

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of an Ordinary Meeting of Horley Town Council held virtually on Tuesday 30 June 2020 at 7.30 pm.

**Present**

**Cllrs David Powell (Chairman)**

Jante Baird  
James Baker  
Giorgio Buttironi  
Mike George  
Jerry Hudson  
Adrian Kitajewski  
Helen Kitajewski  
Robert Marr  
Samantha Marshall  
Simon Marshall  
Martin Saunders  
Rob Spencer  
Fiona Stimpson

**In Attendance**

J Walsh (Town Clerk)  
J Morgan (Responsible Financial Officer {RFO})  
C Fenton (Head of Leisure & Deputy Clerk)  
Alan Jones (HTC Consultant)  
One member of the public

**C 4926 Virtual Meeting**

***RESOLVED: that in view of the COVID-19 lockdown period, this Full Council meeting be held virtually.***

**C 4927 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Kumar and Philips be accepted for Business reasons.***

**Disclosable Pecuniary Interests and Non-Pecuniary Interests**

**C 4928** Cllr Saunders declared a Pecuniary Interest in item 20 on the agenda (HTC Grants Scheme) and was not present while the matter was being discussed.

***RESOLVED: noted.***

**C 4929** Cllr Helen Kitajewski declared a Non-Pecuniary Interest in item 20 on the agenda (HTC Grants Scheme), in view of her professional capacity as a teacher at Oakwood School, Horley

***RESOLVED: noted.***

**C 4930 Public Forum**

A member of the public raised a question regarding a sum shown in the current HTC accounts. It was explained that this was a confidential matter, not open for discussion.

**RESOLVED: noted.**

**C 4931 Ordinary Meeting of the Council, 28 April 2020**

The minutes of the above meeting of the Council were presented for confirmation by members (to be signed by the Chairman of the Council in due course).

**RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 28 April 2020, including all confidential items, be approved.**

**C 4932 Finance & General Purposes Committee, 12 May 2020**

**RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.**

**C 4933 Planning & Development Committee, 21 April 2020**

**RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.**

**C 4934 Planning & Development Committee, 19 May 2020**

**RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.**

**C 4935 COVID-19 Updates**

The Clerk advised that the Town Council was continuing to monitor all guidance received regarding the Pandemic and was working with both the Borough and County Councils. For the most part HTC staff were still working remotely, using the HTC Offices one staff member at a time when needed and only admitting members of the public by appointment. Regular monitoring of the HTC Building was being carried out by the HTC Caretaker.

**RESOLVED: noted.**

**C 4936 Chairman's Report**

The Chairman advised that, following the recent opening of more retail shops he had recently taken part in a walkabout around Horley Town Centre with the new RBBC Mayor, Cllr Rosemary Absalom. The Chairman added that he had also attended a meeting (although not strictly as HTC Chairman) with representatives of the Earl Haig (Albert Road) Sports & Social Club, regarding the recent devastating fire at the Club. He had learned that the building was currently being prepared for re-construction, thanks to all the voluntary labour from Club members and they were looking to raise at least £50,000 to complete the works.

**RESOLVED: noted.**

**C 4937 Borough, County Councillor & Other Updates**

The Clerk advised that there had been a recent virtual meeting with County Cllr Kay Hammond and Borough & County Councillor Graham Knight, attended by herself. Cllr Powell and Cllr George. Updates had been provided on SCC and RBBC Business Continuity during the Pandemic, as well as the assistance being offered to vulnerable persons. The plan to create community orchards in Horley as part of the SCC Tree Planting Scheme had also been discussed and Cllr George had given an update on the recent meetings he had attended. Highways updates had also been received and it was noted that there may be a virtual meeting of the Horley Town Management Group in September.

**RESOLVED: noted.**

**C 4938 Borough Standards Committee, 11 June 2020**

The Chairman reported that he had recently attended a virtual meeting of the RBBC Borough Standards Committee, where the main business had been the election of the Committee Chairman and Vice-Chairman for the current Municipal Year.

**RESOLVED: noted.**

**Annual Audit for Year Ending 31 March 2020**

**C 4939 RESOLVED: that the Unaudited Balance Sheet as at 31 March 2020, the Income & Expenditure Account for 1 April 2019 to 31 March 2020, the Reserves Statement as at 31 March 2019 and other associated documents be approved. (Copies are appended.)**

**C 4940 RESOLVED: that the Annual Governance Statement 2019/2020 (Section 1 of the Annual Governance & Accountability Return) be approved. (A copy is appended to these minutes.)**

C 4941 **RESOLVED:** that the Accounting Statements 2019/2020 (section 2 of the Return) be approved. (A copy is appended to these minutes.)

C 4942 **RESOLVED:** that the Annual Internal Audit Report 2019/2020 be approved. (A copy is appended to these minutes.)

**Internal Audit Matters**

C 4943 **RESOLVED:** that the Final Report for 2019-2020 from the Internal Auditor, along with the responses from the Clerk/RFO be received. (A copy is appended.)

C 4944 **RESOLVED:** that the Councillors' Audit Certificate for the Asset Register for 2019/2020, plus associated documents be received. (Copies are appended.)

C 4945 **RESOLVED:** that the report from the Town Council's RFO, outlining the Council's Financial Position as a result of the COVID-19 Pandemic be received. (A copy is appended.)

C 4946 **RESOLVED:** that the recommendation of the RFO be approved and £55,000 be moved from the HTC General Reserve into the Earmarked Projects Fund (Café), giving a new total of £69,000 in the Café Fund. (An updated Reserves Report is appended.)

C 4947 **RESOLVED:** that thanks be recorded to the Town Council's RFO for providing the very useful financial updates.

**C 4948 Financial Reports for April 2020**

**RESOLVED:** that the following reports (including Councillors' Audit Certificate), as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £223,188.06 no Vat (includes RBBC Precept payments of £221,209)**
- iii) Payments List totalling £65,429.76 plus VAT (£70,180.92)**

**C 4949 Financial Reports for May 2020**

**RESOLVED:** that the following reports (including Councillors' Audit Certificate), as appended to these minutes, be approved:

- i) Bank Reconciliations**
- ii) Receipts List totalling £5,450.69 plus VAT [£68,293.29] (includes VAT repayment of £62,842.60)**
- iii) Payments List totalling £51,227.17 plus VAT (£53,582.28)**
- iv) Summary of Receipts & Payments compared with Estimates**

**C 4950**            **Schedule of meetings until 31 October 2020**

***RESOLVED: that the attached schedule be approved.***

**Annual Report 2019/2020**

**C 4951**            ***RESOLVED: that the Annual Report be received.***

**C 4952**            ***RESOLVED: that production costs by MAD Ideas of £485 plus VAT be ratified.***

**C 4953**            **Community Infrastructure Levy (CIL)**

***RESOLVED: that the Quarterly Report from Reigate & Banstead be received.***

**C 4954**            **Town Council Insurance**

***RESOLVED: that the Annual Insurance Premium from Royal and Sun Alliance (terms obtained by WPS Insurance Brokers) be received and costs of £6,821.49 plus Cyber Protection of £357.05 be ratified.***

**C 4955**            **Website Accessibility Regulations 2018 & Enforcement Procedures**

***RESOLVED: that the Town Council's Accessibility Statement, demonstrating the Council's commitment to making its website accessible by people with disabilities be approved. (A copy is appended.)***

**Café in the Park, Horley Recreation Ground**

**C 4956**            The Clerk updated members on the Briefing Paper which had recently been circulated to the Café Working Group, a copy of which is appended. The Briefing Paper explained, amongst other things, the impact the COVID-19 Pandemic had had on the construction timetable. The Clerk told members it was anticipated that there would be a partial handover of the café on 13<sup>th</sup> July, with the operator being able to commence their fit-out during week commencing 20<sup>th</sup> July. She added that these dates were still very much subject to change.

***RESOLVED: noted.***

**C 4957**            The Clerk went on to explain that the remainder of the Café Programme was now being managed in two phases, with Phase 1 being the Café Build itself and Phase 2 the Car Park extension. Whilst the revised design for the car park (extending the car park towards the park boundary rather than further into the Recreation Ground) had been approved by RBBC, the tree works required had considerably increased the cost of this option. It would still be

**C 4957)** possible to revert to the original plan of extending the car park into the Recreation Ground, Newlyn's had intimated that they would honour their original price quoted, although written confirmation of this was still needed. Cllr George also questioned whether a turning circle for Emergency Vehicles would be required on the original plan, something which would also need to be clarified. The Clerk told members that there were now several options regarding the car park extension, including deferring the works for an agreed period and a possible re-tendering of this part of the project. She added that members would be in a better position to make a final judgement once more information had been received at the meeting of the Café Working Group on 9 July.

**RESOLVED: noted.**

**C 4958** The Clerk also told members that it was anticipated that the Lease with the Café Operator would be signed within the next few weeks. The Operator was keen to get the Café up and running as soon as they were able to, with the emphasis being on outside seating and takeaway orders, as Government Restrictions would only offer very limited inside capacity at the present time. It was understood that the Operator was keen to have a storage container on site for their outside furniture etc, however it was likely that this would require planning permission.

**RESOLVED: noted.**

**C 4959** **Innes Pavilion – Concession Arrangements during COVID-19 Pandemic**

Members were reminded that, in the light of the current Pandemic and the subsequent inability of the Innes Pavilion tenant to run his martial arts classes, it had been agreed that the Town Council would reduce the tenant's rent by half and waive electricity contributions for a period of three months until 30 June 2020. (Thanks were recorded to the assistance given by Cllr Marr in the wording of the original correspondence to the tenant.) This three-month period was about to end and the Tenant was still unable to re-start his classes. The Finance Committee had therefore recommended that the Agreement be extended on a month by month basis, subject to regular review. After some discussion the following was resolved:

**RESOLVED: that the recommendation of the Finance Committee be approved and the three-month concession to the Tenant of the Innes Pavilion be extended on a month by month basis, subject to regular review and the Tenant's ability to re-open.**

## **Horley Community Partnership**

**C 4960** Members were updated on recent Horley Locality Meetings, which were currently being held virtually on a three-weekly basis and had been regularly attended by Cllrs George, Samantha Marshall and Saunders. The invaluable work being carried out by Cllr Saunders in refurbishing donated laptops for distribution to local Schools (the "Level Up Project") had been highlighted at the recent meeting. Cllr Saunders explained that so far 73 laptops had been passed to local schools (mainly at Primary level) and over 100 would be needed in total, plus internet access for those families most disadvantaged. Cllr Saunders recorded his thanks to all those who had assisted him, in particular to the Town Council's IT Support Company, Micromaintenance, who had donated 8 laptops, fully refurbished for distribution to local schoolchildren.

**RESOLVED: noted.**

**C 4961** Cllr Samantha Marshall added that the next Locality Meeting was due to be held on 10 July and urged members to put forward any matters they would like raised.

**RESOLVED: noted.**

## **C 4962 Horley Town Council Grants Scheme**

Members considered a grant application from the YMCA East Surrey, who had agreed to be the recipient of a grant for the "Level Up Project", being run on a voluntary basis by Cllr Martin Saunders. Members fully endorsed the vital work being carried out by Cllr Saunders and resolved the following:

**RESOLVED that the application for funding by YMCA East Surrey be awarded in full and £500 be awarded to the "Level Up Project", providing refurbished laptops and internet access to disadvantaged children in Horley.**

## **C 4963 Community Foundation for Surrey (Horley Edmonds Fund)**

The Clerk advised that the next deadline for receipt of funding applications was 17<sup>th</sup> July. In particular the Community Foundation was seeking to support disadvantaged or vulnerable people over the ages of 65.

**RESOLVED: noted.**

## **C 4964 Environment Matters**

Members were updated on the recent meeting of the Environment Working Group. Cllr George added that, following the virtual

**C 4964)** meeting he had met with a representative of Raven Housing to identify sites on Court Lodge where Community Orchards might be planted, hopefully in October or November, as part of the Surrey County Council Tree Planting Scheme.

**RESOLVED: noted.**

**C 4965** **HTC Grounds Maintenance Contract with idverde uk**

The Head of Leisure advised that, as a result of increased usage of HTC Open Spaces at the present time, idverde was needing to send two staff to clear litter from the sites daily, compared with the one member of staff usually required. The idverde Operations Director had asked whether there was anything that HTC could do to assist. After some discussion the following was unanimously resolved:

**RESOLVED: that idverde be invited to put forward a proposal for an increased charge for litter clearance for the next three months. (Afternote: idverde subsequently declined this offer as “they valued HTC as a loyal customer”)**

**C 4966** **Social Distancing Banners at Horley Recreation Ground**

**RESOLVED: that costs of £180 plus VAT for three banners supplied & fitted by PLG Signs be ratified.**

**C 4967** **Refurbishment of Tennis Courts, Horley Recreation Ground**

The Head of Leisure advised that the surfacing of the courts was now complete, they were due to be re-lined within the next few weeks and it was planned to re-open the tennis courts, following a handover site visit with a representative of Trevor May Contractors. All necessary COVID-19 signage would be displayed, in line with guidance received from the Lawn Tennis Association.

**RESOLVED: that the course of action outlined by the Head of Leisure be approved.**

**Use of HTC Open Spaces for outdoor fitness classes.**

**C 4968** The Head of Leisure advised that a number of organisations had recently approached the Town Council to use open spaces for outdoor classes. The Park Fitness Application Form had been updated to take account of COVID-19 and there were already Karate classes at Horley Rec and junior football training at Court Lodge Fields. No charges were being levied at the present time.

**RESOLVED: that the recent actions be approved.**



**C 4969**      ***RESOLVED: that a recent application by a local dance school to use Emlyn Meadows for outdoor dance classes be approved.***

**C 4970**      **Horley Lions Bonfire & Fireworks Display, 31 October 2020**

***RESOLVED: that permission be provisionally given for the Horley Lions to use Horley Recreation Ground for their Bonfire & Fireworks Display on Saturday 31 October 2020, subject to Government COVID-19 Restrictions at that time making such an event permissible.***

**Visits by Circus Wonderland to Horley Recreation Ground**

**C 4971**      ***RESOLVED: that the visit planned for September this year be allowed to take place if Government COVID-19 Restrictions at the time make such an event permissible.***

**C 4972**      ***RESOLVED: that a visit by Circus Wonderland to Horley Recreation Ground from 5-12 September 2021 be approved in principle.***

**Visits to Recreation Grounds by Other Organisations**

**C 4973**      The Head of Leisure advised that all Open-Air Cinema events by Silent Summer Screenings had been cancelled for 2020.

***RESOLVED: noted.***

**C 4974**      ***RESOLVED: that advice be sought from SSALC regarding the proposed stay by the Extreme Fun Fairground at Court Lodge Fields this Summer and the matter be re-considered at the HTC Leisure Meeting on 21 July.***

**C 4975**      **Permitted Re-Opening of Playgrounds**

The Head of Leisure advised that some Government Restrictions were to be lifted from 4 July, which included the permitted re-opening of playgrounds in England. Government Guidelines for the Permitted Re-opening had just been issued, with playground owners being advised only to open playgrounds when they felt it was safe to do so. It was noted that RBBC Officers were currently working through the Guidelines and had no immediate plans to re-open their playgrounds. The Head of Leisure explained that Bennetts, the HTC Playground Inspection Company planned to borrow specialist cleaning equipment from RBBC to deep-clean all the playground equipment prior to re-opening, alongside the regular inspections and would be producing a COVID-19 Risk Assessment for HTC, which would include, amongst other things a calculation of the recommended maximum number of people per playground, taking account of social distancing. Appropriate signage would also need to be displayed, prior to the playgrounds re-opening. The Leisure Committee Chairman expressed

**C 4975}** his support of the actions being taken by the HTC Head of Leisure.

**RESOLVED: that further updates be provided at the Leisure Meeting on 21 July.**

**C 4976** Continuation of Council Meeting beyond Two Hours

**RESOLVED: that Standing Order 3 af) be suspended and the meeting, with the agreement of HTC Officers & Members be permitted to continue beyond 9.30 pm.**

**Planned Black Lives Matter Gathering in Horley**

**C 4977** The Chairman explained to members that the organiser of a local Black Lives Matter (BLM) event had approached the Town Council for permission to use Horley Recreation Ground for their planned Gathering, however they had been unable to obtain the necessary Public Liability Insurance required by the Town Council. They had instead turned their attention to holding a march through Horley Town Centre on 4<sup>th</sup> July, followed by a gathering in the Pedestrian Precinct. RBBC was not authorising Road Closures during the Pandemic however the Chairman explained that Police Officers would be escorting the march and the organiser was working with an assigned Police Liaison Officer.

**RESOLVED: noted.**

**C 4978** Members expressed their great concern that social distancing would break down once the march arrived in The Precinct and suggested that it instead finish in the High Street Car Park, however the Chairman pointed out that the route and finishing destination had already been approved by the Police.

**RESOLVED: noted.**

**C 4979** The Head of Leisure told members that the Town Council had received an email, suggesting that there may be a Counter-Protest on the day of the march. The information had been sent to Surrey Police Intelligence and a decision taken to lock the gates of the Memorial Gardens from Friday 3<sup>rd</sup> until Monday 6<sup>th</sup> July, as well as fencing off the War Memorial itself.

**RESOLVED: that the planned course of action be approved.**

**C 4980** A Town Councillor put forward a motion, supporting the fight against racism and encouraging forms of protest other than a mass gathering. Members suggested that, whilst supporting the motion in principle, the wording required some modification.

**C 4980)      *RESOLVED: that the motion supporting the fight against racism be agreed by members, for approval at the Full Council meeting on 25 August 2020.***

**C 4981      *RESOLVED: that an invitation to Town Councillors to attend the BLM March & Gathering on 4 July be declined. (The Chairman subsequently wrote to the organiser explaining that members would not be attending, due to it being impossible to maintain social distancing on the day, adding that Town Councillors planned to support a motion supporting the fight against racism at the Full Council meeting on 25 August.)***

**C 4982      Staffing Updates**

The Clerk explained that a Staff Committee meeting had been held on 12 June, which had included a review of staff salaries for recommendation to Full Council. Staff Appraisals were now complete and the revised NJC Pay Scales were still awaited.

***RECOMMEND: that the recommendations of the Staff Committee, following their recent review of staff salaries be considered at the Full Council meeting on 25 August.***

**C 4983      Letters Received**

***RESOLVED: that the request from the daughter of former long-standing HTC employee Roy Martin to scatter her parent's ashes in the Memorial Gardens be approved.***

***RESOLVED: noted.***

**Meeting closed at 9.52 pm**

**Date of next meeting: 25 August 2020**

**Horley Town Council**  
**BALANCE SHEET**  
**31/03/2020**

<i>(Last) Year Ended</i> 31 Mar 2019		<i>(Current) Year Ended</i> 31 Mar 2020
<b>£</b>	<b>CURRENT ASSETS</b>	<b>£</b>
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
799.61	Debtors (Net of provision for doubtful debts)	3,791.59
0.00	Payments in advance	1.00
7,716.29	VAT Recoverable	56,748.44
0.00	Temporary lendings (investments)	0.00
388,715.63	Cash in hand	301,911.60
397,231.53	<b>TOTAL ASSETS</b>	362,452.63
	<b>CURRENT LIABILITIES</b>	
56,390.75	Creditors	49,082.03
<u>340,840.78</u>	<b>NET ASSETS</b>	<u>313,370.60</u>
	<b>Represented by:</b>	
203,596.83	General fund Balance	211,939.65
	<b>Reserves:</b>	
0.00	Capital	0.00
137,243.95	Earmarked	101,430.95
0.00	Adjustments	0.00
<u>340,840.78</u>		<u>313,370.60</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed \_\_\_\_\_  
 Responsible Financial Officer

Date \_\_\_\_\_

**Horley Town Council**  
**Income & Expenditure Account**  
01/04/2019 to 31/03/2020

(Last) Year Ended 31 Mar 2019		(Current) Year Ended 31 Mar 2020
	<b><u>Income</u></b>	
351,333.00	PRECEPT	372,755.00
905.00	COURT LODGE/INNES PAVILION	660.00
44,856.56	LETTINGS AND RENT	49,685.30
49,888.16	INCOME	58,448.72
3,515.96	TOWN CENTRE	2,671.29
4,328.68	GENERAL	21.59
4,518.38	ALLOTMENTS	3,119.92
829.98	OFFICE EXPENDITURE	244.30
8.60	HORLEY RECREATION GROUND	474,973.05
	GROUNDS MAINTENANCE	350.00
<b><u>£460,184.32</u></b>		<b><u>£962,929.17</u></b>
	<b><u>Expense</u></b>	
2,797.14	LETTINGS AND RENT	3,515.95
98,977.47	COURT LODGE/INNES PAVILION	10,597.15
136,386.49	SALARIES AND PENSIONS	176,999.66
25,334.82	OFFICE MAINTENANCE & REPAIRS	31,132.24
12,649.51	TOWN CENTRE	10,494.28
78,727.78	GENERAL	100,857.38
6,285.64	SECURITY	19,690.56
16,933.79	MICHAEL CRESCENT	3,108.02
12,869.43	OFFICE EXPENDITURE	17,677.07
6,148.75	HORLEY RECREATION GROUND	572,117.15
7,537.50	GRANTS AND DONATIONS	7,500.00
118,929.24	GROUNDS MAINTENANCE	29,578.81
52.00	EMLYN MEADOWS	216.00
2,801.13	ALLOTMENTS	6,915.08
<b><u>£526,430.69</u></b>		<b><u>£990,399.35</u></b>
	<b><u>General Fund</u></b>	
<b>176,343.20</b>	Balance at 01 Apr 2019	<b>203,596.83</b>
<b>460,184.32</b>	ADD Total Income	<b>962,929.17</b>
<b>636,527.52</b>		<b>1,166,526.00</b>
<b>526,430.69</b>	DEDUCT Total Expenditure	<b>990,399.35</b>
<b>110,096.83</b>		<b>176,126.65</b>
<b>-93,500.00</b>	DEDUCT Reserves Balance	<b>-35,813.00</b>
<b><u>£203,596.83</u></b>	Balance at 31 Mar 2020	<b><u>£211,939.65</u></b>

## Reserves:

Earmarked Reserve Balance £101430.95

## RESERVES REPORT

Name	1.4.19	Earmark	Expenditure	Transfer	Balance	Estimated Date of Use	Notes
<b>General Reserves</b>	<b>1.4.19</b>				<b>1.4.20</b>		
	203,596.83				£ 211,939.65		includes sum for café car park etc
<b>Earmarked Funds</b>							
CIL		£ 17,535.64		£ 5,290.97	£ 22,826.61	2020	resurface tennis courts
Election Contingency	£ 11,243.95				£ 11,243.95		
Parks and Playgrounds	£ 11,000.00	£ 20,000.00	£ 2,639.57	£ 20,000.00	£ 48,360.43	2021	lamposts,railings, etc
Edmonds Hall		£ 5,000.00			£ 5,000.00	2021	Maintenance and refurbishment
Tree surgery	£ -	£ -			£ -		
Projects Fund (Cafe)*	£ 115,000.00	£ -	£ 116,000.00	£ 15,000.00	£ 14,000.00		Amount of retention of contract
<b>Total Earmarked Funds</b>	<b>£ 137,243.95</b>	<b>£ 42,535.64</b>	<b>£ 118,639.57</b>	<b>£ 40,290.97</b>	<b>£ 101,430.99</b>		
<b>Total Reserves</b>	<b>£ 340,840.78</b>	<b>£ 42,535.64</b>	<b>£ 118,639.57</b>	<b>£ 40,290.97</b>	<b>£ 313,370.64</b>		

\* plus the PWLB loan

**Horley Town Council**  
**ADJUSTMENTS FOR THE YEAR ENDING 31/03/2020**

**Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure**

Settlement	HTC
AFC Gatwick Pitch Refund	HTC
Redhill Rovers Pitch Refund	HTC
Regiate Grammer Banner Display Refi	HTC
RBBC Elections	RBBC
PAYE March	HMRC
Surrey Pension	SCC
Pensions AVC March	SCC
Surrey Pension	SCC
Legal and Professional Fees	Starford
Website	Jarret and Lam
Tree work at Court Lodge	Heatherlands
Closure of facilities	PLG Signs
Asbit March	Asbit
Rotary Ride Attachments	Hags
Town Guide Publishing	MAD Ideas
Tennis Court Resurfacing	Trevor May
Battery Replacement at HTC Offices	Innovation Fire and Security
PAT Testing at HTC Offices	L&C
Chairman's Allowance	HTC
Security Patrols March	Smartguard
Playground Visual Inspections March	Bennets
Full Playground Inspections March	Bennets
Innes Cleaning and Compliance March	Bennets
Langshott Toilet Cleaning	Bennets
Park and Allotment Inspections	Bennets
Langshott Maintenance	Bennets
Michael Crescent	Bennets
Horley Rec	Bennets
Innes Pavillion	Bennets
Court Lodge	Bennets
Church Road	Bennets
Compliance	Bennets
Football Pitch Refund	HTC
NI Employee	HMRC
NI Employer	HMRC
Disputed invoice 20119	Smartguard

**Code**

Legal and professional fees	15,000.00
Football Pitches	480.00
Football Pitches	180.00
Events and Banners	20.00
Election Expenses	8,756.52
PAYE	1,220.80
SCC Pension Employee	686.12
SCC Pension Employee	750.00
SCC Pension Employer	1,691.17
Legal and professional fees	2,325.00
IT	150.00
Tree Surgery	900.00
Signage	600.00
Cleaning of hall and office	568.49
Pitches/Playgrounds	403.20
Town Guide	388.00
Grounds	8,583.75
CCTV Maintenance	75.00
Compliance and Regulatory	172.75
Chairman's Allowance	200.00
Security Patrols	526.96
Playground Inspections	333.00
Playground Inspections	220.00
Innes Cleaning	259.90
Langshott Maintenance	100.00
Playground Inspections	150.00
Langshott Maintenance	117.00
Buildings and Grounds	30.00
Grounds	40.00
Buildings	864.00
Buildings	60.00
Church Rd Maintenance	104.00
Compliance and Regulatory	240.00
Football Pitches	600.00
NI Employee	688.80
NI Employer	1,063.57
Security Patrols	534.00
	<b>£49,082.03</b>

**Payments made in advance - Decrease Expenditure**

Lease of Land	RBBC
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**Code**

Lease of land	1.00
	<b>£1.00</b>

**Outstanding payments DUE TO the Council. (Debtors) - Increase Income**

S106 Reclaim 18/19	RBBC
K Logan plt. 15	HTC
Charlwood Juniors Pitch Hire	HTC
RCCG Church Group Febuary	HTC
RCCG Church Group March	HTC
Printing Charge F Stimpson	HTC
Yoga Charlotte Huggins March	HTC

**Code**

Langshott Maintenance	3,049.19
Church Rd Allotments	53.00
Football Pitches	34.00
Edmonds Hall	342.00
Edmonds Hall	224.00
Photocopying	14.40
Edmonds Hall	75.00
	<b>£3,791.59</b>

## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

### HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

30/06/20

and recorded as minute reference:

C 4940

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



**Other information required by the Transparency Codes** (not part of Annual Governance Statement)  
Authority web address

<https://www.horleysurrey-tc.gov.uk>



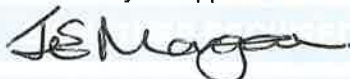
## Section 2 – Accounting Statements 2019/20 for

### HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	407,087	340,841	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	351,333	372,755	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	108,847	590,174	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	136,928	177,586	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	34,263	33,323	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	355,235	779,490	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	340,841	313,371	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	388,716	301,912	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,883,415	1,886,795	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	240,484	695,881	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

26/05/2020

I confirm that these Accounting Statements were approved by this authority on this date:

30/06/20

as recorded in minute reference:

C 4941

Signed by Chairman of the meeting where the Accounting Statements were approved



# Annual Internal Audit Report 2019/20

## HORLEY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>M. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/11/19 10/01/20 22-27/05/20

Name of person who carried out the internal audit

PAUL HARTLEY

Signature of person who carried out the internal audit



Date

27/05/20

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## HORLEY TOWN COUNCIL

### INTERNAL AUDIT REPORT 2019-2020

I visited the Town Council Office on 8th November 2019 to commence the Internal Audit process for the year 2019-2020. I reviewed actions taken on last year's Internal Audit recommendations and checked Payroll matters, Standing Orders and Financial Regulations, and Insurance. A second interim visit was made on 10<sup>th</sup> January 2020 to consider Income Procedures, Risk Management, Budgeting, and Bank Reconciliations. Comments on all these are included under relevant headings below, which are in the order of items in the Internal Audit section of AGAR.

A further visit for the end-of-year review would normally have been made in May 2020, but in the light of Government restrictions and amended legislation due to Coronavirus, remaining matters have been dealt with remotely.

Recommendations are shown **in bold and underlined**, and any responses received from Council have been added in *italics*.

#### **A. BOOKS OF ACCOUNT**

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements. The system has been upgraded to comply with new HMRC requirements.

As recommended, Council intends to switch to the specialist RIALTAS Omega accounts package during next financial year.

Council is registered for VAT and following a recommended review of procedure now charges it appropriately on pitch bookings.

RFO is ascertaining whether any VAT can be reclaimed on ancillary costs of Café project.

Council is continuing with repayments on a PWLB loan taken out for hall improvements. The loan for Innes Pavilion roof repairs has now been repaid, and a new loan for £470k has been agreed for the Café project.

#### **B. FINANCIAL REGULATIONS**

Standing Orders and Financial Regulations have been updated to follow the latest NALC models with minor local adaptations. These were adopted by Council in October 2019.

Changes to staffing have necessitated the appointment of a new RFO in accordance with regulations.

Following a change to procedure for checking direct debits, all expenditure is properly controlled, with appropriate authorisations and coding included on invoices. Sampling from two separate months in this financial year has been undertaken.

No new contracts have been made so far this year, although ownership of the Grounds Maintenance company has changed.

### **C. RISK MANAGEMENT**

Insurance cover previously with Aviva was reviewed in June 2019, and new insurance with Royal Sun Alliance via WPS has been taken out.

Contractors' Public Liability insurance is now properly checked and is up to date.

**A check should be made to ensure that the Grounds Maintenance company has appropriate insurance following change of ownership.**

**Noted.**

**In the light of recommendations made following the Witley PC case, Council should review its tree management procedures, and this will be done in 2020 when the next full inspection is due. In particular, specific risk assessments must be done to establish any high-risk trees which require more frequent professional monitoring. Meanwhile regular but informal monitoring takes place.**

**Noted.**

*HTC (10/01/2020): - Noted*

**A full risk assessment will need to be carried out for the café prior to handover from contractor.**

**Noted.**

**Risk Management review is due to be considered by full Council in March 2020.**

**Completed – Risk Management and Internal Control Review Policies 2019/20 were duly adopted by Full Council at its meeting held on 11 February 2020.**

### **D. BUDGET & PRECEPT**

The Budget process for 2020-2021, has been started with Committees asked to consider their requirements.

**The impact of the Café project will need to be carefully considered and monitored in the light of loan repayments and little income in the first year.**

**Noted.**

*HTC (10/01/2020): - A Financial Summary by HTC is being prepared to provide an accurate summary of progress and payments made to date together with careful monitoring of expenditure within the set budget.*

An increased precept of £404676 (+4.85%) Band D £39.71 has been approved by Council after a thorough analysis of expected income and expenditure and use of reserves.

### **E. INCOME**

**The recommendation of using a “sales invoice” process on the accounts system, rather than a separate XL spreadsheet for income expected will be achieved with the introduction of the RIALTAS accounts package next year.**

**Noted.**

*HTC (10/01/2020): - Recommendation to be presented to Finance Committee for consideration at next meeting on 26 November 2019.*

Annual review of tariffs is due April 2020. There are no bad debts currently, although one unpaid pitch booking fee was written off after a Small Claims Court process.

#### **F. PETTY CASH**

Cash float has been reduced to £50 as recommended as there is little use made of Petty cash. **Will eventually be reduced to £25.**

#### **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 revised 2019 NALC/SLCC scale.

**The minute authorising new SCP's is incorrect as far as one staff member's hours of work are concerned. A retrospective correction is required.**

*HTC: - (10/01/2020) -Noted for full Council meeting On 10 December 2019*

**Actioned – approved at the Full Council meeting held on 10 December 2019 (Ref: Minute ?)**

Members Allowance scheme has now been adopted, although take up of the allowance by Members is still being clarified. As at 10/01/2020, no Members have opted to receive the Allowance.

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

*HTC: - (10/01.2020) Noted*

#### **H. ASSETS & INVESTMENTS**

**The comprehensive Asset Register is being reviewed as at May 2020 and will need dates of inspection added. Some insurance details also need amending.**

**Actioned -**

**An Investment Policy should be drawn up to govern type of investments, level of acceptable risk, term, etc.**

#### **I. BANK RECONCILIATIONS**

Bank reconciliations are correctly and regularly carried out, and end-of year bank statements have been checked for all accounts.

**J. YEAR END ACCOUNTS**

After some minor adjustments, figures for the AGAR have been correctly extracted from the accounts system, with Bank reconciliation, Debtors and Creditors taken into account.

**OTHER ITEMS**

Council has a comprehensive set of Policies, all listed on website. An Accessibility Statement has been prepared which shows a high level of compliance with requirements.

Paul Hartley  
Internal Auditor  
27th May 2020

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks to the inventory of assets for the year to:

**31 March 2020**

We consider that the inventory of assets ~~has not~~ been appropriately updated during the year 19/20 and represents an accurate record of the Councils Assets.

Observations (Councillors)	Clerk's action
Name: S. MARSHALL	Signature:
Signature: <i>S. Marshall</i>	
Name:	
Signature:	
Date: 18/6/2020	Date

**Summary of Inventory of Assets  
as at 31 March 2020**

<b>Fixed Assets</b>	<b>Book Value</b>	<b>Insurance Value</b>
Albert Rooms	£ 9,755.00	£ 8,950.00
Allotments	£ 100.00	£ 1,100.00
Churchyard	£ 240.00	£ 291.00
Council Office	£ 50,516.00	£ 54,947.17
Court Lodge & Innes Pavilion	£ 95,094.00	£ 88,016.00
Emlyn Meadows	£ 555.00	£ 500.00
Horley Recreation Ground	£ 259,468.00	£ 283,870.80
Michael Crescent Centenary Park	£ 26,627.00	£ 21,043.00
Town Centre	£ 14,296.00	£ 16,826.00
	<b>£ 456,651.00</b>	<b>£ 475,543.97</b>

<b>Community Assets</b>		<b>Insurance Value</b>
Albert Rooms	£ 690,000.00	£ 767,967.00
Allotments (Church Road)	£ 40,000.00	£ -
Allotments (Langshott)	£ 1.00	£ -
Emlyn Meadows (land only)	£ 30,000.00	£ -
Horley Recreation Ground (land)	£ 175,000.00	£ -
Innes Pavilion	£ 379,018.00	£ 394,439.00
Michael Crescent Centenary Park (land)	£ 15,000.00	£ -
Scout Hut	£ 101,125.00	£ 105,239.00
	<b>£ 1,430,144.00</b>	<b>£ 1,267,645.00</b>

**Total book value 31.03.20 £ 1,886,795.00**

**Summary of acquisitions and disposals during 19/20**

<b>Total book value 31.3.19</b>	<b>£ 1,883,415.00</b>
<b>Add Additions:</b>	
Notice Board	£ 2,750.00
Fridge	£ 110.00
HIB Lamppost Banners	£ 580.00
<b>Less disposals/written off:</b>	
Fridge	-£ 60.00

**Total book value 31.3.20 £ 1,886,795.00**



# Horley Town Council

## Briefing Note – Finance Update

The purpose of the update is to give Members an overview of the Council's current financial situation and to consider the best way forward.

You will see from the Reserves report that the General Reserve at the year end came out at £211K, this is because I let the VAT reclaimed on the Café flow back into the GR for the end of year. With Councils agreement I am proposing to move £55K back into earmarked funds for the café. This will give Members a better feel for the current reserves which sit at around £155K and the remaining budget for the Café which would then be £69K.

The main items for Members to consider are: -

- the impact of COVID on Council income. Worst case scenario if we have no income for the whole year (hopefully this will not be the case) would be a reduction in income of £50K. There have also been some additional costs to support homeworking in the region of £3.5K
- the café budget and
- whether Council will wish to seek an increase in the precept for next year, given the likely impact of COVID on local economic circumstances.

Challenges: -

- Loss of income due to COVID – 19; no income from hall hire, football, or events. Looking back to the first quarter of 19/20 the Council has about £15,000 less income in the first quarter of 20/21.
- Increased expenditure due to COVID – 19; to support homeworking and to make our Staff, Buildings and Grounds COVID secure in line with Government advice. This is a bit of a moving target as the advice is constantly changing, however the Council already had good compliance and regulatory systems in place and a small staff complement; therefore the costs have not been too high and so far are in the region of £3500 for laptops, signage, PPE and cleaning supplies.
- Café Budget
- Precept and impact on General Reserves.

Proposals: -

- Seek to maximise revenue; several of our hall hire customers have expressed an interest in returning. We should be open for business as soon as we can ensure that we are providing a COVID safe and secure environment.
- Continue to closely monitor expenditure
- Earmark a further £55,000 for the café.

RESERVES REPORT							
Name	Balance 1.4.20	Earmark	Expenditure	Transfer	Balance 31.3.21	Estimated Date of Use	Notes
General Reserves	211,939.65				£155,463.65		
<b>Earmarked Funds</b>							
CIL	£ 22,826.61		£ 23,785.00	£ 1,476.00	£ 517.61	2020	resurface tennis courts
Election Contingency	£ 11,243.95				£ 11,243.95		
Parks and Playgrounds	£ 48,360.00		£ 10,000.00		£ 38,360.00	2021	Tennis courts, lampposts,railings, etc
Edmonds Hall	£ 5,000.00				£ 5,000.00	2021	Maintenance and refurbishment
Tree surgery	£ -				£ -		
Projects Fund (Cafe)	£ 14,000.00			£55,000.00	£ 69,000.00		Remainder and retention of contract
<b>Total Earmarked Funds</b>	<b>£101,430.56</b>	<b>£ -</b>	<b>£ 33,785.00</b>	<b>£56,476.00</b>	<b>£124,121.56</b>		
<b>Total Reserves</b>	<b>£313,370.21</b>	<b>£ -</b>	<b>£ 33,785.00</b>	<b>£56,476.00</b>	<b>£279,585.21</b>		

## RESERVES REPORT

Name	Balance		Earmark	Expenditure	Transfer	Balance 1.4.21	Estimated Date of Use	Notes
	1.4.20	211,939.65						
<b>General Reserves</b>						£ 155,463.65		
<b>Earmarked Funds</b>								
CIL	£ 22,826.61			£ 23,785.00	£ 1,476.00	£ 517.61	2020	resurface tennis courts
Election Contingency	£ 11,243.95					£ 11,243.95		
Parks and Playgrounds	£ 48,360.00			£ 10,000.00		£ 38,360.00	2021	Tennis courts, lamposts, railings, etc
Edmonds Hall	£ 5,000.00					£ 5,000.00	2021	Maintenance and refurbishment
Tree surgery	£ -					£ -		
Projects Fund (Cafe)	£ 14,000.00				£ 55,000.00	£ 69,000.00		Remainder and retention of contract
<b>Total Earmarked Funds</b>	<b>£ 101,430.56</b>	<b>£ -</b>	<b>£ 33,785.00</b>	<b>£ 56,476.00</b>	<b>£ 124,121.56</b>			
<b>Total Reserves</b>	<b>£ 313,370.21</b>	<b>£ -</b>	<b>£ 33,785.00</b>	<b>£ 56,476.00</b>	<b>£ 279,585.21</b>			


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**April 2020**

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

Observations (Councillors)	Clerk's action
Name: S. MARSHALL	Signature:
Signature: 	
Name:	
Signature:	
Date: 18/6/2020	Date

## Horley Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/04/2020</b>			
	Cash in Hand 01/04/2020			301,911.60
	<b>ADD</b>			
	Receipts 01/04/2020 - 30/04/2020			223,188.06
				525,099.66
	<b>SUBTRACT</b>			
	Payments 01/04/2020 - 30/04/2020			70,180.92
<b>A</b>	<b>Cash in Hand 30/04/2020</b> (per Cash Book)			<b>454,918.74</b>
	Cash in hand per Bank Statements			
	Cash	30/04/2020	50.00	
	Handelsbanken	30/04/2020	138,290.33	
	FairFX Bank Debit Card	30/04/2020	366.26	
	Nationwide Intl	30/04/2020	22,664.58	
	HSBC Payroll	30/04/2020	13,268.32	
	HSBC Deposit	30/04/2020	100,346.85	
	HSBC Current	30/04/2020	179,932.40	
				<b>454,918.74</b>
	Less unrepresented payments			0.00
				454,918.74
	Plus unrepresented receipts			0.00
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>454,918.74</b>
	<b>A = B Checks out OK</b>			

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Environment Campaign	03/04/2020		HSBC Current		Refund	Horley Association of Traders	E	30.00	0.00	30.00
2 CIL	15/04/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	1,476.00	0.00	1,476.00
3 Innes Pavilion	21/04/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
4 Church Rd Utilities	30/04/2020		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
5 Precept	30/04/2020		HSBC Current		Precept	Reigate & Banstead Borough	E	202,338.00	0.00	202,338.00
6 Section 136 LGA	30/04/2020		HSBC Current		Precept	Reigate & Banstead Borough	E	18,871.00	0.00	18,871.00
7 Bank Interest	30/04/2020		Handelsbanken		Interest	HANDELSBANKEN	E	42.56	0.00	42.56
<b>Total</b>								<b>223,188.06</b>	<b>0.00</b>	<b>223,188.06</b>

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Rates & Utilities	01/04/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	55.04	0.00	55.04
2 Rates	01/04/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	103.58	0.00	103.58
3 Photocopying	01/04/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
4 Utilities	02/04/2020		HSBC Current		Electricity supply	British Gas	L	149.73	7.48	157.21
44 Communications	02/04/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
5 SCC Pension Employer	03/04/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,377.29	0.00	2,377.29
6 Election Expenses	03/04/2020		HSBC Current		Election	Reigate & Banstead Borough	E	8,756.52	0.00	8,756.52
7 SCC Pension Employee	03/04/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
9 PAYE	03/04/2020		HSBC Current		PAYE	HMRC	E	1,220.80	0.00	1,220.80
10 NI Employee	03/04/2020		HSBC Current		NI Employee	HMRC	E	688.80	0.00	688.80
11 NI Employer	03/04/2020		HSBC Current		NI Employer	HMRC	E	1,063.57	0.00	1,063.57
14 Legal and professional fees	03/04/2020	TBC	HSBC Current		Settlement	Horley Town Council	E	15,000.00	0.00	15,000.00
8 Signage	03/04/2020		HSBC Current		Signage	PLG Signs	S	600.00	120.00	720.00
12 Tree Surgery	03/04/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	900.00	180.00	1,080.00
13 Pitches/Playgrounds	03/04/2020		HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	403.20	80.64	483.84
15 Cleaning of hall and office	03/04/2020		HSBC Current		Cleaning	Asbit	S	568.49	113.70	682.19
17 Subscriptions & Licences	07/04/2020		HSBC Current		Subscription	SALC	E	3,121.02	0.00	3,121.02
45 Subscriptions & Licences	07/04/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	126.80	0.00	126.80
16 CIL	07/04/2020	TBC	HSBC Current		Tennis Courts	Trevor May	S	8,583.75	1,716.75	10,300.50
18 Football Pitches	07/04/2020		HSBC Current		Football pitch hire Refund	Horley Town Council	S	180.00	36.00	216.00
19 Communications	07/04/2020		HSBC Current		Town Plan	MAD Ideas	S	388.00	77.60	465.60
20 Alarm Maintenance	07/04/2020		HSBC Current		Security Alarm System	Innovation Fire & Security	S	75.00	15.00	90.00
21 Alarm Maintenance	07/04/2020		HSBC Current		Security Alarm System	Innovation Fire & Security	S	155.00	31.00	186.00
22 CCTV Installation	07/04/2020		HSBC Current		CCTV	Innovation Fire & Security	S	3,102.50	620.50	3,723.00
23 Football Pitches	07/04/2020		HSBC Current		Football pitch hire Refund	Horley Town Council	S	480.00	96.00	576.00
24 Events and Banners	08/04/2020		HSBC Current		Banner Display	Horley Town Council	E	20.00	0.00	20.00
25 Compliance and Regulatory	08/04/2020		HSBC Current		PAT Testing	L&C Installations	S	172.75	34.55	207.30
46 Subscriptions & Licences	09/04/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
26 Bank charges	14/04/2020		HSBC Current		Bank charge	HSBC	E	27.52	0.00	27.52
47 Communications	15/04/2020		FairFX Bank Debit Car		Zoom Licence	Zoom Video Communications	E	143.88	0.00	143.88
27 Communications	15/04/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
28 Subscriptions & Licences	16/04/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
29 Maintenance Contracts	20/04/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
30 Maintenance Contracts	20/04/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	62.02	12.40	74.42
31 Photocopying	21/04/2020		HSBC Current		Photocopying	SOS Systems Ltd	S	41.09	8.22	49.31
32 Legal and professional fees	21/04/2020		HSBC Current		HR Services	Starford HR and Legal Serv	S	2,325.00	465.00	2,790.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
33 Security Patrols	21/04/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	526.96	105.39	632.35
34 Website	21/04/2020		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
35 CCTV Installation	21/04/2020		HSBC Current		CCTV	Innovation Fire & Security	S	3,102.50	620.50	3,723.00
36 Maintenance Contracts	21/04/2020		HSBC Current		Office maintenance - hygiene	Constant Hygiene	S	100.00	20.00	120.00
37 Cleaning of hall and office	21/04/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
38 Cleaning of hall and office	21/04/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
39 IT	22/04/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	239.80	47.96	287.76
40 Pavilion Cafe	23/04/2020		HSBC Current		Electricity supply	British Gas	L	105.97	5.29	111.26
41 Utilities	24/04/2020		HSBC Current		Gas supply	British Gas	S	259.45	51.89	311.34
42 Utilities	24/04/2020		HSBC Current		Gas supply	British Gas	S	125.83	25.17	151.00
49 Net Salaries	28/04/2020		HSBC Payroll		Salaries	Horley Town Council	E	7,919.93	0.00	7,919.93
43 Utilities	28/04/2020		HSBC Current		Electricity supply	British Gas	L	128.52	6.42	134.94
48 Communications	30/04/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
<b>Total</b>								<b>65,429.76</b>	<b>4,751.16</b>	<b>70,180.92</b>


# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**May 2020**

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

Observations (Councillors)	Clerk's action
Name: S. MARSHALL	Signature:
Signature: 	
Name:	
Signature:	
Date: 18/6/2020	Date



## Horley Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/05/2020</b>		
	Cash in Hand 01/04/2020		301,911.60
	<b>ADD</b>		
	Receipts 01/04/2020 - 31/05/2020		291,548.50
			593,460.10
	<b>SUBTRACT</b>		
	Payments 01/04/2020 - 31/05/2020		123,763.20
<b>A</b>	<b>Cash in Hand 31/05/2020</b> (per Cash Book)		<b>469,696.90</b>
	Cash in hand per Bank Statements		
	Cash	31/05/2020	50.00
	Handelsbanken	31/05/2020	238,357.48
	FairFX Bank Debit Card	31/05/2020	1,219.76
	Nationwide Intl	31/05/2020	22,664.58
	HSBC Payroll	31/05/2020	13,598.19
	HSBC Deposit	31/05/2020	122,346.85
	HSBC Current	31/05/2020	71,460.04
			<b>469,696.90</b>
	Less unrepresented payments		0.00
			469,696.90
	Plus unrepresented receipts		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>469,696.90</b>
	<b>A = B Checks out OK</b>		

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8	02/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
9	02/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
10	03/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
11	04/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
12	04/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
13	04/05/2020		HSBC Current		Vat Refund	HMRC	R	0.00	62,842.60	62,842.60
14	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
15	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
16	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
17	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
18	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
19	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
20	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
21	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
22	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
23	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
24	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
25	05/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
26	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
27	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
28	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
29	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
30	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
31	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
32	07/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
33	07/05/2020		HSBC Current		S106 Reclaim	Reigate & Banstead Borough	E	3,049.19	0.00	3,049.19
34	08/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
35	09/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
36	09/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
37	09/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
38	10/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
39	10/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
40	10/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
41	10/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
42	10/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
43	11/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44	13/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
45	14/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
46	14/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
48	17/05/2020		HSBC Current		Innes Pavillion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
47	18/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
49	22/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
50	23/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
51	28/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
52	28/05/2020		HSBC Current		Allotment Rent	Allotment Holder	E	48.00	0.00	48.00
<b>Total</b>								<b>5,450.69</b>	<b>62,842.60</b>	<b>68,293.29</b>

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	01/05/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	186.09	0.00	186.09
51	01/05/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	50.46	0.00	50.46
52	01/05/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
53	01/05/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	42.87	0.00	42.87
54	01/05/2020		HSBC Current		Water Rates	SES BUSINESS WATER	E	176.48	0.00	176.48
55	01/05/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
56	04/05/2020		HSBC Current		Electricity supply	British Gas	L	94.89	4.74	99.63
57	06/05/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,630.96	0.00	2,630.96
58	06/05/2020		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
59	06/05/2020		HSBC Current		Grant Award Scheme	Horley Town Council	E	6,550.00	0.00	6,550.00
60	06/05/2020		HSBC Current		Pension payments Employee -	Surrey Pension Fund	E	750.00	0.00	750.00
61	06/05/2020		HSBC Current		PAYE	HMRC	E	1,235.60	0.00	1,235.60
62	06/05/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
63	06/05/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
64	06/05/2020		HSBC Current		Grant Award Scheme	Horley Town Council	E	500.00	0.00	500.00
65	06/05/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	165.71	33.14	198.85
66	06/05/2020		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,976.40	795.28	4,771.68
67	06/05/2020		HSBC Current		Cleaning of hall and office	Asbit	S	276.50	55.30	331.80
68	06/05/2020		HSBC Current		Cleaning of hall and office	Asbit	S	276.50	55.30	331.80
113	06/05/2020		FairFX Bank Debit Car		Communications	Email Blaster	S	12.99	2.60	15.59
69	06/05/2020		HSBC Current		Office Supplies & Equipment	Amazon	Z	42.95	0.00	42.95
114	08/05/2020		FairFX Bank Debit Car		Subscriptions & Licences	Microsoft	E	119.96	0.00	119.96
70	11/05/2020		HSBC Current		Bank charges	HANDELSBANKEN	E	31.72	0.00	31.72
115	11/05/2020		FairFX Bank Debit Car		Subscriptions & Licences	Adobe Systems Software	E	10.95	0.00	10.95
71	11/05/2020		HSBC Current		Grounds	Zen Internet	S	4.66	0.93	5.59
72	11/05/2020		HSBC Current		Utilities	BT	S	168.22	33.64	201.86
74	13/05/2020		HSBC Current		Legal and professional fees	LG Business Consultation	E	902.40	0.00	902.40
77	13/05/2020		HSBC Current		Legal and professional fees	DAC Beachcroft	E	-800.00	0.00	-800.00
91	13/05/2020		HSBC Current		Compliance and Regulatory	Information Commissioners (	E	35.00	0.00	35.00
73	13/05/2020		HSBC Current		Subscriptions & Licences	SCRIBE	S	730.50	146.10	876.60
75	13/05/2020		HSBC Current		Football Pitches	Horley Town Council	S	600.00	120.00	720.00
76	13/05/2020		HSBC Current		Legal and professional fees	DAC Beachcroft	S	800.00	160.00	960.00
78	13/05/2020		HSBC Current		Playground Inspections	Bennetts Builders Ltd	S	333.00	66.60	399.60
79	13/05/2020		HSBC Current		Playground Inspections	Bennetts Builders Ltd	S	220.00	44.00	264.00
80	13/05/2020		HSBC Current		Buildings - Refurbishment/R	Bennetts Builders Ltd	S	259.90	51.98	311.88
81	13/05/2020		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	100.00	20.00	120.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50	01/05/2020	Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	E	186.09	0.00	186.09
51	01/05/2020	Rates & Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	E	50.46	0.00	50.46
52	01/05/2020	Rates & Utilities	HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
53	01/05/2020	Church Rd Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	E	42.87	0.00	42.87
54	01/05/2020	Utilities	HSBC Current		Water Rates	SES BUSINESS WATER	E	176.48	0.00	176.48
55	01/05/2020	Rates	HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
56	04/05/2020	Utilities	HSBC Current		Electricity supply	British Gas	L	94.89	4.74	99.63
57	06/05/2020	SCC Pension Employer	HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,630.96	0.00	2,630.96
58	06/05/2020	Window Cleaning	HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
59	06/05/2020	Churchyards	HSBC Current		Grant Award Scheme	Horley Town Council	E	6,550.00	0.00	6,550.00
60	06/05/2020	SCC Pension Employee	HSBC Current		Pension payments Employee -	Surrey Pension Fund	E	750.00	0.00	750.00
61	06/05/2020	PAYE	HSBC Current		PAYE	HMRC	E	1,235.60	0.00	1,235.60
62	06/05/2020	NI Employee	HSBC Current		NI Employee	HMRC	E	661.20	0.00	661.20
63	06/05/2020	NI Employer	HSBC Current		NI Employer	HMRC	E	1,054.87	0.00	1,054.87
64	06/05/2020	Grant Award Scheme	HSBC Current		Grant Award Scheme	Horley Town Council	E	500.00	0.00	500.00
65	06/05/2020	Stationery	HSBC Current		Stationery	Don Ruffles Ltd.	S	165.71	33.14	198.85
66	06/05/2020	Contractors' Maint (HTC)	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
67	06/05/2020	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
68	06/05/2020	Cleaning of hall and office	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
113	06/05/2020	Communications	FairFX Bank Debit Car		Newsletter	Email Blastor	S	12.99	2.60	15.59
69	06/05/2020	Office Supplies & Equipment	HSBC Current		Office supplies	Amazon	Z	42.95	0.00	42.95
114	08/05/2020	Subscriptions & Licences	FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	119.96	0.00	119.96
70	11/05/2020	Bank charges	HSBC Current		Bank charge	HANDELSBANKEN	E	31.72	0.00	31.72
115	11/05/2020	Subscriptions & Licences	FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
71	11/05/2020	Grounds	HSBC Current		Broadband	Zen Internet	S	4.66	0.93	5.59
72	11/05/2020	Utilities	HSBC Current		Broadband	BT	S	168.22	33.64	201.86
74	13/05/2020	Legal and professional fees	HSBC Current		Consultancy	LG Business Consultation	E	902.40	0.00	902.40
77	13/05/2020	Legal and professional fees	HSBC Current		Professional Fees	DAC Beachcroft	E	-800.00	0.00	-800.00
91	13/05/2020	Compliance and Regulatory	HSBC Current		GDPR	Information Commissioners (	E	35.00	0.00	35.00
73	13/05/2020	Subscriptions & Licences	HSBC Current		Scribe Licence	SCRIBE	S	730.50	146.10	876.60
75	13/05/2020	Football Pitches	HSBC Current		Football pitch hire Refund	Horley Town Council	S	600.00	120.00	720.00
76	13/05/2020	Legal and professional fees	HSBC Current		Professional Fees	DAC Beachcroft	S	800.00	160.00	960.00
78	13/05/2020	Playground Inspections	HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	333.00	66.60	399.60
79	13/05/2020	Playground Inspections	HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	220.00	44.00	264.00
80	13/05/2020	Buildings - Refurbishment/Re	HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	259.90	51.98	311.88
81	13/05/2020	Langshot Maintenance	HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	100.00	20.00	120.00

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	150.00	30.00	180.00
83	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	117.00	23.40	140.40
84	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	70.00	14.00	84.00
85	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	864.00	172.80	1,036.80
86	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
87	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	104.00	20.80	124.80
88	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	90.00	18.00	108.00
89	13/05/2020		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	150.00	30.00	180.00
90	13/05/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
92	15/05/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
93	18/05/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
94	18/05/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
95	19/05/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	62.02	12.40	74.42
96	19/05/2020		HSBC Current		Broadband	Zen Internet	S	64.00	12.80	76.80
97	19/05/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	533.89	106.78	640.67
98	19/05/2020		HSBC Current		Website	Jarret & Lam Consulting	S	80.00	16.00	96.00
99	19/05/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
100	22/05/2020		HSBC Current		Electricity supply	British Gas	L	23.28	1.16	24.44
101	22/05/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	257.20	51.44	308.64
102	26/05/2020		HSBC Current		Electricity supply	British Gas	L	163.99	8.19	172.18
103	26/05/2020		HSBC Current		Gas supply	British Gas	L	12.07	0.60	12.67
104	26/05/2020		HSBC Current		Gas supply	British Gas	S	125.83	25.17	151.00
105	27/05/2020		HSBC Current		Gas supply	British Gas	E	9,772.46	0.00	9,772.46
106	27/05/2020		HSBC Current		Insurance	WPS Insurance Ltd	E	357.05	0.00	357.05
107	27/05/2020		HSBC Current		Insurance	WPS Insurance Ltd	E	6,821.49	0.00	6,821.49
111	27/05/2020		HSBC Current		IT Hardware	Amazon	E	16.19	0.00	16.19
108	27/05/2020		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	85.20	17.04	102.24
109	27/05/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
110	27/05/2020		HSBC Current		IT Hardware	Amazon	S	48.57	9.72	58.29
112	28/05/2020		HSBC Payroll		Salaries	Horley Town Council	E	7,870.13	0.00	7,870.13
<b>Total</b>								<b>51,227.17</b>	<b>2,355.11</b>	<b>53,582.28</b>

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

## PRECEPT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	404,676.00	202,338.00	-202,338				-202,338
<b>SUB TOTAL</b>	<b>404,676.00</b>	<b>202,338.00</b>	<b>-202,338</b>				<b>-202,338</b>

## INCOME

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2 Bank Interest	1,000.00	109.71	-890				-890
3 Section 136 LGA	38,400.00	18,871.00	-19,529				-19,529
5 Devolved Powers	1,700.00		-1,700				-1,700
141 CIL	5,000.00	1,476.00	-3,524		8,583.75	-8,584	-12,108
<b>SUB TOTAL</b>	<b>46,100.00</b>	<b>20,456.71</b>	<b>-25,643</b>		<b>8,583.75</b>	<b>-8,584</b>	<b>-34,227</b>

## LETTINGS AND RENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Edmonds Hall	12,000.00		-12,000				-12,000
8 Football Pitches	6,000.00		-6,000		1,260.00	-1,260	-7,260
9 Church Rd Allotments	3,300.00		-3,300				-3,300
10 Langshott Allotments	3,800.00	2,016.00	-1,784				-1,784
11 Bowls Club	276.00		-276				-276
12 Innes Pavilion	10,000.00	771.00	-9,229				-9,229
13 Saturday Market	200.00		-200				-200
14 Events and Banners	8,000.00		-8,000		20.00	-20	-8,020
15 Meeting Room	220.00		-220				-220
16 Edmonds Hall Deposits							
17 Football Pitch Deposits							
<b>SUB TOTAL</b>	<b>43,796.00</b>	<b>2,787.00</b>	<b>-41,009</b>		<b>1,280.00</b>	<b>-1,280</b>	<b>-42,289</b>

## OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Stationery				1,600.00	165.71	1,434	1,434
20 Courier & Postage				400.00		400	400
21 Office Supplies & Equipment				3,000.00	107.71	2,892	2,892
22 Photocopying	80.00		-80	4,000.00	494.09	3,506	3,426
23 IT				8,000.00	497.00	7,503	7,503
24 Website				2,800.00	230.00	2,570	2,570
25 Communications				1,800.00	609.89	1,190	1,190
26 Environment Campaign		30.00	30				30

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

<b>SUB TOTAL</b>	<b>80.00</b>	<b>30.00</b>	<b>-50</b>	<b>21,600.00</b>	<b>2,104.40</b>	<b>19,496</b>	<b>19,446</b>
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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				105,765.00	15,790.06	89,975	89,975
31	PAYE				21,235.00	2,456.40	18,779	18,779
32	NI Employee				14,260.00	1,350.00	12,910	12,910
33	NI Employer				16,740.00	2,118.44	14,622	14,622
34	SCC Pension Employee				12,000.00	1,500.00	10,500	10,500
35	SCC Pension Employer				25,000.00	5,008.25	19,992	19,992
<b>SUB TOTAL</b>					<b>195,000.00</b>	<b>28,223.15</b>	<b>166,777</b>	<b>166,777</b>

**OFFICE MAINTENANCE & REPAIRS**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00		3,000	3,000
39	Cleaning of hall and office				13,000.00	2,503.99	10,496	10,496
40	Utilities				5,400.00	904.98	4,495	4,495
41	Rates				3,000.00	207.58	2,792	2,792
42	Maintenance Contracts				2,000.00	182.00	1,818	1,818
43	Window Cleaning				750.00	55.00	695	695
45	Compliance and Regulatory				5,000.00	292.95	4,707	4,707
<b>SUB TOTAL</b>					<b>32,150.00</b>	<b>4,146.50</b>	<b>28,004</b>	<b>28,004</b>

**GENERAL**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Council				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,000.00	59.24	941	941
52	Insurance				8,500.00	7,178.54	1,321	1,321
53	Legal and professional fees				20,000.00	18,227.40	1,773	1,773
54	Audit fees				2,600.00		2,600	2,600
55	Subscriptions & Licences				7,300.00	4,172.18	3,128	3,128
60	Election Expenses				2,500.00	8,756.52	-6,257	-6,257
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				100.00		100	100
64	Cllr Training				1,000.00		1,000	1,000
65	Staff Expenses				500.00		500	500
66	Staff Training				1,500.00		1,500	1,500
142	GDPR							
146	VAT Payment							
<b>SUB TOTAL</b>					<b>64,945.00</b>	<b>48,166.34</b>	<b>16,779</b>	<b>16,779</b>



## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

**GROUNDS MAINTENANCE**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	3,976.40	48,024	48,024
71	Contractors' Maint (Devolved Pow)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	703.00	7,597	7,597
73	Playground Repairs				7,000.00	150.00	6,850	6,850
74	Parks Furniture				5,000.00		5,000	5,000
75	Signage				1,600.00	690.00	910	910
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	900.00	7,100	7,100
<b>SUB TOTAL</b>					<b>84,150.00</b>	<b>6,419.40</b>	<b>77,731</b>	<b>77,731</b>

**HORLEY RECREATION GROUND**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00		3,500	3,500
80	Ornamental Gardens				1,500.00		1,500	1,500
123	Grounds				2,000.00	4.66	1,995	1,995
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	23.28	27,573	27,573
145	Pavilion Cafe	6,000.00		-6,000	3,000.00	105.97	2,894	-3,106
<b>SUB TOTAL</b>		<b>6,000.00</b>		<b>-6,000</b>	<b>37,596.00</b>	<b>133.91</b>	<b>37,462</b>	<b>31,462</b>

**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	463.20	537	537
87	Buildings - Refurbishment/Repairs				5,000.00	1,123.90	3,876	3,876
88	Utilities				2,600.00	750.12	1,850	1,850
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,200.00		2,200	2,200
131	Maintenance Contracts				820.00	124.04	696	696
132	Innes Communications				600.00		600	600
<b>SUB TOTAL</b>					<b>12,221.00</b>	<b>2,461.26</b>	<b>9,760</b>	<b>9,760</b>

**MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	158.50	582	582
121	Buildings and Grounds				2,000.00	70.00	1,930	1,930
140	Scout Hut Demolition							
<b>SUB TOTAL</b>					<b>2,740.00</b>	<b>228.50</b>	<b>2,512</b>	<b>2,512</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

**EMLYN MEADOWS**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00		500	500
<b>SUB TOTAL</b>				<b>500.00</b>		<b>500</b>	<b>500</b>

**ALLOTMENTS**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance		3,049.19	3,049	2,500.00	217.00	2,283	5,332
97 Church Rd Maintenance				1,800.00	104.00	1,696	1,696
98 Church Rd Utilities		45.00	45	500.00	42.87	457	502
99 Langshott Utilities				900.00		900	900
<b>SUB TOTAL</b>		<b>3,094.19</b>	<b>3,094</b>	<b>5,700.00</b>	<b>363.87</b>	<b>5,336</b>	<b>8,430</b>

**TOWN CENTRE**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	600.00		-600	8,500.00		8,500	7,900
101 Horley/South & SE in Bloom				2,100.00		2,100	2,100
102 Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>	<b>600.00</b>		<b>-600</b>	<b>12,500.00</b>		<b>12,500</b>	<b>11,900</b>

**SECURITY**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,500.00	1,060.85	4,439	4,439
106 CCTV Installation				12,000.00	6,205.00	5,795	5,795
107 CCTV Maintenance				1,000.00		1,000	1,000
108 CCTV Broadband Connections				1,000.00		1,000	1,000
147 Alarm Maintenance					230.00	-230	-230
<b>SUB TOTAL</b>				<b>19,500.00</b>	<b>7,495.85</b>	<b>12,004</b>	<b>12,004</b>

**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	500.00	500	500
111 Churchyards				6,550.00	6,550.00		
112 Cllr Initiative grants							
113 Other Grants							

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/05/2020)

<b>SUB TOTAL</b>								
				7,550.00	7,050.00	500		500

VAT RECLAIM

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

Summary

<b>NET TOTAL</b>	501,252.00	228,705.90	-272,546	496,152.00	116,656.93	379,495	106,949
<b>V.A.T.</b>		62,842.60			7,106.27		
<b>GROSS TOTAL</b>		291,548.50			123,763.20		

## Horley Town Council

### Schedule of Meetings until 31 October 2020

**Due to the Coronavirus outbreak essential Town Council Meetings are being held virtually at the present time.**

**The Following Meetings are scheduled until 31 October 2020:**

- 30 June – Full Council**
- 7 July – Spare**
- 14 July – Planning Committee**
- 21 July – Leisure Committee**
- 28 July – Spare**
- 4 August – Finance Committee**
- 11 August – Spare**
- 18 August – Planning Committee**
- 25 August – Full Council**
- 1 September – Spare**
- 8 September - Spare**
- 15 September – Planning Committee**
- 22 September – Leisure Committee**
- 29 September – Spare**
- 6 October – Finance Committee**
- 13 October – Planning Committee**
- 20 October – Spare**
- 27 October – Full Council**

Following Government advice, essential meetings of Horley Town Council are being held virtually during the Covid-19 lockdown period and not in the Council Chamber.

All papers will be published on our website and social media channels as normal.

Members of the public may join the meeting remotely by requesting a Zoom link (by email to: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)) no later than one hour before the start of the meeting. Virtual Council Meetings may be recorded for monitoring purposes.

**Town Clerk, 30 June 2020**



# Accessibility Statement

## Horley Town Council Website

### 1. Introduction:

Horley Town Council recognises the importance of providing a website that is available to the widest possible audience. We are committed to making our website accessible to everyone, including blind or partially sighted visitors who use screen readers. We will continue to be proactive to increase the accessibility and usability of our website in conjunction with current government guidelines in order to make it a user-friendly experience for everyone, regardless of ability.

### 2. Website Accessibility Regulations 2018 and Enforcement Procedures:

#### Legislation

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

From 23 September 2020, all local council websites will have to comply with these regulations.

Horley Town Council will continue to ensure its website is accessible, in accordance with these regulations.

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service \(EASS\)](#)

### 3. Standards and Compliance:

Our website is compliant with the Web Content Accessibility Guidelines version 2.1 AA standard. The [Web Content Accessibility Guidelines \(WCAG\)](#) defines requirements for designers and developers to improve accessibility standards for people with disabilities and our website content complies with these standards. <sup>1</sup>

We have developed this site to be AA (or higher) compliant with W3C Web Content Accessibility guidelines. We have implemented a variety of accessibility features to make it easier for people with disabilities to use our website effectively.

### 4. Navigation:

This website has been designed so that as many people as possible may find it straightforward to use. All main pages can be accessed via the navigation bar at the top of every page and secondary pages can be accessed via a series of headings and links provided to navigate around the website for the required information. Where a visitor's web browser supports the latest standards, visitors will also be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- view all photographs and image files (which have been text-tagged)
- navigate most of the website using a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader software application (including the most recent versions of JAWS, NVDA and Voice Over)

### 5. Content:

The content on this website has been written to be clear, concise and readable on the screen using contrasting colours. All font sizes are relative, enabling visually impaired visitors to resize text through standard browser controls.

### 6. How to report any accessibility problems experienced with this website:

We are constantly looking for ways to improve accessibility of our website. If you require help or information on using this website, or in a different format, such as, accessible PDF, large print, easy read, or alternative format, then please contact us by selecting one of the following options:

- Complete our online form: <https://www.horleysurrey-tc.gov.uk/contact>
- Email: [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk)
- Telephone: 01293 784765

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<sup>1</sup> The [Equality and Human Rights Commission \(EHRC\)](#) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

If you cannot view the [Site Map](#) our webpage, then please contact us for advice and/or directions and we will be happy to help.

#### **7. Technical information:**

Any contractor or third party who is engaged in the design and build of webpages for this Council's website, will be required to comply with Government Guidelines. The website will be checked frequently and any new content will be either written or edited by a trained editor to ensure it is produced as clearly as possible.

#### **8. Non-accessible content**

With regards to historical data and documents the downloads are compliant to the Council's chosen standards at the time they were created.

#### **9. How this website has been tested for accessibility**

The Council's website providers last tested the site in August 2019 against WCAG 2.1. They did this through a manual code check / verification rather than an automated tool for better and more practical analysis.

**The site will next be tested in August 2020.**

***Adopted by Full Council: 30 June 2020***

***Next Review Date: 2021***



**Briefing Paper:**  
**Progress Report on 'Café in the Park' and Associated External Works**  
**at Horley Recreation Ground**

**1. General Update as at 18 June 2020**

Due to the Covid-19 lockdown period at the end of March, work on the Café had to be suspended by the contractors. The outstanding work on the Café build had also been adversely affected the sub-contractors appointed by Newlyn during this time and the materials required for the construction also became unavailable.

As the lockdown restrictions eased in late May/early June, Newlyn resumed work in completing some of the internal works such as the flooring and other outstanding infrastructure.\*

*\*(Photos taken by David Copeland at his inspection on 16 June, are appended.)*

Please note the following:

- **Snagging to take place 7 July 2020 (tentative)**
- **Partial handover (building) to take place 10 July 2020 (tentative)**
- **The Farmyard Kitchen (Café Operator) to commence fit-out in week commencing 13 July 2020 (tentative)**

Please further note that the remaining Programme is split into the Café Build (Phase 1); and the Car Park (Phase 2).

**2. Café Build – Next Steps**

The sub-contractors need to complete their works and it has been quite a balancing exercise by Newlyn to determine the overall Programme in liaison with third parties whilst ensuring full compliance on social distancing rules.

As stated above, the provisional target completion date for partial handover is 10 July 2020. The provisional target date for handover to the appointed Café Operators is week commencing 13 July 2020 (so that they may then commence their internal fit-out of the integral Café area).

Thames Water are expected to complete the mains water supply connection by 17 August 2020. Other dependencies as outlined on the Programme Timetable should also be noted.



### **3. Car Park Extension**

The second phase of the Programme is the car park extension. We have been informed that the provisional costs (estimated at 126k) for this phase have increased substantially owing to the additional arboricultural works identified from the study. In view of this, we have asked Newlyn's to provide costs on the original design for further discussion.

The Council does have the option to revert to the original Plan A (car park extends further into the Recreation Ground), for which we still have planning permission. Confirmation of these costs have been requested from Newlyn's.

Other options for Full Council to consider are:

- To defer the car park extension for an agreed period
- To review its design
- To re-tender

### **4. Lease**

The draft version of the Lease is expected to be signed by Mr & Mrs Crawley pending some clauses requiring clarification by the operators who have sought independent legal advice at the Town Council's suggestion. Their target date for occupancy and to commence preparation of their fit-out of the integral Café area is week commencing 13 July 2020.

Understandably, when the Café Operator does open, they will need to operate at very limited capacity. This will be further subject to Government guidance on public health and safety during the Covid-19 crisis together with social distancing and lockdown restrictions put in place.

**APPENDIX A – Latest Photographs (16 June 2020)**



*JW/AJ*

*June 2020*