

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 12 March 2019, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
M George
H Kitajewski
Simon Marshall
V Marshall
R Olliver
H Randall

In attendance: J Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
A Jones – Consultant and Data Protection Officer
One member of the public

F 4335 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baird, Biggs, Etheridge, Mabbett and Powell be accepted, for reasons as specified in the Attendance Register.

F 4336 Public Forum

One member of the public was present however no questions were asked.

RESOLVED: noted.

**F 4337 Approval of Minutes
Finance & General Purposes Committee, 22 January 2019**

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

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

F 4338 “Sleepeasy”, Court Lodge Fields

It was noted that there had been some issues arising from the Charity Sleep-out at Court Lodge Fields the previous weekend. Large amounts of cardboard and sheets of plastic had been left near the Pavilion, which had necessitated the Town Council requesting Bennetts to clear the site of the debris.

RESOLVED: noted.

Internal Audit Matters

F 4339 *RESOLVED: that the Councillors' Audit Certificate for January 2019 and Clerk's responses, where applicable, be received. (A Copy is appended.)*

F 4340 *RESOLVED: that the second interim Internal Audit Report, with Clerk's responses as required be received. (A copy is appended.)*

Financial Reports for January 2019

F 4341 *RESOLVED: that the following reports, as appended to these minutes, be approved:*

- i) Bank Reconciliations*
- ii) Receipts List totalling £7,845.92 plus VAT (£12,325.47)
(Includes VAT refund of £12,325.47 from HMRC)*
- iii) Payments List totalling £19,976.33 plus VAT (£22,117.82)*
- iv) Summary of Receipts and Payments compared with Estimates.*

F 4342 The Clerk confirmed that income from football pitch hire and hall hire was being monitored.

RESOLVED: noted

F 4343 **Communications**

Members were updated on the meeting of the Communications Sub-Committee, which was held earlier. (Minutes of the meeting are appended.)

RESOLVED: noted.

F 4344 **General Data Protection Regulations (GDPR)**

Data Protection Officer (DPO) Alan Jones explained that the ICO had provided advice regarding what might happen in a "No Deal" Brexit scenario. Whilst this could cause problems for those with European customers, HTC would not be affected. The DPO added that old data was being removed from Outlook databases. The Clerk advised that an Employee Privacy Notice was being finalised to accompany the Staff Handbook. She also agreed to check the location of HTC funds being held in the Handelsbanken Account.

RESOLVED: noted

F 4345 **Town Meeting, 16 May 2019**

Members were advised that, given the earlier than anticipated start of Purdah (20 March 2019), the date of the Town Meeting had been moved to Thursday 16 May (the date previously reserved for the next Residents' Forum Meeting) and would include a presentation on Air Quality Monitoring in Horley from RBBC Officer Leon Hibbs, as well as the

F 4345) Statutory business and Residents' Forum updates.

RESOLVED: noted.

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

F 4346 Cllr Olliver reported on SSALC and Surrey ALC meetings, which he had attended in his new capacity as a Vice-President. He told members that he was overseeing a project, which aimed to help Surrey Councils contribute towards Health and Wellbeing within their Parishes. He added that he would also be supporting training sessions for new and re-elected Councillors, following the local elections. Bespoke training would be made available for those larger Councils requiring it, which neighbouring smaller Councils would be invited to attend.

RESOLVED: noted.

F 4347 The Clerk advised that information packs were being prepared for the newly elected Councillors.

RESOLVED: noted.

F 4348 It was noted that Finance Officer Judy Morgan would be attending a further finance training session this month and The Clerk and Finance Officer would be attending the Clerk' Networking Day in April.

RESOLVED: noted.

**F 4349 Grant Application by St Bart's Church
(Repairs to Grade II Listed Boer War Memorial Lychgate)**

Members considered the recommendation made by the Leisure & Amenities Committee that an application by St Bart's Church to the HTC Grant Scheme for £1,000 towards necessary repairs needed for the Lychgate Roof be approved in full.

After some discussion, the grant application was approved, subject to confirmation being received from SSALC that this was an appropriate use of HTC funds. (This was subsequently confirmed by the SSALC Chief Executive.)

RESOLVED: that Horley Town Council, using the General Power of Competence, approve the grant application by St Bart's Church for £1,000 towards necessary repairs to the Boer War Memorial Lychgate.

F 4350 Damage to Railings, Horley Recreation Ground

The Clerk advised that, following recent damage to the Horley Rec railings after a Road Traffic Accident, a claim for £1,470 had been settled by the

F 4350) Town Council's Insurers, minus the £250 policy excess, making a total of £1,220. It was noted that the Insurers would pursue the recovery of the excess from the responsible third party, once the claim had been settled. The Clerk went on to explain that the work was to be carried out by Bennetts Builders Ltd, a company regularly used by the Town Council for inspection and repair works and added that only one quotation had been required by the Insurers.

RESOLVED: noted.

F 4351 Utilities Contracts Updates

Members were updated on details of the new Three-Year Electricity Contract with British Gas, which had recently been negotiated with a broker. The Clerk also updated members on a new much reduced contract for a duty mobile phone. Following some discussion the Clerk was requested to seek whether other options might be available for the mobile phone contract.

RESOLVED: noted.

F 4352 "Total Bounceout", Horley Recreation Ground

The Head of Leisure explained that the Leisure & Amenities Committee had recently approved a request from the Matthews Organisation Ltd to bring their Total Bounceout Inflatable Assault Course to Horley Rec on 25, 26 & 27 May and had agreed a charge of £700 for the visit. The Organiser had subsequently responded that, as this was a new venture, they were hoping to be charged a lower rate for the event. After some discussion the following was resolved:

RESOLVED: that a revised charge of £500 be levied for the "Total Bounceout" event on 25, 26 & 27 May at Horley Recreation Ground. (Subsequently agreed by the Organiser.)

CCTV Upgrade, Horley Recreation Ground

F 4353 Members considered quotations received for upgrades to the CCTV Cameras (including a fully functional dome to the top of the skate park tower). It was noted that Innovation Fire & Security, the company used by HTC for CCTV Camera repairs, servicing and general maintenance had quoted £8,815 plus VAT to carry out the works. Consultant Alan Jones explained that two other quotations had been received, which were considerably more expensive.

RESOLVED: that the quotation of £8,815 plus VAT received from Innovation Fire & Security Ltd for the CCTV Upgrade at Horley Recreation Ground be approved.

F 4354 Alan Jones added that further enhancements to the CCTV system at Court Lodge Fields might be considered at a later date. Meanwhile the possibility of transferring the existing Horley Rec cameras to Court Lodge was being explored.

RESOLVED: noted.

F 4355 Sound System for the Edmonds Hall

Consultant Alan Jones confirmed that a sound system was already in place for the Hall, with lapel and hand-held microphones, however the system was quite aged and would require some updating to be usable.

RESOLVED: that the matter be re-considered at a future meeting.

F 4356 Innes Pavilion Lease

The Clerk advised that an inventory of the Innes Pavilion premises had recently been carried out. She added that the draft five-year lease was currently being prepared by Newman's Solicitors for the tenant of the Innes Pavilion Clubhouse. The existing Licence to Occupy had been extended whilst the lease was being finalised.

RESOLVED: noted.

F 4357 Land at Emlyn Meadows

The Head of Leisure explained that the Leisure & Amenities Committee had recently been minded to consider a request from a resident of Rothervale to purchase a small area of Town Council-owned land (approx. 57 sq m) for parking purposes. The resident had subsequently enquired whether a small area to the rear of her property might also be purchased. After some discussion, the following was resolved:

RESOLVED:

- i) that the Town Council refuse to consider the sale of any other land at Emlyn Meadows.**
- ii) that advice be sought from the SSALC Solicitor regarding the implications of selling any land at Emlyn Meadows.**
- iii) that, following advice received, the matter be re-considered at a future Council Meeting.**

F 4358 Possible Use of Michael Crescent Scout Hut by Susy Radio

Alan Jones advised that, following receipt of the report of the Structural Survey of the Scout Hut, a full refurbishment cost of £175,000 - £225,000 had been suggested as a budgeted cost for the full refurbishment of the building or a figure of £280,000 - £330,000 for demolition and re-build. Members agreed that the Town Council did not have the necessary funds available to proceed with this project at the present time, within the timescale required by Susy Radio, however it may be something that the

F 4358) newly elected Town Council may wish to consider as part of its medium-term plans. Alan Jones added that the survey report would be sent to Neil Munday.

Cllr George added that Neil Munday was very appreciative of the efforts made by the Town Council to try to accommodate the Radio Station. Members reiterated that they were keen to see Susy Radio sited in Horley and after some discussion, the following was resolved:

RESOLVED:

- i) that Neil Munday be encouraged to approach the RBBC Property Department for further advice.*
- ii) that the matter be discussed at the upcoming meeting of the HTC/RBBC Liaison Committee Meeting.*

F 4359 Diary Dates

RESOLVED: *that upcoming events be noted, in particular the HTC/RBBC Liaison Committee Meeting on 14 March and the Horley Lions Skittles Competition in July.*

F 4360 Items for Future Consideration

RESOLVED: *that the Town Council's position regarding any future ownership of Bolters Wood be considered at the Full Council Meeting on 2 April 2019.*

Meeting closed at 9.09pm

Date of Next Meeting – 30 April 2019

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

JANUARY 2019

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

Observations (Councillors)	Clerk's action:
<i>We asked about the discrepancy between the invoiced amount and the sum of and were satisfied with the explanation</i>	
Name: <i>David Powell</i> Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
Name: HENRY RANDALL Signature: <i>[Signature]</i>	
Date: <i>8 March 2019</i>	Date

HORLEY TOWN COUNCIL

INTERNAL AUDIT 2018-2019 – SECOND INTERIM REPORT

I visited the Town Council Office on 9th November 2018 to commence the Internal Audit process for the year 2018-2019, reviewing actions taken on last year's recommendations and concentrating particularly on Income procedures, aspects of Risk Management, and Council's Policies. A second visit was made on 19th February 2019 to continue the process, with a final visit to complete the Internal Audit and check the AGAR due at the end of the financial year.

The comments below are in the order of the headings in the Internal Audit Section of the AGAR.

Recommendations are shown **in bold and underlined**, and any responses received from Council have been added in *italics*. Comments arising from the second visit are highlighted for ease of reference.

Clerk's Responses in red

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements. **However, the system may be unable to cope with new HMRC requirements, and Council could well investigate the use of a package such as RIALTAS Omega.**

19/2/19 HTC: - Since VAT Returns are becoming digitalised from October 2019, Council will ensure that the SCRIBE accounting system complies with HMRC requirements.

Entries are made regularly and are up-to-date and balanced monthly against bank statements.

Council is registered for VAT and charges it appropriately on one-off pitch bookings. VAT on expenditure is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31th September 2018.

A check needs to be made regarding the VAT position on pitch bookings which were for 15 bookings but were subsequently reduced to less than that.

19/2/19 HTC: - If our contracted teams are not fulfilling all 15 matches under their booking contract, then they must play a minimum of 10 matches over the season to be VAT exempt. We will be informing all teams of this regulation and the requirement to play at least 10 matches during the season to avoid paying VAT on matches played.

Council could further consider charging teams upfront in tranches of 10 bookings, either plus VAT and refund later if bookings fulfilled, or without VAT and charge it retrospectively if bookings not fulfilled.

The VAT regulation will be implemented for the new Football Season 2019/20. All contracted adult teams must book a minimum of 10 matches to be VAT exempt, or will be charged VAT @ 20% per fixture. It is suggested that teams be charged in 2 separate instalments (of 5 matches) before commencement of their contract in August; and midway through their contract in December (subject to non-default of payments or account arrears). All teams will be notified of the VAT regulation in April 2019 and it will be contained in their Football Booking Contract which they must sign to confirm their acceptance.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for Innes Pavilion roof will be completely repaid this month.

B. FINANCIAL REGULATIONS

Standing Orders date from 2015 and need updating to reflect the latest NALC model.

19/2/19 HTC: - Standing Orders are currently being reviewed by Council.

F/Regs were updated at April 2017 to reflect latest legislative requirements.

Council should ensure that Financial Regs are followed when authorising expenditure, and that departure from Regs should be authorised in Minutes. Alternative quotes for a recent item of one-off expenditure for pitch drainage at £1200 were not obtained due to the specialist nature of the work, and this should have been minuted accordingly.

Future minutes will more clearly reflect Town Council decisions taken when authorising expenditure.

Variable Direct Debits are listed monthly as part of accounts documentation, but no authorisation or checking of accuracy of amount is evidenced. This should be included on each D/D invoice to ensure the amounts conform to budget for that particular expenditure.

Noted and new system implemented.

Otherwise, expenditure is properly controlled, with appropriate authorisations and coding included on invoices.

C. RISK MANAGEMENT

Risk Management and Internal Control reviews were carried out and approved by Council in February 2019, having been previously considered by F&GP Committee.

Contracts have been let for Legionella and PAT testing for Council's properties; at the Innes Pavilion these are the responsibility of the tenant and checks will be made to ensure these have been done.

Insurance cover with Aviva via WPS was renewed in June 2018, next renewal due June 2019.

Contractors' Public Liability insurance for a recent fire safety inspection was not checked. **All contractors' insurance should be checked for currency and relevant amount at start of new contracts, and annually thereafter if contract is for several years.**

19/2/19 HTC: - We must ensure all our contractors produce their current Public Liability certificates, and these have been requested, some of which have now been provided.

In the light of recommendations made following the Witley PC case, Council should review its tree management procedures.

HTC appoints arboricultural consultants to carry out tree surveys every 3 years at all Town Council sites. The last Tree Survey took place in October/November 2017 by County Tree Surgeons Ltd.

D. BUDGET & PRECEPT

The Budget process for 2019-2020, has been completed, resulting in a precept of £372,755, Band D amount £37.87, an increase of 2.64%. Full consideration of use of Reserves is made, together with adequate provision for future projects. In particular, Council is applying for a PWLB loan of around £470,000 over 20 years for a café project. This can be achieved without any additional impact on precept, as an existing loan has now been repaid.

E. INCOME

All tariffs were reviewed in June 2018. Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required. VAT is charged as appropriate.

The possibility of using a “sales invoice” process on the accounts system, rather than a separate XL spreadsheet for income expected is being investigated.

Any cash received is kept in a safe or banked immediately if large sums involved.

One-off hirers pay a security deposit which is held unbanked until hire is satisfactorily completed.

The new arrangements for taking payment by debit and credit cards (Sum-up) works satisfactorily, although there is several days delay before funds enter the bank account. **This will need to be monitored approaching year-end.**

19/2/19 HTC: - We will need to monitor Sum-Up processing at the year -end since they take up to 9 days to process cleared funds rather than the normal 3 business days. Nevertheless, costs for using this method of payment are still significantly less than the previous system used.

F. PETTY CASH

Little use is now made of the cash facility, as Council now uses two pre-paid debit cards each pre-loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

Council could consider scrapping the cash float, or substantially reducing the amount held.

It is proposed that members consider reducing the cash float to £25 to facilitate cash transactions at the HTC office.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

G. PAYROLL

Payroll is carried out in-house using Sage, and HMRC processes including RTI are properly followed.

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, **although a recent increase in hours and SCP advancement for the Clerk needs a retrospective approval minute.**

This will be raised at the next Staff Committee meeting in March to review the NJC Pay Scales and minuted at next Full Council meeting on 2 April 2019.

Members Allowance scheme has not been adopted, although this will be reconsidered by a new Council after May 2019 elections.

Training records of courses attended are maintained, and **these could also be usefully kept in individual personnel files for staff.**

Noted. Training Log for Councillors and staff is regularly updated and available to view on the HTC website.

H. ASSETS & INVESTMENTS

The Register has provision for a physical check by Members, but this check has not yet been carried out.

19/2/19 HTC: - Still outstanding. A routine check by Members of the Asset Register will be required during a future internal audit, which we will implement.

I. BANK RECONCILIATIONS

[To be addressed]

J. YEAR END ACCOUNTS

[To be addressed]

OTHER ITEMS

Website content update to make access and indexing easier is in hand (19/2/19)

Noted – HTC website provider, Jarret & Lam, has been instructed to carry out several website enhancements, including a new Finance tab, accessible from the Home Page.

New GDPR policy documents, including Document Retention, Information and Data protection and Privacy approved and adopted 26/6/18.

Paul Hartley
Internal Auditor
19th February 2019

Clerk's Responses / JW
6.3.19

Horley Town Council

Bank Reconciliation at 31/01/2019		
	Cash in Hand 01/04/2018	
		410,069.42
	ADD	
	Receipts 01/04/2018 - 31/01/2019	494,744.58
		904,814.00
	SUBTRACT	
	Payments 01/04/2018 - 31/01/2019	452,010.63
A	Cash in Hand 31/01/2019 (per Cash Book)	452,803.37
	Cash in hand per Bank Statements	
	Cash 31/01/2019	150.00
	HSBC Current 31/01/2019	58,240.19
	HSBC Deposit 31/01/2019	837.14
	HSBC Payroll 31/01/2019	13,132.17
	Barclays 10 Day 31/01/2019	0.00
	Nationwide Intl 31/01/2019	22,231.84
	Barclays Direct Access 31/01/2019	383.83
	FairFX Bank Debit Card 31/01/2019	747.02
	Handelsbanken 31/01/2019	357,081.18
		452,803.37
	Less unrepresented cheques As attached	0.00
		452,803.37
	Plus unrepresented receipts As attached	0.00
B	Adjusted Bank Balance	452,803.37
	A = B Checks out OK	

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
266 Football Pitches	02/01/2019		HSBC Current		Football pitch hire	Horley Amateur FC	E	326.21	0.00	326.21
267 Event Income	02/01/2019		HSBC Current		Funfair	Besch	E	2,000.00	0.00	2,000.00
268 Football Pitches	31/01/2019		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
269 Edmonds Hall	07/01/2019		HSBC Current	9536/9549	Hall Hire Fee	Yoga - Charlotte Huggins	E	275.00	0.00	275.00
270 Innes Pavilion	08/01/2019		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
271 Utilities	08/01/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	50.00	0.00	50.00
272 Event Income	08/01/2019		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
273 Church Rd Allotments	08/01/2019		HSBC Current	9576	Allotment Rent	Various	E	50.00	0.00	50.00
274 Church Rd Allotments	25/01/2019		HSBC Current	9594	Allotment Rent	Various	E	50.00	0.00	50.00
275 Church Rd Allotments	26/01/2019		HSBC Current	9572	Allotment Rent	Various	E	50.00	0.00	50.00
276 Church Rd Allotments	27/01/2019		HSBC Current	9565/9566	Allotment Rent	Various	E	100.00	0.00	100.00
277 Church Rd Allotments	27/01/2019		HSBC Current	9573	Allotment Rent	Various	E	50.00	0.00	50.00
278 Church Rd Allotments	30/01/2019		HSBC Current	9575	Allotment Rent	Various	E	50.00	0.00	50.00
279 Church Rd Allotments	31/01/2019		HSBC Current	9618	Allotment Rent	Various	E	40.00	0.00	40.00
280 Church Rd Allotments	31/01/2019		HSBC Current	9559	Allotment Rent	Various	E	50.00	0.00	50.00
281 Devolved Powers	10/01/2019		HSBC Current		Grounds Maintenance	Reigate & Banstead Borough	E	3,400.00	0.00	3,400.00
282 Football Pitches	10/01/2019		HSBC Current		Football pitch hire	Reigate Old Boys FC	E	135.89	0.00	135.89
283 Edmonds Hall	15/01/2019		HSBC Current	9553	Hall Hire Fee	Various	E	100.00	0.00	100.00
284 Edmonds Hall	20/01/2019		HSBC Current	9547	Hall Hire Fee	Pilates - Kathy Gerrard	E	46.00	0.00	46.00
285 Vat repayments	25/01/2019		HSBC Current		Vat Refund	HMRC	R	0.00	12,325.47	12,325.47
286 IT	07/01/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	3.29	0.00	3.29
287 Staff Training	16/01/2019		FairFX Bank Debit Car		Staff Training	CIPD	Z	5.00	0.00	5.00
288 Bank Interest	31/01/2019		Handelsbanken		Bank interest	HANDELSBANKEN	Z	109.53	0.00	109.53
Total								7,845.92	12,325.47	20,171.39

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
517	02/01/2019	Communications	HSBC Current		Newletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
518	02/01/2019	Rates	HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
519	02/01/2019	Photocopying	HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
520	08/01/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
521	11/01/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
522	11/01/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	861.99	172.40	1,034.39
523	11/01/2019	Maintenance & Repairs	HSBC Current		Gas boiler service	British Gas	S	99.00	19.80	118.80
524	11/01/2019	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
525	11/01/2019	Legal and professional fees	HSBC Current		Consultancy	LG Business Consultation	E	801.00	0.00	801.00
526	11/01/2019	Maintenance & Repairs	HSBC Current		Air Conditioning Maintenance	RST Aircon Ltd	S	175.23	35.05	210.28
527	11/01/2019	Window Cleaning	HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
528	11/01/2019	Maintenance Contracts	HSBC Current		Legionella - Quarterly Monitoring	WET Ltd	S	170.00	34.00	204.00
529	11/01/2019	Fire Equipment & H & S	HSBC Current		Health & Safety	WET Ltd	S	108.00	21.60	129.60
530	11/01/2019	Bank charges	HSBC Current		Bank charges - all HSBC accou	HSBC	Z	62.88	0.00	62.88
531	16/01/2019	Photocopying	HSBC Current		Photocopying - copies	SOS Systems Ltd	S	47.93	9.59	57.52
532	17/01/2019	CCTV Broadband Connection	HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
533	21/01/2019	Maintenance Contracts	HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
534	22/01/2019	IT	HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
535	23/01/2019	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	296.50	59.30	355.80
536	23/01/2019	Playground Inspections	HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	703.00	140.60	843.60
537	23/01/2019	Playground Repairs	HSBC Current		Playground repairs	Bennetts Builders Ltd	S	227.50	45.50	273.00
538	23/01/2019	Buildings	HSBC Current		Innes Pavilion Refurbishment	Bennetts Builders Ltd	S	191.00	38.20	229.20
539	23/01/2019	Langshott Maintenance	HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	160.00	32.00	192.00
540	23/01/2019	Church Rd Maintenance	HSBC Current		Allotment maintenance	Bennetts Builders Ltd	S	188.00	37.60	225.60
541	23/01/2019	Football Pavillion Cleaning	HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	253.20	50.64	303.84
542	23/01/2019	Maintenance & Repairs	HSBC Current		Noticeboard	Bennetts Builders Ltd	S	10.00	2.00	12.00
543	23/01/2019	Maintenance Contracts	HSBC Current		Maintenance Agreement	British Gas	S	456.00	91.20	547.20
544	23/01/2019	Office Supplies & Equipment	HSBC Current		Office supplies	Don Ruffles Ltd.	S	434.83	86.97	521.80
545	23/01/2019	Legal and professional fees	HSBC Current		HR Services	HR Services Partnership	S	945.00	189.00	1,134.00
546	23/01/2019	Edmonds Hall Deposits	HSBC Current		Refund	SGN	E	100.00	0.00	100.00
547	24/01/2019	Utilities	HSBC Current		Gas supply	British Gas	L	211.43	10.57	222.00
548	29/01/2019	Buildings and Grounds	HSBC Current		Michael Crescent	Assent Building Control	S	600.00	120.00	720.00
549	03/01/2019	Courier & Postage	FairFX Bank Debit Car		Postage	Post Office	S	14.66	2.93	17.59
550	07/01/2019	Subscriptions & Licences	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	72.20	0.00	72.20
551	08/01/2019	Subscriptions & Licences	FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	47.00	0.00	47.00
552	09/01/2019	Subscriptions & Licences	FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
553 Staff Training	10/01/2019		FairFX Bank Debit Car		Staff Training	Virtual College	S	15.00	3.00	18.00
554 IT	21/01/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	Z	8.32	0.00	8.32
555 Net Salaries	28/01/2019		HSBC Payroll		Salaries	HTC	Z	7,867.47	0.00	7,867.47
556 Bank charges	31/01/2019		HSBC Current		Bank charge	SumUp	Z	2.54	0.00	2.54
Total								19,976.33	2,141.49	22,117.82

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

Cost Centre PRECEPT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	351,333.00	351,333.00					
SUB TOTAL		351,333.00	351,333.00					

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	1,391.57	642				642
3	Section 136 LGA	36,000.00	36,827.00	827				827
5	Devolved Powers	1,700.00	3,400.00	1,700				1,700
6	Council Tax Support Grant	5,210.00	5,210.00					
141	CIL		2,686.20	2,686				2,686
SUB TOTAL		43,660.00	49,514.77	5,855				5,855

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	15,000.00	9,365.00	-5,635				-5,635
8	Football Pitches	10,000.00	5,003.59	-4,996		416.04	-416	-5,412
9	Church Rd Allotments	3,300.00	535.00	-2,765				-2,765
10	Langshott Allotments	3,500.00	3,875.00	375		30.00	-30	345
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	7,710.00	-1,290				-1,290
13	Saturday Market		330.00	330				330
14	Event Income	6,000.00	7,710.00	1,710				1,710
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits		200.00	200		200.00	-200	
17	Football Pitch Deposits		413.16	413		50.00	-50	363
SUB TOTAL		47,271.00	35,141.75	-12,129		696.04	-696	-12,825

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				1,500.00	590.06	910	910
20	Courier & Postage				400.00	194.07	206	206
21	Office Supplies & Equipment		64.49	64	1,600.00	1,531.79	68	133
22	Photocopying	50.00	702.50	653	4,500.00	3,327.12	1,173	1,825
23	IT		23.29	23	6,000.00	4,519.00	1,481	1,504
24	Website				2,000.00	650.00	1,350	1,350
25	Communications		35.00	35	1,800.00	903.15	897	932
26	Environment Campaign							
SUB TOTAL		50.00	825.28	775	17,800.00	11,715.19	6,085	6,860

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				90,000.00	63,745.36	26,255	26,255
31	PAYE				12,000.00	7,151.20	4,849	4,849
32	NI Employee				11,000.00	6,602.69	4,397	4,397
33	NI Employer				12,000.00	7,387.36	4,613	4,613
34	SCC Pension Employee				12,600.00	9,770.38	2,830	2,830
35	SCC Pension Employer				22,000.00	12,708.47	9,292	9,292
SUB TOTAL					159,600.00	107,365.46	52,235	52,235

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

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,720.91	279	279
39	Cleaning of hall and office				8,500.00	10,160.14	-1,660	-1,660
40	Utilities				5,000.00	4,066.87	933	933
41	Rates				4,500.00	832.24	3,668	3,668
42	Maintenance Contracts				2,600.00	1,176.44	1,424	1,424
43	Window Cleaning				600.00	275.00	325	325
44	Security Alarm system							
45	Fire Equipment & H & S				1,060.00	1,580.85	-521	-521
46	Market rates and utilities							
SUB TOTAL					25,260.00	20,812.45	4,448	4,448

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.96	0	0
51	Bank charges				1,350.00	979.81	370	370
52	Insurance		186.57	187	7,500.00	7,071.42	429	615
53	Legal and professional fees				19,500.00	23,867.14	-4,367	-4,367
54	Audit fees				2,200.00	1,804.00	396	396
55	Subscriptions & Licences		2,917.11	2,917	6,800.00	9,334.35	-2,534	383
56	Advertising							
57	Newsletter				400.00		400	400
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	370.00	30	30
63	Cllr Expenses				250.00	45.17	205	205
64	Cllr Training				750.00	215.00	535	535
65	Staff Expenses				500.00	22.20	478	478
66	Staff Training		5.00	5	1,000.00	219.17	781	786
137	Langshott Legal fees							
138	Gatwick Consultancy							
142	GDPR				3,000.00	2,844.90	155	155
SUB TOTAL			3,108.68	3,109	63,695.00	66,318.12	-2,623	486

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	41,329.34	8,671	8,671
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	6,964.00	1,336	1,336
73	Playground Repairs				5,000.00	3,216.96	1,783	1,783
74	Parks Furniture				2,500.00	799.00	1,701	1,701
75	Signage				1,600.00	110.00	1,490	1,490
76	Pest Control				550.00		550	550
77	Tree Surgery				13,500.00	10,458.33	3,042	3,042
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL					83,150.00	62,877.63	20,272	20,272

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

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
79	Memorial Gardens				3,500.00	1,841.35	1,659	1,659	
80	Ornamental Gardens				1,500.00		1,500	1,500	
81	Skatepark & MUGA								
82	Footpaths & Car park								
123	Grounds		8.60	9	2,000.00	829.40	1,171	1,179	
SUB TOTAL			8.60	9	7,000.00	2,670.75	4,329	4,338	

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
86	Pitches/Playgrounds				69,000.00	72,458.00	-3,458	-3,458	
87	Buildings				6,000.00	5,687.14	313	313	
88	Utilities		800.00	800	2,500.00	1,845.04	655	1,455	
89	Lease of land				1.00	1.00			
124	Football Pavilion Cleaning				2,050.00	1,769.30	281	281	
127	Loans & Grants								
128	Roof								
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0	
130	Refurbishment								
131	Maintenance Contracts				820.00	871.33	-51	-51	
132	Innes Communications				288.00		288	288	
133	Rates				2,000.00		2,000	2,000	
134	Security Patrols				1,500.00		1,500	1,500	
135	Insurance								
139	Innes Cleaning								
SUB TOTAL			800.00	800	98,877.00	97,349.93	1,527	2,327	

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
91	Rates & Utilities				700.00	551.47	149	149	
121	Buildings and Grounds				1,550.00	14,383.32	-12,833	-12,833	
140	Scout Hut Demolition								
SUB TOTAL					2,250.00	14,934.79	-12,685	-12,685	

Cost Centre EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
95	Grounds				500.00	52.00	448	448	
SUB TOTAL					500.00	52.00	448	448	

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	
96	Langshott Maintenance		4,518.38	4,518		1,390.77	-1,391	3,128	
97	Church Rd Maintenance				1,700.00	438.00	1,262	1,262	
98	Church Rd Utilities				450.00	325.71	124	124	
99	Langshott Utilities				900.00	30.50	870	870	
SUB TOTAL			4,518.38	4,518	3,050.00	2,184.98	865	5,383	

Cost Centre TOWN CENTRE

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend	

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

100	Baskets and planting	1,000.00	475.00	-525	8,500.00	9,976.11	-1,476	-2,001
101	Horley/South & SE in Bloom		3,040.96	3,041	2,100.00	1,495.40	605	3,646
102	Christmas				1,900.00	555.00	1,345	1,345
SUB TOTAL		1,000.00	3,515.96	2,516	12,500.00	12,026.51	473	2,989
Cost Centre SECURITY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	3,580.60	-981	-981
106	CCTV Installation				2,500.00		2,500	2,500
107	CCTV Maintenance				2,100.00		2,100	2,100
108	CCTV Broadband Connections				880.00	802.70	77	77
SUB TOTAL					8,080.00	4,383.30	3,697	3,697
Cost Centre GRANTS AND DONATIONS								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00		1,000	1,000
111	Churchyards				6,000.00	6,200.00	-200	-200
112	Cllr Initiative grants							
113	Other Grants					437.50	-438	-438
SUB TOTAL					7,000.00	6,637.50	363	363
Cost Centre VAT RECLAIM								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
120	Vat repayments							
SUB TOTAL								
Cost Centre CONTINGENCY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
122	Contingency							
SUB TOTAL								
NET TOTAL		443,314.00	448,766.42	5,452	488,762.00	410,024.65	78,737	84,190
V.A.T.			45,978.16			41,985.98		
GROSS TOTAL			494,744.58			452,010.63		

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 12 March 2019 at 6.30 pm

Present

Cllrs Samantha Marshall – in the Chair
Mike George (MG)
Adrian Kitajewski (AK)
Helen Kitajewski (HK)

In Attendance

Joan Walsh (JW) -Town Clerk
Alan Jones (AJ)
Helen Maan (HM)

1 Apologies and Reasons for Absence

Apologies were received from James Baird (JB), Linda Mabbett (LM).

The Committee agreed that, in the absence of Sub-Committee Chairman, Cllr Baird the meeting be chaired by Cllr Samantha Marshall

2 Declarations of Interest

None declared

3 Minutes of Previous Meeting (held on 22 January 2019)

The minutes of the previous meeting were approved with an amendment required to the spelling of Jarrett.

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

AJ advised that the only remaining work to be done was to tidy up the databases we manage and remove old data. The ICO had advised if no Brexit occurs there are no changes required.

JW advised that HTC had implemented a new employee privacy notice into the staff handbook under the advice of HR Services. (To be formally approved at the Full Council Meeting on 2 April 2019.)

5 e-Newsletter

i) To receive an update on current subscribers, readers and online statistics

HM reported that the number of consenters had remained steady at 944 but there had been an increase to 30% of the number of people opening the Newsletter.

JW advised that it had been agreed with Surry Police to include more community information from them into the newsletter and that a meeting with a Police volunteer had been organised.

ii) **To receive an update on works to improve submission of Newsletter**

HM advised the committee that work to ensure that the newsletter didn't go to peoples' junk mail boxes was nearing completion and it was hoped to be in place before the next newsletter was published.

6 HTC Website

HM reported that the year to year comparison figures from Google Analytics showed that the website has continued to show a growth in visits overall with a notable 25% rise in visits to the 'What's on' section.

HM also showed the new Website mock-ups that had been received from Jarrett and Lam. The Committee was in agreement with the office staff that the layout and colour palettes were not of a style HTC was hoping for. HM was already liaising with Jarrett and Lam to find a more suitable alternative.

7. Town Guide

HM reported that she had been in contact with the sales rooms on Westvale who were all keen to receive copies of the Town Guides to give out to new residents. JW advised that the HTC caretaker would be delivering copies to Doctor and Dentist surgeries over the coming weeks, as well as to the Westvale Park Sales Offices.

8. Other Communications Matters

i. **To consider proposals for a HTC banner display at Horley Recreation Ground, promoting Edmonds Hall Letting and publicising advertisement banners by other organisations.**

HM reported that a double- sided advertising banner could cost as little as £60 and would be an easy way to advertise HTC hall hire and banner adverts. The committee felt this was a good idea as long as it was made clear that the banner space at the Rec was for community/charity and fitness groups only. HM to facilitate

Action: HM

ii. **To receive an update on any other matters**

SM remarked that HTC needed to increase its social media presence. MG felt that the model of communication the Brough used was good. HM and AJ to contact RBBC to see how they manage their social media accounts.

Action: HM

9. Next Meeting

The next meeting will take place on Tuesday, 30 April 2019, at 6:45 pm.