael Crescent Scout Hut to teach Mindfulness, Yoga, Meditation and other skills to promote mental and physical wellbeing. Following recent surveys undertaken by the Council in response to other expressions of interest received, the building was considered to be in a heavily dilapidated condition and the extent of works for either a refurbishment or rebuild after demolition, would incur the Council considerable expenditure and was not affordable at the present time. However, future potential for the Michael Crescent site would be included in the upcoming review of the Council's five -year Town Plan.

RESOLVED: that the Town Clerk send a reply to the enquirer, advising that the Michael Crescent Scout Hut building was not suitable or available for occupation at the present time.

F 4454 Skittles Tournament

The Committee was advised that the Horley Lions Club had sent a note of thanks to HTC participants in the recent Skittles Tournament.

RESOLVED: noted.

F 4455 Diary Dates

Children's Holiday Activities 7.12 and 19 August, Court Lodge Fields

St George's Day Fair 17 August 2019

Open Air Cinema 23 August 2019, Horley Recreation Ground

RESOLVED: noted.

F 4456 Items for Future Consideration

No matters were raised.

RESOLVED: noted.

F 4457 Exclusion of Public and Press

RESOLVED: That In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.

Meeting closed at 9.07 pm

Date of Next Meeting – 1 October 2019

(ii) Transmission of monthly eNewsletter provider – To review issues with existing provider and to consider possible options

JW explained that due to numerous issues with the current eNewsletter provider, it was suggested the Town Council moves to a new provider. HTC Consultant, Alan Jones, had carried out some research and found the monthly costs with the new provider would result in a reduction at £12.99+VAT per month, against the current charge at £20+VAT per month. The proposed new provider would also offer a host of other useful features. A start-up cost of £100 would be incurred to transfer the files over and set up a template. **Noted.**

(ii) HM reported that the July eNewsletter went out with the new header, 'Your Horley' as suggested at the last Communication Sub-Committee meeting. **Noted.**

6. HTC Website

(i) Analysis of website visits and page views – To receive an update

HM reported that there had been no major changes in traffic to the website and the most popular pages remained with the 'Latest News and 'What's on' sections. **Noted.**

(ii) Accessibility Regulations and compliance for public sector bodies – To receive an update

JW advised that a review of the regulations had revealed that the Town Council would need to be compliant by September 2020 but Jarrett and Lam had already started work on required website enhancements and an Accessibility Statement for the website was being drafted. HM added that all pictures on the website had been tagged to be compatible with screen reading software. **Noted.**

(iii) To receive an update on any other matters

SM questioned whether old photos held on Flickr from previous events should remain on the website due to GDPR implications. HM to investigate. **Action: HM**

7. Town Guide

JW reported that work was ongoing on the production of the new Town Guide 2020 and the final draft would need to be submitted to the publishers soon. **Noted.**

HM advised that the maps used in the Town Guide were much out-of-date and that this was the same map used on the HTC website. Councillors suggested a number of changes to be made. HM advised she would co-ordinate the map revisions with MAD Ideas who produced the original version and hold the original copyright. **Action: HM**

8. Other Communications Matters

(i) HTC Facebook – To receive an update on the recent launch

HM advised that the number of followers on Facebook was comparatively low since the launch but it was anticipated that the growth in this area would rise as it becomes better known as a useful social media forum. She added on a very positive note that the recent event listings, showing the Extreme Fair at Court Lodge, had reached over 1000 Facebook users. **Noted.**

(ii) CCTV upgrade at Horley Recreation Ground – To receive an update following the recent installation.

JW reported that the upgrade and installation of 12 new high definition surveillance cameras at Horley Recreation Ground had completed and that Surrey Police had been reconnected with WiFi access to the Police Control Room in Reigate. **Noted.**

(iii) To receive an update on any other matters

MG reported that he had been at a recent cyber security presentation and he has passed the advice received at the meeting to the Clerk. JW added that the Town Council had taken out a separate insurance policy to cover against cyber and banking fraud. **Noted.**

10. Date of Next Meeting

The next meeting will take place on **Tuesday, 1 October 2019, 6.45 pm.**



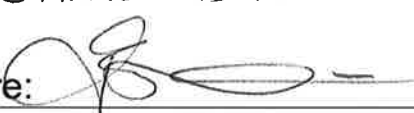
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

JUNE 2019

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

Observations (Councillors)	Clerk's action
BARCLAYS BANK ACCOUNT NO INFORMATION AS OFFICE CURRENTLY UNABLE TO ACCESS ACCOUNT.	NOTED ACCOUNTS HAVE BEEN DORMANT FOR OVER A YEAR. ACTION IS BEING TAKEN TO CLOSE THE ACCOUNTS AND RECEIVE CLOSING STATEMENTS
Name: MIKE GEDRGE	Signature:
Signature: 	
Name: JANTE BAIRD	
Signature: 	
Date: 31/7/19	Date 31/7/19

Horley Town Council

Bank Reconciliation at 30/06/2019			
	Cash in Hand 01/04/2019		388,715.63
	ADD		
	Receipts 01/04/2019 - 30/06/2019		241,080.71
	SUBTRACT		
	Payments 01/04/2019 - 30/06/2019		183,316.13
A	Cash in Hand 30/06/2019 (per Cash Book)		446,480.21
	Cash in hand per Bank Statements		
	Cash	30/06/2019	50.00
	Handelsbanken	30/06/2019	337,573.70
	FairFX Bank Debit Card	30/06/2019	597.70
	Barclays Direct Access	30/06/2019	384.02
	Nationwide Intl	30/06/2019	22,417.31
	Barclays 10 Day	30/06/2019	0.00
	HSBC Payroll	30/06/2019	10,816.50
	HSBC Deposit	30/06/2019	837.98
	HSBC Current	30/06/2019	73,825.79
			446,503.00
	Less unrepresented cheques As attached		22.79
			446,480.21
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		446,480.21
	A = B Checks out OK		

June 2019

29 July 2019 (2019-2020)

**Horley Town Council
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140	Communications	01/06/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
141	Rates	01/06/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
142	Rates & Utilites	01/06/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
156	Insurance	03/06/2019		HSBC Current		Insurance	WPS Insurance Ltd	E	305.00	0.00	305.00
143	Utilities	04/06/2019		HSBC Current		Utilities	British Gas	L	398.90	19.95	418.84
177	Office Supplies & Equipment	04/06/2019		FairFX Bank Debit Car		Office supplies	Lidl's	E	0.79	0.00	0.79
178	Courier & Postage	06/06/2019		FairFX Bank Debit Car		Postage	Post Office	E	61.00	0.00	61.00
179	Office Supplies & Equipment	07/06/2019		FairFX Bank Debit Car		Newspapers	McColls	E	1.50	0.00	1.50
180	IT	07/06/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	123.98	0.00	123.98
144	Cleaning of hall and office	07/06/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
145	Horley/South & SE in Bloom	07/06/2019		HSBC Current		Hanging Baskets	Asbit	S	32.50	6.50	39.00
146	Maintenance & Repairs	07/06/2019		HSBC Current		Office repairs	Asbit	S	12.50	2.50	15.00
147	Contractors' Maint (HTC)	07/06/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
148	PAYE	07/06/2019		HSBC Current		PAYE	HMRC	E	2,768.20	0.00	2,768.20
149	NI Employee	07/06/2019		HSBC Current		NIC Employee	HMRC	E	1,111.04	0.00	1,111.04
150	NI Employer	07/06/2019		HSBC Current		NIC Employer	HMRC	E	1,991.89	0.00	1,991.89
151	Legal and professional fees	07/06/2019		HSBC Current		Consultancy	LG Business Consultation	E	605.80	0.00	605.80
152	SCC Pension Employee	07/06/2019		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
153	Security Patrols	07/06/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	318.96	63.79	382.75
154	SCC Pension Employer	07/06/2019		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	2,885.14	0.00	2,885.14
155	SCC Pension Employee	07/06/2019		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	1,117.52	0.00	1,117.52
157	CCTV Broadband Connection	10/06/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
181	IT	10/06/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
158	CCTV Broadband Connection	11/06/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
159	Bank charges	11/06/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	51.48	0.00	51.48
160	Compliance and Regulatory	12/06/2019		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	257.00	51.40	308.40
161	Legal and professional fees	12/06/2019		HSBC Current		Consultancy	Starford HR and Legal Servic	S	2,100.00	420.00	2,520.00
162	Office Supplies & Equipment	14/06/2019		HSBC Current		Stationery	Don Ruffles Ltd.	S	80.49	16.10	96.59
163	CCTV Maintenance	14/06/2019		HSBC Current		CCTV Maintenance	Innovation Fire & Security	S	55.00	11.00	66.00
164	Website	14/06/2019		HSBC Current		Website	Jarret & Lam Consulting	S	3,010.00	602.00	3,612.00
165	IT	14/06/2019		HSBC Current		IT Hardware	Micro Maintenance Ltd.	S	336.00	67.20	403.20
166	Subscriptions & Licences	14/06/2019		HSBC Current		Subscription	Surrey Mayors Association	E	12.50	0.00	12.50
167	Compliance and Regulatory	14/06/2019		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	195.00	39.00	234.00
182	Office Supplies & Equipment	14/06/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
183	Office Supplies & Equipment	14/06/2019		FairFX Bank Debit Car		Office supplies	Lidl's	E	0.79	0.00	0.79
168	Communications	17/06/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
169	Photocopying	17/06/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	141.19	28.24	169.43
170	CCTV Broadband Connection	17/06/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
184	Office Supplies & Equipment	18/06/2019		FairFX Bank Debit Car		Office supplies	Tesco	E	0.85	0.00	0.85
185	IT	21/06/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
186	Office Supplies & Equipment	21/06/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
171	Maintenance Contracts	21/06/2019		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
172	IT	24/06/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
173	Utilities	24/06/2019		HSBC Current		Gas supply	British Gas	L	211.42	10.58	222.00
174	Other Grants	25/06/2019		HSBC Current	104392	Donation	Surrey Fire and Rescue Servi	E	100.00	0.00	100.00
187	Office Supplies & Equipment	25/06/2019		FairFX Bank Debit Car		Office supplies	Lidl's	E	0.79	0.00	0.79
188	Legal and professional fees	25/06/2019		FairFX Bank Debit Car		Credit Check	Experian	E	22.79	0.00	22.79
189	Office Supplies & Equipment	28/06/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
176	Net Salaries	28/06/2019		HSBC Payroll		Salaries	Horley Town Council	E	7,930.50	0.00	7,930.50
175	Bank charges	30/06/2019		HSBC Current		Bank charge - debit card mach	SumUp	E	1.10	0.00	1.10
Total									31,717.81	2,324.07	34,041.87

June 2019

29 July 2019 (2019-2020)

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
79	Langshott Allotments	01/06/2019	HSBC Current	9714	Allotment Rent	Various	E	0.00	0.00	0.00
94	Langshott Allotments	01/06/2019	HSBC Current	9714	Allotment Rent	Various	E	45.00	0.00	45.00
95	Langshott Allotments	03/06/2019	HSBC Current	9716	Allotment Rent	Various	E	45.00	0.00	45.00
96	Events and Banners	03/06/2019	HSBC Current	9766	Banner Display	Various	E	20.00	0.00	20.00
97	Langshott Allotments	03/06/2019	HSBC Current	9772	Allotment Rent	Various	E	45.00	0.00	45.00
98	Edmonds Hall	04/06/2019	HSBC Current	9672	Hall Hire Fee	RCCG Church	E	301.00	0.00	301.00
99	Langshott Allotments	04/06/2019	HSBC Current	9682/83	Allotment Rent	Various	E	90.00	0.00	90.00
100	Langshott Allotments	04/06/2019	HSBC Current	9713/15	Allotment Rent	Various	E	90.00	0.00	90.00
101	Langshott Allotments	04/06/2019	HSBC Current	9707/09	Allotment Rent	Various	E	90.00	0.00	90.00
102	Langshott Allotments	04/06/2019	HSBC Current	9764	Allotment Rent	Various	E	45.00	0.00	45.00
103	Langshott Allotments	04/06/2019	HSBC Current	9680	Allotment Rent	Various	E	45.00	0.00	45.00
104	Langshott Allotments	04/06/2019	HSBC Current	9769	Allotment Rent	Various	E	60.00	0.00	60.00
105	Edmonds Hall	04/06/2019	HSBC Current	9783	Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
106	Langshott Allotments	04/06/2019	HSBC Current	9705	Allotment Rent	Various	E	45.00	0.00	45.00
107	Church Rd Allotments	04/06/2019	HSBC Current	9771	Allotment Rent	Various	E	20.00	0.00	20.00
108	Events and Banners	05/06/2019	HSBC Current	9765	Banner Display	YMCA East Surrey	E	30.00	0.00	30.00
109	Events and Banners	05/06/2019	HSBC Current	9785	Banner Display	Trinity Oaks School	E	40.00	0.00	40.00
135	Bank Interest	07/06/2019	HSBC Deposit		Bank interest	Horley Town Council	E	0.45	0.00	0.45
110	Edmonds Hall	10/06/2019	HSBC Current	9788	Hall Hire Fee	Art and Craft Class	E	48.00	0.00	48.00
111	Edmonds Hall	10/06/2019	HSBC Current	9789	Hall Hire Fee	Art and Craft Class	E	27.00	0.00	27.00
112	Langshott Allotments	11/06/2019	HSBC Current	9767	Allotment Rent	Various	E	60.00	0.00	60.00
113	Langshott Allotments	12/06/2019	HSBC Current	9722	Allotment Rent	Various	E	45.00	0.00	45.00
114	Football Pitches	12/06/2019	HSBC Current	9755	Football pitch hire	Horley Town FC	E	86.41	0.00	86.41
115	Edmonds Hall	13/06/2019	HSBC Current	9773	Hall Hire Fee	Surrey County Council	E	35.00	0.00	35.00
116	Edmonds Hall	13/06/2019	HSBC Current	9778	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
117	Events and Banners	13/06/2019	HSBC Current		Banner Display	Kickboxing - S Reynolds	E	80.00	0.00	80.00
118	Buildings	13/06/2019	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
119	Baskets and planting	14/06/2019	HSBC Current	9777	Flowers	Collingwood Batchellor	E	225.00	0.00	225.00
120	Langshott Allotments	16/06/2019	HSBC Current	9747	Allotment Rent	Various	E	45.00	0.00	45.00
121	Edmonds Hall	18/06/2019	HSBC Current	9779	Hall Hire Fee	Yoga - Charlotte Huggins	E	175.00	0.00	175.00
122	Events and Banners	19/06/2019	HSBC Current	9791	Banner Display	Horley Lawn Tennis Club	E	20.00	0.00	20.00
123	Church Rd Allotments	21/06/2019	HSBC Current	9792	Allotment Rent	Various	E	30.00	0.00	30.00
124	Langshott Allotments	21/06/2019	HSBC Current	9695	Allotment Rent	Various	E	45.00	0.00	45.00
125	Langshott Allotments	22/06/2019	HSBC Current	9731	Allotment Rent	Various	E	45.00	0.00	45.00
126	Saturday Market	25/06/2019	HSBC Current		Market Income	Saturday Market	E	40.00	0.00	40.00
127	Edmonds Hall	25/06/2019	HSBC Current	9673/9781	Hall Hire Fee	Silver Moon Dancing	E	200.00	0.00	200.00

Horley Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
128	Edmonds Hall	26/06/2019		HSBC Current	9782	Hall Hire Fee	Art Class	E	164.00	0.00	164.00
129	Edmonds Hall	26/06/2019		HSBC Current	9784	Hall Hire Fee	Wardrobe Wizards	E	175.00	0.00	175.00
130	Baskets and planting	26/06/2019		HSBC Current	9790	Flowers	Cllr Simon Marshall	E	25.00	0.00	25.00
131	Baskets and planting	26/06/2019		HSBC Current	9787	Flowers	Cllr Powell	E	100.00	0.00	100.00
132	Events and Banners	26/06/2019		HSBC Current	9761	Banner Display	Gatton Trust	E	20.00	0.00	20.00
133	Photocopying	26/06/2019		HSBC Current	9774	Photocopying	Court Lodge Residents Assoc	E	87.60	0.00	87.60
134	Langshott Allotments	27/06/2019		HSBC Current	9801	Allotment Registration	Various	E	15.00	0.00	15.00
136	Bank Interest	28/06/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	109.36	0.00	109.36
Total									3,857.82	0.00	3,857.82