

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council
Offices, Albert Road, Horley on Tuesday 14 March 2017, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
J Baker
R Biggs
M George
H Kitajewski
L Mabbett
V Marshall
R Olliver
H Randall

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
R Cavanagh – RFO
J Walsh – Planning Officer

F 3976 Apologies and Reasons for Absence

RESOLVED: that the apology of Cllr Jackson be accepted, for reasons as specified in the attendance register.

F 3977 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on the agenda.

RESOLVED: noted.

F 3978 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 3979 Approval of Minutes
Finance & General Purposes Committee, 17 January 2017**

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

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

Audit Matters

F 3980 **RESOLVED: that the Councillors' Audit Certificate for December 2016 and January & February 2017 and Clerk's responses, where applicable, be received. (A copy is appended.)**

F 3981 **RESOLVED: that the Internal Audit Report 2016-2017 (Interim Report No 2), plus Clerk's responses where applicable, be received.**

F 3982 **Financial Reports for December 2016:**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £6,246.79 plus VAT (£6,259.19)**
- iii) Payments List totalling £20,211.61 plus VAT (£21,445.21)**

F 3983 **Financial Reports for January 2017:**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £3,147.07 plus VAT (£10,782.32)
(Includes VAT refund of £7,635.25 from HMRC)**
- iii) Payments List totalling £23,088.56 plus VAT (£24,535.11)**

Financial Reports for February 2017

F 3984 **RESOLVED: that the following reports, as appended to these minutes, be approved:**

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments Compared with Estimates**
- iii) Receipts List totalling £7,914.92 plus VAT (£7,991.73)**
- iv) Payments List totalling £17,848.60 plus VAT (£19,346.38)**

F 3985 The Clerk advised that, with regard to the end of year figures, the income from Edmonds Hall lettings was unlikely to reach the £19,000 budget figure, however, income from events had already exceeded the budgeted figure by a large amount. Overspends on IT and website expenditure would be taken from Reserves as previously minuted. Cllr George remarked that overall expenditure had not exceeded budgeted figures.

RESOLVED: noted.

F 3986 **Surrey County Council Pension Fund**

The Clerk updated members on information received from the Surrey County Council Pension Fund. He reminded members that the Fund valuation had shown a large deficit in 2014, requiring the Town Council

F 3986) to make an annual payment (now called “secondary rate”) of £11,000, over and above a defined percentage of payroll (“primary rate”). The latest valuation would require the Town Council to make a zero secondary rate payment and a primary rate payment of 16.0% of payroll (compared with 25.2% previously).

RESOLVED: noted.

F 3987 Financial Regulations

RESOLVED: that the Financial Regulations be updated, for approval at the Full Council meeting on 4 April 2017.

Communications

F 3988 Cllr Baird updated members on the meeting held earlier.

RESOLVED: noted

F 3989 **RESOLVED: that the Local Authority Publishing Co Ltd be appointed to produce the Horley Town Guide for 2018 & 2019. (At zero cost to this Council.)**

F 3990 **RESOLVED: that, due to additional hosting space being required, Horley Town Council purchase the JL2000 Hosting Package from current provider Jarrett & Lam Consulting, at an annual cost of £795 plus VAT (an increase of £495 per year).**

F 3991 The Clerk explained that to date, eleven Town Councillors had access to the gov.uk emails, the remainder would be added shortly. Both the private email and the gov.uk email would remain in use for a period of up to three months, depending on members’ choices. The Committee Chairman reminded those present that members of the Communications Sub-Committee would be willing to assist other members with the changeover, if required.

RESOLVED: noted.

F 3992 **Borough Standards Committee**

There were no updates to report.

RESOLVED: noted.

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

F 3993 Cllr Olliver updated members on the recent Spring Conference, attended by himself and Cllr George. He added that he would soon be attending another meeting of the South East Region County Association

F 3993) Forum (SERCAF), as well as a NALC Council Meeting. In addition he had attended a meeting of the Sussex & Surrey Associations of Local Councils.

RESOLVED: noted.

F 3994 Cllr Olliver told members that Surrey, East Sussex and West Sussex were still seeking to work together to formulate a Devolution Plan, to operate across all three tiers of Local Government (County, Borough/District and Parish).

RESOLVED: noted.

F 3995 **Local Council Award Scheme**

The Clerk confirmed that Horley Town Council had been awarded Quality Status as part of the Scheme, the first Quality Award to be made in Surrey and Sussex. Thanks were recorded to staff for the work undertaken.

RESOLVED: noted.

F 3996 **Freedom of Information Act – Model Publication Scheme**

RESOLVED: that the Town Council's Policy, subject to one minor amendment, be adopted. (A copy is appended.)

F 3997 **Cycle of Meetings 2017/2018**

RESOLVED:

- i) that the format of the cycle remain unchanged.**
- ii) that the Cycle of Meetings for 2017/2018 be finalised at the Full Council Meeting on 4 April 2017.**

F 3998 **Emergency Plan Review**

The Clerk confirmed that he would be calling a meeting of the recently re-formed Sub-Committee to review and update the existing Emergency Plan (often called Resilience Plan). Cllr George added that availability of resources within the community (boats, 4x4 vehicles etc) should be identified and suggested that the information be sought via the e newsletter in the first instance.

RESOLVED: noted.

F 3999 **Town Meeting, 28 April 2017**

The Clerk told members that the Corporate Affairs and Sustainability Director from Gatwick Airport Ltd would be attending the Town Meeting as guest speaker. The Deputy Clerk added that Cllr Powell

F 3999) would be attending as Borough Mayor. It was noted that prizes would be awarded to the winners of the Junior Court Lodge in Colour competitions. Member agreed that refreshments be served prior to the meeting. Cllr Olliver stressed the importance of as many members as possible attending on the night.

RESOLVED: noted.

F 4000 St George's Day Fayre – Parking Issues

Cllr Baker updated members on issues affecting the St George's Day Fayre, currently being organised by the Horley Association of Traders (HATs) to take place on 22 April. He told members that to date the Borough Council had not given permission for free parking in the Town Centre car parks, as had happened in previous years. (This issue was subsequently resolved.) More importantly the Borough Council planned to make a charge to HATs for the (free) parking bays in the High Street, which would not be available to use for the duration of the Fayre. Cllr Baker explained that this would have a serious impact on the ability of HATs to raise enough money to fund the installation/replacement of the town centre Christmas lights and could jeopardise future community events taking place. After further discussion the following was resolved:

RESOLVED:

- i) that the Town Council support HATs in any practical way that it can.*
- ii) that the matter be discussed fully at the Town/Borough Liaison Meeting on 28 March 2017.*

Improvements / Repairs

F 4001 **RESOLVED: that the quotation from Bennetts to install a replacement gate at Court Lodge Playground, for the sum of £1,285 plus VAT, be approved.**

F 4002 **RESOLVED: that the quotation from Bennetts to install a vehicular gate into the Horley Rec Playground, for the sum of £695 plus VAT, be approved.**

F 4003 **RESOLVED: that the quotation from Bennetts to install flooring in the toilet block at the Langshott Allotments, for the sum of £535 plus VAT, be approved. (Cost to be claimed from the Borough Council from the commuted sum of £18,561.)**

F 4004 The Clerk explained to members that Financial Regulations requiring competitive quotations to be sought had been waived in this instance as the Contractor in question regularly carried out work for the Town Council at these sites.

RESOLVED: noted

F 4005 Repairs / Improvements at the Innes Pavilion

Members considered quotations received to date.

RESOLVED: that quotations for the work be sought from a third contractor and the matter be decided at a future meeting.

F 4006 Surrey Playing Fields

RESOLVED: that payment of £10, being the Town Council's affiliation fee, be approved.

F 4007 Charity Fun Run

RESOLVED: that the request to hold a one mile charity fun run for young children at Horley Recreation Ground be approved in principle, subject to further information being sought.

F 4008 East Surrey Domestic Abuse Services (ESDAS) – request for funding

RESOLVED: that ESDAS be invited to make an application for funding to the Town Council's Grant Scheme.

F 4009 Diary Dates

RESOLVED: that upcoming events be noted, in particular the litter pick along the River Mole on 25 March, the HATs St George's Day Fayre on 22 April and the Town Meeting on 28 April 2017.

F 4010 Urgent Business for inclusion on future agenda

RESOLVED: that the following item be included on the agenda of the next meeting of the Planning Committee:

"To review the operation of the Planning Applications Sub-Committee and to agree the way forward"

**Meeting Closed at 9.07 pm.
Date of Next Meeting: 2 May 2017**


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

December 2016, January 2017, February 2017

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

Observations (Councillors)	Clerk's action
Name: R. BIGGS Signature: 	Signature:
Name: V.A. MARSHALL Signature: VAMarshall	
Date: 14/3/17	Date

HORLEY TOWN COUNCIL

INTERNAL AUDIT 2016-2017

INTERIM REPORT NO.2

I visited the Town Council Office on 2nd November 2016 to commence the Internal Audit process for the year 2016-2017. A second visit was made on 22nd February 2017 to continue the process, concentrating particularly on the budget process, payment and income procedures, and risk management. A final visit to complete the Annual Return will be made in April 2017.

The comments below are in the order of the headings in Section 4 of the Annual Return.

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

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made regularly, at least weekly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31st December 2016.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for hall improvements should be completely repaid in November 2018.

B. FINANCIAL REGULATIONS

Standing Orders are reviewed annually and broadly follow the latest NALC model. Financial Regulations have been drawn up based on the NALC model, and whilst Council adopts European regulations for procurement, a further revision to Financial Regulations awaits publication of an up-to-date NALC version.

Council is authorised to use the general Power of Competence, and as such, use of S.137 is no longer be required.

C. RISK MANAGEMENT

A full review of Risk Management was carried out in January 2017, including a review of Internal Controls. A comprehensive schedule of inspections is in place, and external providers of inspections are chased for reports when necessary.

Following advice from Surrey Police, office security is to be upgraded.

Contractors Public Liability insurance is checked for cover and relevance.

Council will consider an increase in Fidelity cover from £500k.at next insurance renewal in April 2017.

PAT testing due April 2017, as is legionella testing on Edmonds Hall and Innes Pavilion.

D. BUDGET & PRECEPT

The Budget process for 2017-2018, with projections for a further three years, has been completed with a 1.89% increase in precept. Impact of this is mitigated by a sizeable increase in C/Tax base following completion of dwellings in NE of Horley, and Band D figure remains below average at £35.94. Further impact will follow with new major developments starting to NW of the town.

A full range of options for budget setting, including use of Reserves for anticipated projects, was discussed. RFO is aware of the salary scale increases already agreed for April 2018.

E. INCOME

All tariffs were reviewed for 2017-2018, but generally remain unchanged to stay competitive.

Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required.

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

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

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly. However, little use is now made of the cash facility, as Council now uses two pre-paid debit cards each pre-loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

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

G. PAYROLL

Payroll is carried out in-house using Sage.

HMRC processes including RTI are properly followed

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, and recent SCP and hours enhancements have been correctly implemented, as have scale increases for two members of staff.

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

Training records are kept, and a staff appraisal scheme with measurable objectives is in place.

Pension contributions have been revised downwards following review by County Council.

Members Allowance scheme has not been adopted, although this is being considered currently.

H. ASSETS & INVESTMENTS

The Asset Register was updated in March 2016 in line with recommendations made last year, and is a comprehensive document detailing acquisition cost, disposal details, insurance values, and provision for physical check by members.

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by a panel of Members.

Council has so far not invested with CCLA, preferring to keep with mainstream deposit takers. However, in view of further falls in interest rates, this is being kept under review.

J. YEAR END ACCOUNTS

To be considered.

K. TRUSTEESHIP

N/A

OTHER ITEMS

An updated Business Plan was adopted at the Annual Town Meeting in Spring 2016.

All Council policies were revised April 2016, in connection with application for renewed Quality status which has now been approved. These include Social Networking, Equalities, Complaints, and Health & Safety policies.

A schedule of key dates for renewals, reviews and other essential actions should be prepared.

Data protection registration is up to date

Paul Hartley
Internal Auditor
22nd February 2017

Horley Town Council

Bank Reconciliation at 31/12/2016			
	Cash in Hand 01/04/2016		326,187.14
	ADD		
	Receipts 01/04/2016 - 31/12/2016		458,071.29
	SUBTRACT		
	Payments 01/04/2016 - 31/12/2016		320,832.10
A	Cash in Hand 31/12/2016 (per Cash Book)		463,426.33
	Cash in hand per Bank Statements		
	Cash 31/12/2016	150.00	
	HSBC Current 31/12/2016	24,182.79	
	HSBC Deposit 31/12/2016	835.92	
	HSBC Payroll 31/12/2016	1,224.45	
	Barclays 10 Day 31/12/2016	388,597.69	
	Nationwide Intl 31/12/2016	21,804.69	
	Barclays Direct Access 31/12/2016	25,708.11	
	FairFX Corporate Bank (Debit Carc 31/12/2016	922.68	
			463,426.33
	Less unrepresented cheques As attached		0.00
			463,426.33
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		463,426.33
	A = B Checks out OK		

Horley Town Council RECEIPTS LIST December 2016

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
333 Football Pitches	01/12/2016	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	124.75	0.00	124.75
334 Football Pitches	01/12/2016	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	121.88	0.00	121.88
335 Football Pitches	01/12/2016	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	121.88	0.00	121.88
336 Football Pitches	01/12/2016	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	328.55	0.00	328.55
337 Edmonds Hall	01/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Pointe School of Dance	Z	324.00	0.00	324.00
338 Football Pitches	02/12/2016	L&A	HSBC Current		Football pitch hire	Gatwick Albion FC	Z	100.88	0.00	100.88
339 Edmonds Hall	02/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	125.00	0.00	125.00
340 Cllr Training	02/12/2016	F&GP	HSBC Current		Councillor training	Gatwick Diamond	Z	25.00	0.00	25.00
341 Football Pitches	05/12/2016	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	121.88	0.00	121.88
342 Edmonds Hall	06/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Church Group	Z	20.00	0.00	20.00
343 Innes Pavilion	06/12/2016	L&A	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
344 Edmonds Hall	07/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	100.00	0.00	100.00
345 Edmonds Hall	08/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Hobgoblin Theatre Group	Z	35.00	0.00	35.00
346 Football Pitches	09/12/2016	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	88.81	0.00	88.81
347 Event Income	12/12/2016	L&A	HSBC Current		Banner Display	Helping Hands	Z	60.00	0.00	60.00
348 Saturday Market	15/12/2016	L&A	HSBC Current	42	Market Income	Saturday Market	Z	20.00	0.00	20.00
349 Photocopying	15/12/2016	L&A	HSBC Current	42	Photocopying	Court Lodge Residents	S	62.00	12.40	74.40
350 Edmonds Hall	15/12/2016	L&A	HSBC Current	42	Edmonds Hall hire fee	Wardrobe Wizards	Z	210.00	0.00	210.00
351 Football Pitches	15/12/2016	L&A	HSBC Current	42	Football pitch hire	Perrywood FC	Z	70.00	0.00	70.00
352 Edmonds Hall	15/12/2016	L&A	HSBC Current	42	Edmonds Hall hire fee	Art Class	Z	164.00	0.00	164.00
353 Edmonds Hall	15/12/2016	L&A	HSBC Current	42	Edmonds Hall hire fee	RCCG Church	Z	587.00	0.00	587.00
354 Football Pitches	18/12/2016	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	88.00	0.00	88.00
355 Edmonds Hall	19/12/2016	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	135.00	0.00	135.00
356 Baskets and planting	21/12/2016	L&A	HSBC Current		Grant Received	Surrey County Council	Z	1,866.75	0.00	1,866.75
357 Event Income	23/12/2016	L&A	HSBC Current		Banner Display	Slimming World	Z	60.00	0.00	60.00
358 Event Income	23/12/2016	L&A	HSBC Current		Banner Display	Ultimate Lifestyle	Z	30.00	0.00	30.00
359 Bank Interest	01/12/2016	F&GP	Barclays 10 Day		Interest	Barclays	E	491.00	0.00	491.00
360 Bank Interest	01/12/2016	F&GP	Barclays Direct		Interest	Barclays	E	15.31	0.00	15.31
361 Bank Interest	02/12/2016	F&GP	HSBC Deposit		Interest	HSBC	E	0.10	0.00	0.10
Total								6,246.79	12.40	6,259.19

**Horley Town Council
PAYMENTS LIST December 16**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
536	01/12/2016	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy	S	19.00	3.80	22.80
537	01/12/2016	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	190.00	0.00	190.00
538	02/12/2016	F&GP	HSBC Current	DD	Photocopying	SOS Systems Ltd	S	212.14	42.43	254.57
539	02/12/2016	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
540	02/12/2016	F&GP	HSBC Current	DD	Electricity supply	British Gas	S	399.82	79.96	479.78
541	06/12/2016	L&A	HSBC Current	DC	Edmonds Hall - returned	Church Group	E	150.00	0.00	150.00
542	08/12/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
543	12/12/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
544	13/12/2016	F&GP	HSBC Current	52104S600Q59	Cleaning	Asbit	S	137.32	27.46	164.78
545	13/12/2016	F&GP	HSBC Current	52104S600Q59	Cleaning	Asbit	S	141.32	28.26	169.58
546	13/12/2016	F&GP	HSBC Current	52104S600Q59	Repairs/Maintenance	Asbit	S	58.95	11.79	70.74
547	13/12/2016	L&A	HSBC Current	43694S6021PA	Grounds Maintenance	Burleys	S	3,497.34	699.47	4,196.81
548	13/12/2016	F&GP	HSBC Current	1503436018H0	Office maintenance -	Constant Hygiene	S	225.00	45.00	270.00
549	13/12/2016	F&GP	HSBC Current	14224S6022J4	Stationery	Don Ruffles Ltd.	S	49.39	9.88	59.27
550	13/12/2016	F&GP	HSBC Current	38424S6003K2	PAYE	HMRC	E	1,856.00	0.00	1,856.00
551	13/12/2016	F&GP	HSBC Current	38424S6003K2	NIC Employee	HMRC	E	358.56	0.00	358.56
552	13/12/2016	F&GP	HSBC Current	38424S6003K2	NIC Employer	HMRC	E	880.16	0.00	880.16
553	13/12/2016	F&GP	HSBC Current	75294S6023WG	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
554	13/12/2016	F&GP	HSBC Current	75294S6023WG	Security Guard Patrol	Lion Security	S	54.00	10.80	64.80
555	13/12/2016	F&GP	HSBC Current	46984S601TE6	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
556	13/12/2016	F&GP	HSBC Current	65824S600V5Q	Maintenance Agreement	Cowley Group	S	95.00	19.00	114.00
557	13/12/2016	F&GP	HSBC Current	03794S600TD0	Maintenance Agreement	Tritel Communications	S	225.00	45.00	270.00
558	13/12/2016	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	49.92	0.00	49.92
559	16/12/2016	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	48.65	4.70	53.35
560	16/12/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	X	87.16	0.00	87.16
561	19/12/2016	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
562	19/12/2016	F&GP	HSBC Current	31044SD0105E	Website	Jarret & Lam Consulting	S	190.00	38.00	228.00
563	19/12/2016	F&GP	HSBC Current	32584SD00HL1	Office supplies	Various	S	36.87	1.54	38.41
564	19/12/2016	F&GP	HSBC Current	56504SD01197	Pension payments	Prudential LGAVC	E	200.00	0.00	200.00
565	19/12/2016	F&GP	HSBC Current	12054SD03HKK	Staff Expenses	Staff Member A	E	72.30	0.00	72.30
566	21/12/2016	F&GP	HSBC Current	38294S1022P7	Window cleaning	Michael Stone	E	55.00	0.00	55.00
567	21/12/2016	F&GP	HSBC Current	20694S109YM	Pension payments	Surrey Pension Fund	E	663.78	0.00	663.78
568	21/12/2016	F&GP	HSBC Current	20694S109YM	Pension payments	Surrey Pension Fund	E	3,204.83	0.00	3,204.83
569	28/12/2016	F&GP	HSBC Current	DD	Telephone charges	BT	S	116.72	23.34	140.06
570	28/12/2016	F&GP	HSBC Current	DD	Gas supply	British Gas	S	109.39	50.61	160.00
571	01/12/2016	F&GP	FairFX Corporate	DC	Stationery	Amazon	S	14.31	2.86	17.17

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
572 IT	02/12/2016	F&GP	FairFX Corporate	DC	IT Software	Microsoft	S	7.00	1.40	8.40
573 IT	09/12/2016	F&GP	FairFX Corporate	DC	IT Software	Adobe Systems Software	X	9.52	0.00	9.52
574 Office Supplies &	13/12/2016	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	4.53	0.90	5.43
575 Net Salaries	23/12/2016	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,287.49	0.00	6,287.49
Total								20,211.61	1,233.60	21,445.21

Horley Town Council

Bank Reconciliation at 31/01/2017			
	Cash in Hand 01/04/2016		326,187.14
	ADD		
	Receipts 01/04/2016 - 31/01/2017		468,853.61
	SUBTRACT		
	Payments 01/04/2016 - 31/01/2017		795,040.75
A	Cash in Hand 31/01/2017 (per Cash Book)		449,673.54
Cash in hand per Bank Statements			
	Cash	31/01/2017	150.00
	HSBC Current	31/01/2017	34,774.34
	HSBC Deposit	31/01/2017	835.92
	HSBC Payroll	31/01/2017	1,327.36
	Barclays 10 Day	31/01/2017	388,663.84
	Nationwide Intl	31/01/2017	21,804.69
	Barclays Direct Access	31/01/2017	710.80
	FairFX Corporate Bank (Debit	31/01/2017	1,406.59
			449,673.54
	Less unrepresented cheques As attached		0.00
			449,673.54
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		449,673.54
A = B Checks out OK			

Horley Town Council RECEIPTS LIST Jan 2017

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
362	03/01/2017	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	121.88	0.00	121.88
363	03/01/2017	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	124.75	0.00	124.75
364	03/01/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	328.55	0.00	328.55
365	03/01/2017	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	121.88	0.00	121.88
366	03/01/2017	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	121.88	0.00	121.88
367	04/01/2017	L&A	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
368	13/01/2017	L&A	HSBC Current		Edmonds Hall hire fee	Chenealers School of	Z	200.00	0.00	200.00
369	13/01/2017	L&A	HSBC Current		Edmonds Hall hire fee	Chenealers School of	Z	27.00	0.00	27.00
370	16/01/2017	L&A	HSBC Current	43	Edmonds Hall hire fee	Silver Moon Dancing	Z	200.00	0.00	200.00
371	16/01/2017		HSBC Current	43	Wayleaves	UK Power Networks	Z	3.45	0.00	3.45
372	16/01/2017		HSBC Current	43	Wayleaves	UK Power Networks	Z	5.15	0.00	5.15
373	16/01/2017	L&A	HSBC Current	43	Edmonds Hall hire fee	Tai-Chi	Z	58.00	0.00	58.00
374	16/01/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
375	16/01/2017	L&A	HSBC Current		Football pitch hire	Horley Town FC U17's	Z	40.00	0.00	40.00
376	18/01/2017	L&A	HSBC Current		Football pitch hire	Gatwick Albion FC	Z	100.88	0.00	100.88
377	19/01/2017	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	88.81	0.00	88.81
378	20/01/2017	L&A	HSBC Current		Edmonds Hall hire fee	Pointe School of Dance	Z	120.00	0.00	120.00
379	21/01/2017	L&A	HSBC Current		Banner Display	Slimming World	Z	40.00	0.00	40.00
380	23/01/2017	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	54.00	0.00	54.00
381	24/01/2017	F&GP	HSBC Current		Vat Refund	HMRC	R	0.00	7,635.25	7,635.25
382	30/01/2017	L&A	HSBC Current	44	Edmonds Hall hire fee	Silver Moon Dancing	Z	80.00	0.00	80.00
383	30/01/2017	L&A	HSBC Current	44	Allotment Rent	Allotment Holder	Z	100.00	0.00	100.00
384	30/01/2017	F&GP	HSBC Current	44	Banner Display	Gatton Trust	Z	20.00	0.00	20.00
385	30/01/2017	F&GP	HSBC Current	44	Edmonds Hall hire fee	Tai-Chi	Z	29.00	0.00	29.00
386	30/01/2017	F&GP	HSBC Current	44	Edmonds Hall hire fee	Art Class	Z	123.00	0.00	123.00
387	30/01/2017	F&GP	HSBC Current	44	Football pitch hire	Perrywood FC	Z	70.00	0.00	70.00
388	31/01/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
389	31/01/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
390	03/01/2017	F&GP	Barclays Direct		Interest	Barclays	E	2.69	0.00	2.69
391	03/01/2017	F&GP	Barclays 10 Day		Interest	Barclays	E	66.15	0.00	66.15
Total								3,147.07	7,635.25	10,782.32

Horley Town Council PAYMENTS LIST Jan 2017

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
576	03/01/2017	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy)	S	19.00	3.80	22.80
577	03/01/2017	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
578	03/01/2017	F&GP	HSBC Current	DD	Rates	Reigate & Banstead	E	190.00	0.00	190.00
579	09/01/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
580	11/01/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
581	11/01/2017	F&GP	HSBC Current	52824SY00UQS	Cleaning	Asbit	S	164.54	32.91	197.45
582	11/01/2017	F&GP	HSBC Current	52824SY00UQS	Cleaning	Asbit	S	189.04	37.81	226.85
583	11/01/2017	F&GP	HSBC Current	52824SY00UQS	Cleaning	Asbit	S	58.44	11.69	70.13
584	11/01/2017	F&GP	HSBC Current	52824SY00UQS	Cleaning	Asbit	S	179.22	35.84	215.06
585	11/01/2017	L&A	HSBC Current	116643Y00W66	Christmas tree	J S Greenwood -	S	595.00	119.00	714.00
586	11/01/2017	L&A	HSBC Current	76474SY00VTE	Grounds Maintenance	Burleys	S	3,497.34	699.47	4,196.81
587	11/01/2017	F&GP	HSBC Current	13644SY001VX	PAYE	HMRC	E	1,856.00	0.00	1,856.00
588	11/01/2017	F&GP	HSBC Current	13644SY001VX	NIC Employee	HMRC	E	358.56	0.00	358.56
589	11/01/2017	F&GP	HSBC Current	13644SY001VX	NIC Employer	HMRC	E	880.16	0.00	880.16
590	11/01/2017	F&GP	HSBC Current	22744SY00C4C	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
591	11/01/2017	L&A	HSBC Current	70534SY0103K	Allotment maintenance	Mitchells of Horley Ltd	S	930.00	186.00	1,116.00
592	11/01/2017	L&A	HSBC Current	55574SY01ZTY	Football Keyholder	Kickboxing - S Reynolds	Z	280.00	0.00	280.00
593	12/01/2017	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	29.48	0.00	29.48
594	13/01/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	X	112.35	0.00	112.35
595	17/01/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
596	18/01/2017	F&GP	HSBC Current	DD	Office supplies	Don Ruffles Ltd.	S	50.00	10.00	60.00
597	18/01/2017	F&GP	HSBC Current	62654T500J76	Fire Extinguisher	Fire Protection Services	S	60.00	12.00	72.00
598	18/01/2017	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	48.61	4.70	53.31
599	24/01/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	L	151.12	8.88	160.00
600	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Cleaning	Asbit	S	96.88	19.38	116.26
601	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Repairs/Maintenance	Asbit	S	32.50	6.50	39.00
602	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Cleaning	Asbit	S	141.32	28.26	169.58
603	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Repairs/Maintenance	Asbit	S	34.50	6.90	41.40
604	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Cleaning	Asbit	S	141.32	28.26	169.58
605	30/01/2017	F&GP	HSBC Current	13684TJ00XH1	Repairs/Maintenance	Asbit	S	111.84	22.37	134.21
606	30/01/2017	F&GP	HSBC Current	13204TJ01HHX	CCTV	Lion Security	Z	1,045.00	0.00	1,045.00
607	30/01/2017	F&GP	HSBC Current	46104TJ009JQ	Office supplies	Various	S	28.43	1.86	30.29
608	30/01/2017	L&A	HSBC Current	61034TJ008Q9	Christmas tree	Mitchells of Horley Ltd	S	440.00	88.00	528.00
609	30/01/2017	F&GP	HSBC Current	06854TJ01J7X	Pension payments	Prudential LGAVC	E	200.00	0.00	200.00
610	30/01/2017	F&GP	HSBC Current	38724TJ008DV	Keys	Seldons Locksmiths	S	13.75	2.75	16.50
611	30/01/2017	F&GP	HSBC Current	58114TJ008XH	Pension payments	Surrey Pension Fund	E	663.78	0.00	663.78

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
612	30/01/2017	F&GP	HSBC Current	58114TJ008XH	Pension payments	Surrey Pension Fund	E	3,204.83	0.00	3,204.83
613	03/01/2017	F&GP	FairFX Corporate	DC	IT Software	Microsoft	S	7.00	1.40	8.40
614	05/01/2017	F&GP	FairFX Corporate	DC	Subscription	SLCC Enterprises Ltd	Z	310.00	0.00	310.00
615	09/01/2017	F&GP	FairFX Corporate	DC	IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
616	16/01/2017	F&GP	FairFX Corporate	DC	Website	Fasthosts	S	13.98	2.80	16.78
617	20/01/2017	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	3.28	0.66	3.94
618	20/01/2017	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	14.13	2.82	16.95
619	23/01/2017	F&GP	FairFX Corporate	DC	Stationery	Amazon	S	8.78	1.76	10.54
620	23/01/2017	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	11.59	2.32	13.91
621	30/01/2017	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	9.16	1.83	10.99
622	31/01/2017	F&GP	FairFX Corporate	DC	IT Software	HootSuite Media Inc.	S	95.88	19.18	115.06
623	27/01/2017	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,497.09	0.00	6,497.09
Total								23,088.56	1,446.55	24,535.11

Horley Town Council

Bank Reconciliation at 28/02/2017			
	Cash in Hand 01/04/2016		326,187.14
	ADD		
	Receipts 01/04/2016 - 28/02/2017		476,845.34
	SUBTRACT		
	Payments 01/04/2016 - 28/02/2017		364,713.59
A	Cash in Hand 28/02/2017 (per Cash Book)		438,318.89
	Cash in hand per Bank Statements		
	Cash 28/02/2017	150.00	
	HSBC Current 28/02/2017	23,306.65	
	HSBC Deposit 28/02/2017	835.92	
	HSBC Payroll 28/02/2017	1,639.47	
	Barclays 10 Day 28/02/2017	363,663.84	
	Nationwide Intl 28/02/2017	21,804.69	
	Barclays Direct Access 28/02/2017	25,710.80	
	FairFX Corporate Bank (Debit Card) 28/02/2017	1,257.52	
			438,368.89
	Less unrepresented cheques As attached		50.00
			438,318.89
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		438,318.89
	A = B Checks out OK		

Horley Town Council

Summary of Receipts and Payments Feb 17

All Cost Centres and Codes

Cost Centre PRECEPT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	315,882.00	315,882.00					
SUB TOTAL		315,882.00	315,882.00					

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	3,000.00	4,234.89	1,235				1,235
3	Section 136 LGA	35,400.00	35,400.00					
5	Devolved Powers							
6	Council Tax Support Grant	15,630.00	15,630.00					
SUB TOTAL		54,030.00	55,264.89	1,235				1,235

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	19,000.00	14,264.81	-4,735		50.00	-50	-4,785
8	Football Pitches	10,000.00	8,402.74	-1,597		329.75	-330	-1,927
9	Church Rd Allotments	3,200.00	3,198.45	-2		100.00	-100	-102
10	Langshott Allotments	3,500.00	3,778.00	278		45.00	-45	233
11	Bowls Club	251.00	251.00					
12	Innes Pavilion	9,000.00	8,250.00	-750				-750
13	Saturday Market	1,500.00	1,420.00	-80				-80
14	Event Income	3,500.00	9,392.00	5,892		1,530.00	-1,530	4,362
15	Meeting Room	220.00	265.00	45				45
16	Edmonds Hall Deposits		800.00	800		400.00	-400	400
17	Football Pitch Deposits		300.00	300		200.00	-200	100
SUB TOTAL		50,171.00	50,322.00	151		2,654.75	-2,655	-2,504

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				2,000.00	1,532.20	468	468
20	Courier & Postage				400.00	209.00	191	191
21	Office Supplies & Equipment		50.00	50	1,000.00	1,438.39	-438	-388
22	Photocopying	80.00	143.00	63	4,500.00	2,790.39	1,710	1,773
23	IT		2.03	2	3,500.00	4,261.53	-762	-760
24	Website				2,000.00	2,527.47	-527	-527
25	Communications				1,800.00	1,528.63	271	271
26	Environment Campaign							
SUB TOTAL		80.00	195.03	115	15,200.00	14,287.61	912	1,027

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				78,000.00	72,798.14	5,202	5,202
31	PAYE				22,000.00	20,454.20	1,546	1,546
32	NI Employee				3,800.00	3,959.51	-160	-160
33	NI Employer				9,300.00	9,584.17	-284	-284
34	SCC Pension Employee				10,200.00	8,637.80	1,562	1,562
35	SCC Pension Employer				39,000.00	32,048.85	6,951	6,951
SUB TOTAL					162,300.00	147,482.67	14,817	14,817

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,284.59	715	715
39	Cleaning of hall and office				8,300.00	6,717.45	1,583	1,583
40	Utilities				4,600.00	2,965.42	1,635	1,635
41	Rates				1,900.00	1,895.05	5	5
42	Maintenance Contracts				2,000.00	1,155.00	845	845
43	Window Cleaning				450.00	385.00	65	65
44	Security Alarm system							
45	Fire Equipment & H & S				460.00	1,331.78	-872	-872
46	Market rates and utilities							
SUB TOTAL					20,710.00	16,734.29	3,976	3,976

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges		4.00	4	1,350.00	1,059.55	290	294
52	Insurance		156.81	157	7,100.00	6,928.22	172	329
53	Legal and professional fees				2,250.00		2,250	2,250
54	Audit fees				2,100.00	1,750.00	350	350
55	Subscriptions & Licences				6,000.00	6,096.67	-97	-97
56	Advertising							
57	Newsletter				250.00	209.00	41	41
58	Town Guide				500.00	85.00	415	415
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	476.10	-76	-76
63	Cllr Expenses		183.33	183	250.00	652.08	-402	-219
64	Cllr Training		25.00	25	750.00	481.66	268	293
65	Staff Expenses				500.00	185.70	314	314
66	Staff Training				1,000.00	445.00	555	555
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL			369.14	369	41,995.00	37,913.90	4,081	4,450

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,000.00	43,228.19	2,772	2,772
71	Contractors' Maint (Agency)					386.00	-386	-386
72	Playground Inspections				7,700.00	6,783.00	917	917
73	Playground Repairs				8,500.00	3,742.98	4,757	4,757
74	Litter Bins				400.00		400	400
75	Signage				1,500.00	35.00	1,465	1,465
76	Pest Control				520.00	20.00	500	500
77	Tree Surgery				7,000.00	4,931.00	2,069	2,069
125	Project Expenditure		15,000.00	15,000		2,565.00	-2,565	12,435
126	Himalayan Balsam				500.00		500	500
SUB TOTAL			15,000.00	15,000	72,120.00	61,691.17	10,429	25,429

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				4,500.00	5,731.05	-1,231	-1,231
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA				500.00		500	500
82	Footpaths & Car park							
123	Grounds		1,439.15	1,439	1,500.00	3,697.60	-2,198	-758
SUB TOTAL			1,439.15	1,439	8,000.00	9,428.65	-1,429	11

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Football pitches/Grounds		382.00	382	1,000.00	2,730.87	-1,731	-1,349
87	Buildings				6,000.00	877.00	5,123	5,123
88	Utilities		648.33	648	2,500.00	2,231.16	269	917
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,025.00	2,062.10	-37	-37
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0
130	Refurbishment							
131	Maintenance Contracts				770.00	727.25	43	43
132	Innes Communications				288.00	255.60	32	32
133	Rates				2,000.00		2,000	2,000
134	Security Patrols				1,500.00	845.00	655	655
135	Insurance							
139	Innes Cleaning							
SUB TOTAL			1,030.33	1,030	30,802.00	24,448.10	6,354	7,384

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				686.00	552.05	134	134
121	Buildings and Grounds				1,550.00		1,550	1,550
140	Scout Hut Demolition				10,000.00		10,000	10,000
SUB TOTAL					12,236.00	552.05	11,684	11,684

Cost Centre EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds		850.00	850	500.00	756.80	-257	593
SUB TOTAL			850.00	850	500.00	756.80	-257	593

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance					1,424.80	-1,425	-1,425
97	Church Rd Maintenance		5.00	5	1,700.00	1,072.50	628	633
98	Church Rd Utilities				450.00	19.59	430	430
99	Langshott Utilities				900.00		900	900
SUB TOTAL			5.00	5	3,050.00	2,516.89	533	538

Cost Centre TOWN CENTRE

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

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

100	Baskets and planting	1,000.00	3,766.75	2,767	7,000.00	8,994.71	-1,995	772
101	Horley/South & SE in Bloom		990.00	990	2,100.00	1,986.55	113	1,103
102	Christmas				1,900.00	1,115.00	785	785
SUB TOTAL		1,000.00	4,756.75	3,757	11,000.00	12,096.26	-1,096	2,660

Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	1,841.00	759	759
106	CCTV Installation				1,550.00	1,045.00	505	505
107	CCTV Maintenance				2,100.00	635.00	1,465	1,465
108	CCTV Broadband Connections					792.44	-792	-792
SUB TOTAL					6,250.00	4,313.44	1,937	1,937

Cost Centre GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00	437.50	563	563
111	Churchyards				6,000.00	5,200.00	800	800
112	Cllr Initiative grants							
113	Other Grants							
SUB TOTAL					7,000.00	5,637.50	1,363	1,363

Cost Centre VAT RECLAIM

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

Cost Centre CONTINGENCY

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

NET TOTAL	421,163.00	445,114.29	23,951	391,163.00	340,514.08	50,649	74,600
V.A.T.		31,731.05			24,199.51		
GROSS TOTAL		476,845.34			364,713.59		

FEBRUARY 2017

Horley Town Council
Uncashed payments/transfers out (All banks)
(Upto 28/02/2017)

Voucher	Date	Cheque No.	Description	Total	Bank
667	28/02/2017	104371	Edmonds Hall hire fee	50.00	HSBC Current
			Total-----	50.00	

Horley Town Council RECEIPTS LIST Feb 17

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
392 Church Rd Allotments	01/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	40.00	0.00	40.00
393 Football Pitches	01/02/2017	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	124.75	0.00	124.75
394 Football Pitches	01/02/2017	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	121.88	0.00	121.88
395 Football Pitches	01/02/2017	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	121.88	0.00	121.88
396 Church Rd Allotments	02/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
397 Football Pitches	03/02/2017	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	121.88	0.00	121.88
398 Church Rd Allotments	03/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	150.00	0.00	150.00
399 Church Rd Allotments	03/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
400 Church Rd Allotments	03/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
401 Innes Pavilion	05/02/2017	F&GP	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
402 Utilities	05/02/2017	F&GP	HSBC Current		Electricity supply	Kickboxing - S Reynolds	X	236.50	0.00	236.50
403 Church Rd Allotments	06/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	150.00	0.00	150.00
404 Church Rd Allotments	06/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
405 Church Rd Allotments	06/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
406 Edmonds Hall	06/02/2017	L&A	HSBC Current		Edmonds Hall hire fee	Pointe School of Dance	Z	230.00	0.00	230.00
407 Edmonds Hall	06/02/2017	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	100.00	0.00	100.00
408 Edmonds Hall	06/02/2017	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	50.00	0.00	50.00
409 Church Rd Allotments	06/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	30.00	0.00	30.00
410 Horley/South & SE in	07/02/2017	L&A	HSBC Current		Donation	Crest Nicholson	Z	500.00	0.00	500.00
411 Football Pitches	07/02/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	53.00	0.00	53.00
412 Football Pitches	07/02/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	36.00	0.00	36.00
413 Church Rd Allotments	07/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
414 Church Rd Allotments	08/02/2017	L&A	HSBC Current	45	Allotment Rent	Allotment Holder	Z	380.00	0.00	380.00
415 Edmonds Hall	08/02/2017	L&A	HSBC Current	45	Edmonds Hall hire fee	Wardrobe Wizards	Z	210.00	0.00	210.00
416 Church Rd Allotments	08/02/2017	L&A	HSBC Current	45	Allotment Rent	Allotment Holder	Z	300.00	0.00	300.00
417 Saturday Market	08/02/2017	L&A	HSBC Current	45	Market Income	Saturday Market	Z	120.00	0.00	120.00
418 Church Rd Allotments	08/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
419 Church Rd Allotments	08/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	30.00	0.00	30.00
420 Church Rd Allotments	08/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
421 Edmonds Hall	10/02/2017	L&A	HSBC Current		Edmonds Hall hire fee	Chenelers School of	Z	81.00	0.00	81.00
422 Event Income	10/02/2017	L&A	HSBC Current		Banner Display	East Surrey College	Z	320.00	0.00	320.00
423 Church Rd Allotments	10/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	115.00	0.00	115.00
424 Church Rd Allotments	13/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	105.00	0.00	105.00
425 Church Rd Allotments	13/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	140.00	0.00	140.00
426 Church Rd Allotments	13/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
427 Football Pitches	14/02/2017	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	80.00	0.00	80.00

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
428	16/02/2017	L&A	HSBC Current		Hanging Baskets	Reigate & Banstead	Z	850.00	0.00	850.00
429	16/02/2017	L&A	HSBC Current		Emlyn Meadows	Reigate & Banstead	Z	850.00	0.00	850.00
430	16/02/2017	L&A	HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	382.00	76.40	458.40
431	16/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
432	16/02/2017	F&GP	HSBC Current		Banner Display	Horley Row Community	Z	20.00	0.00	20.00
433	17/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
434	20/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
435	20/02/2017	F&GP	HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	90.00	0.00	90.00
436	21/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
437	21/02/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	53.00	0.00	53.00
438	23/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
439	23/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
440	27/02/2017	L&A	HSBC Current		Edmonds Hall hire fee	Pilates - Kathy Gerrard	Z	81.00	0.00	81.00
441	27/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
442	28/02/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	65.00	0.00	65.00
443	20/02/2017	F&GP	FairFX Corporate		IT Software	Microsoft	S	2.03	0.41	2.44
Total								7,914.92	76.81	7,991.73

**Horley Town Council
PAYMENTS LIST Feb 17**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
624	01/02/2017	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy	S	19.00	3.80	22.80
625	02/02/2017	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
626	06/02/2017	F&GP	HSBC Current	DD	Photocopying	PEAC (UK) Ltd	S	519.00	103.80	622.80
627	08/02/2017	F&GP	HSBC Current	DD	Telephone charges	BT	S	407.50	81.50	489.00
628	08/02/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
629	10/02/2017	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	28.04	0.00	28.04
630	13/02/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
631	14/02/2017	F&GP	HSBC Current	88934TX0253K	Repairs/Maintenance	Action Pumps Ltd	X	312.00	0.00	312.00
632	14/02/2017	F&GP	HSBC Current	63144TX0008K	Stationery	Don Ruffles Ltd.	S	25.68	5.14	30.82
633	14/02/2017	F&GP	HSBC Current	636241TX000PT	PAYE	HMRC	E	1,783.20	0.00	1,783.20
634	14/02/2017	F&GP	HSBC Current	636241TX000PT	NIC Employee	HMRC	E	358.56	0.00	358.56
635	14/02/2017	F&GP	HSBC Current	636241TX000PT	NIC Employer	HMRC	E	880.16	0.00	880.16
636	14/02/2017	L&A	HSBC Current	34034TX00P9D	Allotment Refund	Allotment Holder	E	50.00	0.00	50.00
637	14/02/2017	F&GP	HSBC Current	57214TX00P8	Website	Jarret & Lam Consulting	S	412.50	82.50	495.00
638	14/02/2017	F&GP	HSBC Current	52584TX00990	IT Updates	Micro Maintenance Ltd.	S	1,300.00	260.00	1,560.00
639	14/02/2017	F&GP	HSBC Current	52584TX00990	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
640	14/02/2017	L&A	HSBC Current	41724TX007C8	Playground Inspection	The Play Inspection Co.	S	255.00	51.00	306.00
641	14/02/2017	F&GP	HSBC Current	66954TX001ZX	Window cleaning	Michael Stone	E	55.00	0.00	55.00
642	16/02/2017	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	48.57	4.70	53.27
643	16/02/2017	F&GP	HSBC Current	62364U3000PK	Cleaning	Asbit	S	122.10	24.42	146.52
644	16/02/2017	F&GP	HSBC Current	62364U3000PK	Repairs/Maintenance	Asbit	S	32.50	6.50	39.00
645	16/02/2017	F&GP	HSBC Current	62364U3000PK	Cleaning	Asbit	S	141.32	28.26	169.58
646	16/02/2017	F&GP	HSBC Current	62364U3000PK	Cleaning	Asbit	S	141.32	28.26	169.58
647	16/02/2017	L&A	HSBC Current	30904V3007QV	Football cleaning charge	Bennetts Builders Ltd	S	213.20	42.64	255.84
648	16/02/2017	L&A	HSBC Current	30904V3007QV	Football cleaning charge	Bennetts Builders Ltd	S	159.90	31.98	191.88
649	16/02/2017	L&A	HSBC Current	30904V3007QV	Football cleaning charge	Bennetts Builders Ltd	S	213.20	42.64	255.84
650	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground repairs	Bennetts Builders Ltd	S	494.50	98.90	593.40
651	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
652	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	342.00	68.40	410.40
653	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	333.00	66.60	399.60
654	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
655	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
656	16/02/2017	L&A	HSBC Current	30904V3007QV	Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
657	16/02/2017	L&A	HSBC Current	30904V3007QV	Inspections	Bennetts Builders Ltd	S	150.00	30.00	180.00
658	16/02/2017	L&A	HSBC Current	30904V3007QV	Inspections	Bennetts Builders Ltd	S	150.00	30.00	180.00
659	16/02/2017	L&A	HSBC Current	30904U3007QV	Inspections	Bennetts Builders Ltd	S	150.00	30.00	180.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
660	16/02/2017	F&GP	HSBC Current	22074U300L9	Fire Extinguisher	Fireline ltd	S	122.46	24.49	146.95
661	16/02/2017	F&GP	HSBC Current		Football Keyholder	Kickboxing - S Reynolds	Z	95.00	0.00	95.00
662	16/02/2017	F&GP	HSBC Current	1798403022BA	Staff Training	SSALC Ltd	S	80.00	16.00	96.00
663	17/02/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
664	17/02/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	X	345.21	0.00	345.21
665	24/02/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	S	63.55	96.45	160.00
666	24/02/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	X	324.59	0.00	324.59
667	28/02/2017	L&A	HSBC Current	104371	Edmonds Hall hire fee	Horley Flower Club	Z	50.00	0.00	50.00
668	09/02/2017	F&GP	FairFX Corporate	DC	IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
669	13/02/2017	F&GP	FairFX Corporate	DC	IT Software	Microsoft	Z	106.00	0.00	106.00
670	27/02/2017	F&GP	FairFX Corporate	DC	Keyboard replacement	Amazon	S	29.99	6.00	35.99
671	28/02/2017	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,287.89	0.00	6,287.89
Total								17,848.60	1,497.78	19,346.38

Information available from Horley Town Council under the Model Publication Scheme Dated 10 March 2017

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p><i>Horley Town Council is committed to providing facilities and services that meet the needs of the Community and, in doing so, achieving them at best value.</i></p>	<p>website: www.horleysurrey-tc.gov.uk e mail: info@horleysurrey-tc.gov.uk Town Council Offices (details below) Newsletters (paper & electronic) & Notice Boards Details on website in newsletters, on notice boards & from Council Offices</p>	<p>10p per side for hard copy</p>
<p>Who's who on the Council and its Committees</p> <p>Contact details for Town Clerk and Council members</p>	<p>Town Clerk: Alan Jones Horley Town Council Council Offices, 92 Albert Road, Horley RH6 7HZ Tel: 01293 784765 e mail: as above Members' details available on website, in newsletters, on notice boards and from Town Council Offices</p>	<p>10p per side for hard copy</p>
<p>Location of Main Council Offices and accessibility details</p>	<p>Address above, full disabled access Office hours 1000 – 1600 hrs</p>	
<p>Staffing structure</p>	<p>Town Clerk, Deputy Clerk Finance & Admin Officers</p>	<p>Further Information available on request</p>

Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
Annual Return and report by auditor	Notice Board, Website, email or hard copy	10p per side for hard copy
Finalised budget	Website, newsletter, email or hard copy	10p per side for hard copy
Precept	Website, newsletter, email or hard copy	10p per side for hard copy
Borrowing Approval letter	By application to Town Clerk	10p per side for hard copy
Standing Orders and Financial Regulations	Website, newsletter, email or hard copy	10p per side for hard copy
Grants given and received	Website, newsletter, minutes	10p per side for hard copy
List of current contracts awarded and value of contract	By application to Town Clerk	10p per side for hard copy
Members' allowances and expenses	No attendance allowances (travel expenses only)	10p per side for hard copy

Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
Parish Plan	Not available	n/a
Annual Report	Website, email or hard copy	10p per side for hard copy
5 year Town Plan	Website, email or hard copy	10p per side for hard copy
Local Council Award Scheme (Quality)	By application to Town Clerk	10p per side for hard copy
Local charters drawn up in accordance with DCLG guidelines	Not available	n/a

Class 4 – How we make decisions	How the information can be obtained	Cost
Timetable of meetings	Shown on website and notice boards. Also available by email and hard copy	10p per side for hard copy
Agenda of meetings	As above	FOC
Minutes of meetings (excluding confidential items)	On Website, by email and hard copy	10p per side for hard copy
Reports presented to council meetings (excluding confidential reports)	On Website, by email and hard copy	10p per side for hard copy
Responses to consultation papers	On Website, by email and hard copy	10p per side for hard copy
Responses to planning applications	On Website, by email and hard copy	10p per side for hard copy
Regular surgeries with Member of Parliament & Town/Borough/County Councillors	Details shown on website and notice boards	FOC
Bye-laws	None	n/a

Class 5 – Our policies and procedures	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct	All policies are on website with review dates etc, or available by email and hard copy Index of all policy statements available on: www.horleysurrey-tc.gov.uk/council/policies and procedures	10p per side for hard copy

<p>Policies and procedures for service provision & the employment of staff:</p> <ul style="list-style-type: none"> Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Lone working policy Recruitment policies (including current vacancies) Staff Appraisal Scheme Training Statement of Intent Policies and procedures for handling requests for information Complaints procedures Press Protocol Social Networking Policy 	<ul style="list-style-type: none">))) On Website, by email and hard copy)))))))) 	<p>10p per side for hard copy</p>
<p>Information Security policy</p>	<p>On Website, by email and hard copy</p>	<p>10p per side for hard copy</p>
<p>Records management policies</p>	<p>Minutes kept forever. (Archived at Surrey History Centre) Financial records kept for seven years</p>	<p>10p per side for hard copy</p>
<p>Data protection policies</p>	<p>Contact the Town Clerk</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Web Site / Council Offices</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges for use of Town Council Facilities</p>	<p>Web Site / Council Offices</p>	<p>10p per side for hard copy</p>

Class 6 – Lists and Registers	How the information can be obtained	Cost
Assets Register	Email or hard copy	10p per side for hard copy
Register of Disclosable Pecuniary Interests	Web Site / Council Offices Also at Reigate & Banstead Borough Council	10p per side for hard copy
Register of Gifts and Hospitality	Contact the Town Clerk	10p per side for hard copy
Class 7 – The services we offer	How the information can be obtained	Cost
Allotments	Church Road and Langshott allotments, owned and managed by the Town Council. Waiting list kept at Council Offices. Further allotments to follow.	FOC
Burial grounds and closed churchyards	None	n/a
Community centres and village halls	Edmonds Hall, part of Albert Rooms, owned and managed by Town Council. Innes Pavilion, Court Lodge, owned and managed by Town Council.	FOC
Parks, playing fields and recreational facilities	Various Apply to clerk for further details	FOC
Seating, litter bins, clocks, memorials and lighting	Various Apply to clerk for further details	FOC
Bus shelters	None	n/a
Markets	Horley Saturday Market operated by the Town Council (Details from Council Offices)	FOC
Public conveniences	None	n/a
Agency agreements	Church Meadows managed on behalf of Reigate & Banstead Borough Council. (Also Town Centre floral provision.) Contact Town Clerk for further details	10p per side for hard copy
Street Lighting	Horley Recreation Ground	FOC
Raising Residents' concerns with Borough / County Council / other body	Contact Council Offices	FOC

Contact details: As stated in Class 1 above

Schedule of Charges for the Publication of Information:

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per A4 side (black & white)	Actual cost
	Photocopying @ £1 per A4 side (colour)	Actual cost
	Postage – 2 nd class	Cost of standard 2 nd class
Statutory Fee	For time spent on detailed search	In accordance with the relevant legislation

Reviewed and adopted by Horley Town Council at a meeting of its Financial & General Purposes Committee, held on 14 March 2017