

**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 18 June 2019, at 7.30 pm

**Present:** Cllrs H Kitajewski - Chairman  
Jante Baird  
M George  
A Kitajewski  
R Marr  
Simon Marshall  
V Marshall  
D Powell (part meeting)  
M Saunders

**In attendance:** C Fenton – Head of Leisure & Deputy Clerk  
J Morgan – Planning & Finance Officer  
A Jones – Consultant and Data Protection Officer

**F 4399 Appointment of Committee Chairman (Chairman of the Council in the Chair)**

Cllr A Kitajewski proposed, and Cllr George seconded that Cllr Helen Kitajewski be nominated as Committee Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr Helen Kitajewski be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2019/20.***

**F 4400 Appointment of Committee Vice-Chairman**

Cllr A Kitajewski proposed, and Cllr Valerie Marshall seconded that Cllr Samantha Marshall be nominated as Committee Vice-Chairman. There were no further nominations for the post.

***RESOLVED: that Cllr Samantha Marshall be elected Vice - Chairman of the Finance & General Purposes Committee for the Municipal Year 2019/20.***

**F 4401 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Samantha Marshall and Philips be accepted, for reasons as specified in the Attendance Register. Apologies were also received from the Town Clerk, Joan Walsh. Councillor Kumar was absent.***

**F 4402 Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**F 4403 Approval of Minutes  
Finance & General Purposes Committee, 30 April 2019**

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

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

**Finance Updates**

**F 4404** The Annual Governance and Accountability Review for 2018/19 was approved at Annual Council and will be submitted before the 1 July deadline.

***RESOLVED: noted***

**F 4405** Work to upgrade the CCTV at Horley Recreation Ground has started today (18 June 2019) and is due to be completed by the end of June.

***RESOLVED: noted***

**F 4406** The defendant had not responded to the small claim notice issued for recovery of the debt outstanding from one of the Football teams. The next step was to ask for a judgement. There was no additional cost to seeking a judgement, but it would be the responsibility of the Council to enforce the judgement. Members suggested that the team be reported to the League.

***RESOLVED: agreed to pursue the next step in the small claims process by requesting a judgement and the team to be reported to the league.***

**F 4407 Appointments to Sub-Committees and Outside Bodies**

***RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 21 May 2019.)***

**F 4408** It was reported that Cllr Helen Kitajewski had been elected chairman of the Communications Sub-Committee. The following Members agreed to form the Resilience and Emergency Plan Sub-Committee; Cllrs Baird, George, H Kitajewski and Powell.

***RESOLVED: noted.***

**Internal Audit Matters**

**F 4409** ***RESOLVED: that the Audit Rota, previously circulated to Members be agreed.***

**F 4410** ***RESOLVED: that the Councillors' Audit Certificates for April and May 2019 and Clerk's responses, where applicable, be received. (Copies are appended.)***

**F 4411 Financial Reports for April 2019**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £222,139.67 (no VAT)  
(includes Precept payment from RBBC of £205,233 )**
- iii) Payments List totalling £73,339.56 plus VAT (£84,795.05)**

**F 4412 Financial Reports for May 2019**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £7,345.70 plus VAT (£15,083.22)  
(includes VAT refund of £7,737.52 from HMRC)**
- iii) Payments List totalling £60,802.54 plus VAT (£64,448.61)**
- iv) Summary of Receipts and Payments compared with Estimates.**

**F 4413 Bank Mandate**

Consultant Alan Jones reported that the Bank Mandate both for cheque signature and electronic banking needed to be amended to remove signatories who were no longer Members and to add enough Members to ensure good governance and efficiency of payments.

**RESOLVED: that the Committee Chairman become a signatory; six Member signatories to be agreed with the Chairman later and the new list be presented to the next meeting of the F&GP Committee.**

**F 4414 Communications**

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

**RESOLVED: noted.**

**F 4415 General Data Protection Regulations (GDPR)**

Data Protection Officer (DPO) Alan Jones gave some background and explained that following recent ICO updates it was no longer necessary for a Town Council to have an independent Data Protection Officer. The new policies and procedures had bedded in well and it would now be sufficient to have a Data Protection Lead. The advice was that a staff of five does not warrant an independent Data Protection Officer. The Data Protection Lead would not be a named Officer but there would be a dedicated email box named Data Protection as the point of contact. Mr Jones' recommendation was that his appointment as Data Protection Officer should end with effect from 30 June 2019.

**RECOMMEND:**

- i) that a Data Protection Lead role be created with a dedicated email inbox named Data Protection, the recommendation to be referred to Full Council for approval.**

F 4415)           ii)       **that the appointment of Alan Jones as Data Protection Officer end with effect from 30 June 2019, the recommendation to be referred to Full Council for approval.**

F 4416           It was noted that there was no requirement for Town Councillors to be individually registered with the ICO.

**RESOLVED: noted**

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

F 4417           It was noted that the newly appointed representative, Cllr Mike George had not yet attended any meetings.

**RESOLVED: noted**

F 4418           It was noted that several Members had signed up for SSALC training courses. The latest training programme had been circulated to all Members. It was strongly recommended that all Members attend training and there was a Member training budget allocated to fund such training.

**RESOLVED: noted**

F 4419           It was noted that the latest bulletins from SSALC and NALC had been circulated to Members. The Head of Leisure highlighted that recent statistics had shown that the Horley Town Council precept for Band D was only just over 55% of the National Average.

**RESOLVED: noted**

F 4420           **Town Council Insurance**

The insurance policy with Royal and Sun Alliance, effective from 1 June, had now been renewed as agreed at the Annual Meeting on 21 May. Also, as agreed the Council has taken out a Crime and Cyber protection policy. It was confirmed the Horley Carnival was still covered.

**RESOLVED: noted.**

F 4421           **Café Pavilion, Horley Recreation Ground**

Members were reminded that Newlyn Contractors Ltd had been appointed to carry out the Café Build. Construction was due to start at the end of June and was planned to be completed in 20 – 24 weeks. Six car parking spaces were to form part of the site compound. More information would be available in due course. The build would be documented with photographs. Cllr George confirmed that he was in contact with a local organisation and HTC would collect CCTV footage on a weekly basis. Councillors sought to ensure that event organisers using Horley Recreation Ground were kept well informed of what was happening and how this might impact them. In particular, the Horley Lions and the circus operator would need to know.

**RESOLVED: noted.**

**F 4422** A briefing paper on the Café Operator Lease had been issued to the Café Working Group. The working group was to consider recommendations for the Café Operator Lease. It was planned to offer a lease beginning in January 2020. Cllr George was concerned to ensure that any future operator would be made aware that community events in the park often bring in their own outside catering, which would be in addition to that provided by the Café.

**RESOLVED: noted.**

**F 4423** Horley Recreation Ground Refurbishment

**RESOLVED: that the quotation from Bennetts to refurbish the entrance gates and install one complete section of metal railings by main entrance for the total sum of £2,172.00 plus VAT be approved. (The Horley Rec Grounds budget to be used to fund the work, which should be regarded as an extension of Bennetts regular repair works.)**

**F 4424** Council Offices Refurbishment

**RESOLVED: that the quotation from Bennetts to restore to woodwork at front gable end of Town Council building for the total sum of £527.00 plus VAT be approved.**

**F 4425** Storage at Michael Crescent Scout Hut

The Head of Leisure gave a brief overview of the need for an agreement to occupy the Michael Crescent Scout Hut. Following some discussion, several amendments were agreed and incorporated into the agreement.

**RESOLVED: that the amended Agreement to Occupy for those organisations storing or wishing to store equipment in the Scout Hut be agreed and issued to the Horley Association of Traders (a copy is appended).**

**Edmonds Hall Upgrades**

**F 4426** Town Council Wi-Fi

**RESOLVED: that the recent upgrade to an enhanced 'Ubiquiti System' and associated expenditure in the sum of £336.00 plus VAT be ratified.**

**F4427** Sound System

Consultant Alan Jones reported that he was awaiting an appointment with Neil Munday. A thorough review of the current system would be undertaken following which a report with recommendations would be brought to this Committee.

**RESOLVED: Noted.**

**F 4428** Health & Safety Compliance

**RESOLVED: That the recent expenditure for the quarterly water hygiene monitoring at the Council offices and Innes Pavilion, in the total sum of £195.00 plus VAT be ratified.**

**F 4429 Ye Olde Six Bells Public House**

The implications of the fire at the Six Bells Public House were considered and it was agreed that no action was needed.

**RESOLVED: Noted.**

**F 4430 Letters Received**

A letter had been received from St Bart's Church, regarding a grant award of £1000 made by the Town Council towards the repair of the roof of the Boer War Memorial Lychgate. Following grant applications made and awards received, the Church had now received promises of more funding towards the repair than was needed. The Church Warden had enquired whether the grant money from the Town Council might be used for the refurbishment of the original oak gates of the Lychgate, which were badly sagging.

Members agreed that the wooden oak gates should be considered to form part of the whole Lychgate project and a recommendation be made to Full Council to agree to the proposed alternative use of the grant.

**RECOMMEND: that the alternative use of the HTC grant of £1000 to refurbish the oak gates of the St Bart's Lychgate be recommended to Full Council for approval.**

**F 4431 Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the Charity Skittles Tournament on 1 – 5 July, the Open-Air Cinema in Horley Recreation Ground on 23 August, the Dog Show on 8 September and the Circus on 11 to 15 September.**

**F 4432 Items for Future Consideration**

It was agreed that Alliance for Better Care be invited to make a presentation on 'Healthy Horley' preferably prior to a Full Council meeting. (Alliance for Better Care Ltd (ABC) is a Federation of GP practices covering East Surrey, Crawley, Horsham and Mid-Sussex.)

**RESOLVED: noted.**

**Meeting closed at 8.35pm**

**Date of Next Meeting – 6 August 2019**

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**April 2019**

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

Observations (Councillors)	Clerk's action
Some missing invoices (9649, 9665) but <del>were</del> payments were on bank statement.	invoices printed and filed
Name: Helen Kitajewski	Signature:
Signature: H Kitajewski	J E Morgan pp. Joan Walsh.
Name: S. MARSHALL	
Signature: <u>S Marshall</u>	
Date: 13 <sup>th</sup> June 2019	Date 17.6.19.

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**May 2019**

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

Observations (Councillors)	Clerk's action
N/A	
Name: Helen Kitajewski	Signature:
Signature: HLA Kitajewski	
Name: S. MARSHALL	
Signature: <u>S Marshall</u>	
Date: 13 <sup>th</sup> June 2019	Date



**Horley Town Council**

<b>Bank Reconciliation at 30/04/2019</b>			
	Cash in Hand 01/04/2019		388,715.63
	<b>ADD</b>		
	Receipts 01/04/2019 - 30/04/2019		222,139.67
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 30/04/2019		84,795.05
<b>A</b>	<b>Cash in Hand 30/04/2019</b> (per Cash Book)		<b>526,060.25</b>
Cash in hand per Bank Statements			
	Cash 30/04/2019	150.00	
	HSBC Current 30/04/2019	252,121.49	
	HSBC Deposit 30/04/2019	837.53	
	HSBC Payroll 30/04/2019	12,195.17	
	Barclays 10 Day 30/04/2019	0.00	
	Nationwide Intl 30/04/2019	22,417.31	
	Barclays Direct Access 30/04/2019	384.02	
	FairFX Bank Debit Card 30/04/2019	614.39	
	Handelsbanken 30/04/2019	237,340.34	
			<b>526,060.25</b>
	Less unrepresented cheques As attached		0.00
			526,060.25
	Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>526,060.25</b>
<b>A = B Checks out OK</b>			

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1 Edmonds Hall	01/04/2019		HSBC Current	9960	Hall Hire Fee	Kicks Dance	E	135.00	0.00	135.00
2 Meeting Room	01/04/2019		HSBC Current	9649	Meeting Room hire fee	Sam Gymah MP	E	220.00	0.00	220.00
3 Edmonds Hall	01/04/2019		HSBC Current	9656	Hall Hire Fee	Yoga - Charlotte Huggins	E	125.00	0.00	125.00
4 Event Income	02/04/2019		HSBC Current	9664	Banner Display	Various	E	40.00	0.00	40.00
5 Edmonds Hall	04/04/2019		HSBC Current	9653	Hall Hire Fee	Various	E	80.00	0.00	80.00
6 Football Pitches	03/04/2019		HSBC Current	9661	Football pitch hire	Horley Athletic	E	60.00	0.00	60.00
7 Football Pitches	05/04/2019		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
8 Event Income	07/04/2019		HSBC Current		Banner Display	Kickboxing - S Reynolds	E	40.00	0.00	40.00
9 Buildings	07/04/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
10 Utilities	07/04/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
11 Edmonds Hall	08/04/2019		HSBC Current	9659	Hall Hire Fee	Wing Chun Martial Arts	E	116.00	0.00	116.00
12 Church Rd Allotments	08/04/2019		HSBC Current	9606	Allotment Rent	Various	E	50.00	0.00	50.00
13 Edmonds Hall	09/04/2019		HSBC Current	9657	Hall Hire Fee	Silver Moon Dancing	E	120.00	0.00	120.00
14 Saturday Market	09/04/2019		HSBC Current		Market Income	Saturday Market	E	20.00	0.00	20.00
15 Church Rd Allotments	09/04/2019		HSBC Current	9567	Allotment Rent	Various	E	50.00	0.00	50.00
16 Football Pitches	10/04/2019		HSBC Current	9643	Football pitch hire	Horley AFC	E	38.50	0.00	38.50
17 Edmonds Hall	11/04/2019		HSBC Current	9658	Hall Hire Fee	Art Class	E	205.00	0.00	205.00
18 Football Pitches	11/04/2019		HSBC Current	9663	Football pitch hire	Perrywood FC	E	38.50	0.00	38.50
19 Photocopying	11/04/2019		HSBC Current	9640	Photocopying	Various	E	12.00	0.00	12.00
20 Football Pitches	11/04/2019		HSBC Current	9665	Football pitch hire	Crawley Royals FC	E	110.40	0.00	110.40
21 Precept	18/04/2019		HSBC Current		Precept	Reigate & Banstead Borough	E	205,233.00	0.00	205,233.00
22 Edmonds Hall	21/04/2019		HSBC Current	9654	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
23 Event Income	23/04/2019		HSBC Current	9667	Banner Display	Horley Row Community Scho	E	20.00	0.00	20.00
24 CIL	24/04/2019		HSBC Current		CILCA	Reigate & Banstead Borough	E	10,945.45	0.00	10,945.45
25 Event Income	25/04/2019		HSBC Current		Banner Display	Horley Lawn Tennis Club	E	20.00	0.00	20.00
26 Saturday Market	25/04/2019		HSBC Current		Market Income	Saturday Market	E	40.00	0.00	40.00
27 Edmonds Hall	26/04/2019		HSBC Current	9655/9636	Hall Hire Fee	RCCG Church	E	722.00	0.00	722.00
28 Event Income	26/04/2019		HSBC Current		Funfair	Beech	E	2,500.00	0.00	2,500.00
29 Langshott Allotments	30/04/2019		HSBC Current	9420	Allotment Rent	Various	E	45.00	0.00	45.00
30 Football Pitches	01/04/2019		HSBC Current	9662	Football pitch hire	Charlwood Juniors	E	20.00	0.00	20.00
31 Bank Interest	30/04/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	71.82	0.00	71.82
<b>Total</b>								<b>222,139.67</b>	<b>0.00</b>	<b>222,139.67</b>

**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	01/04/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
2	01/04/2019		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.60	90.60	543.60
3	01/04/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	90.52	0.00	90.52
4	01/04/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	55.36	0.00	55.36
5	01/04/2019		HSBC Current		Water Rates	SES BUSINESS WATER	E	104.83	0.00	104.83
6	01/04/2019		HSBC Current		Water Rates	SES BUSINESS WATER	E	41.52	0.00	41.52
7	01/04/2019		HSBC Current		Water Rates	SES BUSINESS WATER	E	46.33	0.00	46.33
8	01/04/2019		HSBC Current		Water Rates	SES BUSINESS WATER	E	42.93	0.00	42.93
9	01/04/2019		HSBC Current		Staff Expenses	Horley Town Council	E	17.10	0.00	17.10
10	01/04/2019		HSBC Current		Office Supplies & Equipment	K. Siritharan	E	5.72	0.00	5.72
11	01/04/2019		HSBC Current		Football pitch hire Refund	Horley Town Council	E	81.00	0.00	81.00
12	01/04/2019		HSBC Current		Rail Users Association	RR&D Rail Users Association	E	5.00	0.00	5.00
13	01/04/2019		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
14	02/04/2019		HSBC Current		Litter Bin	Earth Anchors	S	2,008.00	401.60	2,409.60
15	02/04/2019		HSBC Current		Tree surgery	Heathlands Tree Care	S	200.00	40.00	240.00
16	02/04/2019	F&GP 4276	HSBC Current		Playground repairs	Southern Landscape and Cor	S	38,900.00	7,780.00	46,680.00
17	05/04/2019		HSBC Current		PAYE	HMRC	E	11.35	0.00	11.35
18	08/04/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
19	11/04/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
20	11/04/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	E	45.00	0.00	45.00
21	15/04/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
22	17/04/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	46.95	9.39	56.34
23	17/04/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
24	17/04/2019		HSBC Current		Cleaning	Asbit	S	575.50	115.10	690.60
25	17/04/2019		HSBC Current		Hanging Baskets	Asbit	S	60.00	12.00	72.00
26	17/04/2019		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	668.00	133.60	801.60
27	17/04/2019		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	251.00	50.20	301.20
28	17/04/2019		HSBC Current		Innes Pavilion Maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
29	17/04/2019		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	163.00	32.60	195.60
30	17/04/2019		HSBC Current		Allotment maintenance	Bennetts Builders Ltd	S	125.15	25.03	150.18
31	17/04/2019		HSBC Current		Michael Crescent	Bennetts Builders Ltd	S	1,081.00	216.20	1,297.20
32	17/04/2019		HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	1,470.00	294.00	1,764.00
33	17/04/2019		HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	253.20	50.64	303.84
34	17/04/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
35	17/04/2019		HSBC Current		Church Meadows	Burleys	S	2,546.60	509.31	3,055.91
36	17/04/2019		HSBC Current		Memorial Gardens	Burleys	S	598.50	119.70	718.20

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	17/04/2019		HSBC Current		Ornamental Gdns	Burleys	S	824.63	164.93	989.56
38	17/04/2019		HSBC Current		Office maintenance - hygiene	Constant Hygiene	S	100.00	20.00	120.00
39	17/04/2019		HSBC Current		Stationery	Don Ruffles Ltd.	S	11.10	2.22	13.32
40	17/04/2019		HSBC Current		Occupational Health	Everwell Occupational Health	S	295.00	59.00	354.00
41	17/04/2019		HSBC Current		PAT Testing	L&C Installations	S	187.50	37.50	225.00
42	17/04/2019		HSBC Current		Horley Rec Footpath	L&C Installations	S	109.81	21.96	131.77
43	17/04/2019		HSBC Current		Consultancy	LG Business Consultation	E	926.20	0.00	926.20
44	17/04/2019		HSBC Current		Court Lodge Lease of land	Reigate & Banstead Borough	E	1.00	0.00	1.00
45	17/04/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	266.70	53.34	320.04
46	17/04/2019		HSBC Current		Football Keyholder	SmartGuard Security	S	80.00	16.00	96.00
47	17/04/2019		HSBC Current		Subscription	SSALC Ltd	E	2,969.90	0.00	2,969.90
48	17/04/2019		HSBC Current		HR Services	Starford HR and Legal Serv	S	935.10	187.02	1,122.12
49	23/04/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
50	23/04/2019		HSBC Current		CCTV Broadband	Zen Internet	S	6.20	1.24	7.44
51	23/04/2019		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
52	24/04/2019		HSBC Current		Gas supply	British Gas	S	185.00	37.00	222.00
53	26/04/2019		HSBC Current		Funfair	Beech	E	2,500.00	0.00	2,500.00
54	30/04/2019		HSBC Current		Bank charge - debit card ma	SumUp	E	1.35	0.00	1.35
55	28/04/2019		HSBC Payroll		Salaries	Horley Town Council	E	8,923.53	0.00	8,923.53
56	08/04/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	119.20	0.00	119.20
57	09/04/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
58	23/04/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
59	12/04/2019		FairFX Bank Debit Car		Office supplies	Amazon	S	150.33	30.07	180.40
60	12/04/2019		FairFX Bank Debit Car		IT Hardware	Apple Store	S	124.17	24.83	149.00
61	24/04/2019		FairFX Bank Debit Car		Banner Display	Various	S	39.99	8.00	47.99
62	26/04/2019		FairFX Bank Debit Car		Staff Training	British Red Cross	S	126.00	25.20	151.20
<b>Total</b>								<b>73,339.56</b>	<b>11,455.49</b>	<b>84,795.05</b>

## Horley Town Council

	<b>Bank Reconciliation at 31/05/2019</b>		
	Cash in Hand 01/04/2019		388,715.63
	<b>ADD</b>		
	Receipts 01/04/2019 - 31/05/2019		237,222.89
			625,938.52
	<b>SUBTRACT</b>		
	Payments 01/04/2019 - 31/05/2019		149,274.26
<b>A</b>	<b>Cash in Hand 31/05/2019</b> (per Cash Book)		<b>476,664.26</b>
	Cash in hand per Bank Statements		
	Cash 31/05/2019	50.00	
	HSBC Current 31/05/2019	24,650.49	
	HSBC Deposit 31/05/2019	837.53	
	HSBC Payroll 31/05/2019	10,547.00	
	Barclays 10 Day 31/05/2019	0.00	
	Nationwide Intl 31/05/2019	22,417.31	
	Barclays Direct Access 31/05/2019	384.02	
	FairFX Bank Debit Card 31/05/2019	313.57	
	Handelsbanken 31/05/2019	417,464.34	
			<b>476,664.26</b>
	Less unpresented cheques As attached		0.00
			476,664.26
	Plus unpresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>476,664.26</b>
	<b>A = B Checks out OK</b>		

MAY 2019

**Horley Town Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
32	31/05/2019		Handelsbanken		Bank interest	HANDELSBANKEN	E	124.00	0.00	124.00
33	01/05/2019		HSBC Current	9651	Football pitch hire	Horley Town FC	E	46.20	0.00	46.20
34	02/05/2019		HSBC Current	9676	Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
35	07/05/2019		HSBC Current	9668	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
36	07/05/2019		HSBC Current	9669	Hall Hire Fee	Art and Craft Class	E	35.00	0.00	35.00
37	07/05/2019		HSBC Current	9669	Funfair	Beech	E	2,500.00	0.00	2,500.00
38	07/05/2019		HSBC Current		Football pitch hire	AFC Gatwick	E	144.00	0.00	144.00
39	08/05/2019		HSBC Current		Vat Refund	HMRC	R	0.00	7,737.52	7,737.52
40	11/05/2019		HSBC Current	9744/45	Allotment Rent	Various	E	90.00	0.00	90.00
41	12/05/2019		HSBC Current	9724/26	Allotment Rent	Various	E	90.00	0.00	90.00
42	13/05/2019		HSBC Current	9728	Allotment Rent	Various	E	45.00	0.00	45.00
43	13/05/2019		HSBC Current	9701	Allotment Rent	Various	E	45.00	0.00	45.00
44	13/05/2019		HSBC Current	9752	Allotment Rent	Various	E	45.00	0.00	45.00
45	13/05/2019		HSBC Current	9738/40	Allotment Rent	Various	E	90.00	0.00	90.00
46	13/05/2019		HSBC Current	9698	Allotment Rent	Various	E	45.00	0.00	45.00
47	13/05/2019		HSBC Current	9721	Allotment Rent	Various	E	60.00	0.00	60.00
48	13/05/2019		HSBC Current	9750/51	Allotment Rent	Various	E	90.00	0.00	90.00
49	14/05/2019		HSBC Current	9769	Allotment Rent	Various	E	45.00	0.00	45.00
50	14/05/2019		HSBC Current	9681	Allotment Rent	Various	E	45.00	0.00	45.00
51	15/05/2019		HSBC Current	9706	Allotment Rent	Various	E	45.00	0.00	45.00
52	15/05/2019		HSBC Current	9704	Allotment Rent	Various	E	45.00	0.00	45.00
53	15/05/2019		HSBC Current	9700	Allotment Rent	Various	E	45.00	0.00	45.00
54	15/05/2019		HSBC Current	9696	Allotment Rent	Various	E	45.00	0.00	45.00
55	17/05/2019		HSBC Current	9702	Allotment Rent	Various	E	45.00	0.00	45.00
56	18/05/2019		HSBC Current	9732/33	Allotment Rent	Various	E	45.00	0.00	45.00
57	18/05/2019		HSBC Current	9732/33	Allotment Rent	Various	E	45.00	0.00	45.00
58	19/05/2019		HSBC Current	9694	Allotment Rent	Various	E	45.00	0.00	45.00
59	19/05/2019		HSBC Current	9697	Allotment Rent	Various	E	45.00	0.00	45.00
60	19/05/2019		HSBC Current	9688	Allotment Rent	Various	E	45.00	0.00	45.00
61	19/05/2019		HSBC Current	9690/91	Allotment Rent	Various	E	90.00	0.00	90.00
62	20/05/2019		HSBC Current	9692	Allotment Rent	Various	E	45.00	0.00	45.00
63	20/05/2019		HSBC Current	9734/35	Allotment Rent	Various	E	90.00	0.00	90.00
64	20/05/2019		HSBC Current	9684	Allotment Rent	Various	E	45.00	0.00	45.00
65	20/05/2019		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
66	20/05/2019		HSBC Current	9730	Allotment Rent	Various	E	45.00	0.00	45.00
67	20/05/2019		HSBC Current	9719	Allotment Rent	Various	E	45.00	0.00	45.00

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
68	20/05/2019		HSBC Current		Allotment Rent	Various	E	90.00	0.00	90.00
69	21/05/2019		HSBC Current	9686/7	Allotment Rent	Various	E	90.00	0.00	90.00
70	21/05/2019		HSBC Current	9689	Allotment Rent	Various	E	45.00	0.00	45.00
71	21/05/2019		HSBC Current	9725	Allotment Rent	Various	E	45.00	0.00	45.00
72	24/05/2019		HSBC Current	9723	Allotment Rent	Various	E	45.00	0.00	45.00
73	24/05/2019		HSBC Current	9712	Allotment Rent	Various	E	45.00	0.00	45.00
74	24/05/2019		HSBC Current	9741/42	Allotment Rent	Various	E	90.00	0.00	90.00
75	24/05/2019		HSBC Current	9699	Allotment Rent	Various	E	60.00	0.00	60.00
76	24/05/2019		HSBC Current	9770	Allotment Rent	Various	E	60.00	0.00	60.00
77	24/05/2019		HSBC Current	9768	Allotment Rent	Various	E	60.00	0.00	60.00
78	24/05/2019		HSBC Current	9703	Allotment Rent	Various	E	45.00	0.00	45.00
80	14/05/2019		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
81	14/05/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
82	14/05/2019		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
83	14/05/2019		HSBC Current	9670	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
84	17/05/2019		HSBC Current		Market Income	Saturday Market	E	20.00	0.00	20.00
85	19/05/2019		HSBC Current	9757	Banner Display	Slimming World	E	180.00	0.00	180.00
86	19/05/2019		HSBC Current	9760	Banner Display	Various	E	30.00	0.00	30.00
87	20/05/2019		HSBC Current	9674	Hall Hire Fee	Art Class	E	82.00	0.00	82.00
88	20/05/2019		HSBC Current	9762	Total Bounceout	Total Bounceout	E	500.00	0.00	500.00
89	22/05/2019		HSBC Current	9756	Football pitch hire	AFC Gatwick	E	70.50	0.00	70.50
90	29/05/2019		HSBC Current	9758	Banner Display	YMCA East Surrey	E	40.00	0.00	40.00
91	29/05/2019		HSBC Current	9659	Hall Hire Fee	Wing Chun Martial Arts	E	45.00	0.00	45.00
92	20/05/2019		HSBC Current	9739	Allotment Rent	Various	E	45.00	0.00	45.00
<b>Total</b>								<b>7,345.70</b>	<b>7,737.52</b>	<b>15,083.22</b>

MAY 2019

11 June 2019 (2019-2020)

**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63	28/05/2019		HSBC Payroll		Salaries	Horley Town Council	E	9,848.17	0.00	9,848.17
64	01/05/2019		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
65	01/05/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
66	01/05/2019		HSBC Current		Rates	Reigate & Banstead Borough	E	52.00	0.00	52.00
67	01/05/2019		HSBC Current		Water Rates	East Surrey Water	S	12.71	2.54	15.25
68	01/05/2019		HSBC Current		Office supplies	Various	E	152.44	0.00	152.44
69	01/05/2019		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
70	01/05/2019		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
71	01/05/2019		HSBC Current		Room hire	Horley Baptist Church	E	20.00	0.00	20.00
72	01/05/2019		HSBC Current		PAYE	HMRC	E	1,176.80	0.00	1,176.80
73	01/05/2019		HSBC Current		NIC Employee	HMRC	E	965.64	0.00	965.64
74	01/05/2019		HSBC Current		NIC Employer	HMRC	E	1,110.49	0.00	1,110.49
75	01/05/2019		HSBC Current		HR Services	HR Services Partnership	S	1,637.50	327.50	1,965.00
76	01/05/2019		HSBC Current		Website	Jarret & Lam Consulting	S	80.00	16.00	96.00
77	01/05/2019		HSBC Current		Staff Expenses	K. Siritharan	E	23.74	0.00	23.74
78	01/05/2019		HSBC Current		Consultancy	SSALC Ltd	E	760.00	0.00	760.00
79	01/05/2019		HSBC Current		Playground Inspection	The Play Inspection Co.	S	225.00	45.00	270.00
80	01/05/2019		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
81	01/05/2019		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,863.03	0.00	1,863.03
82	01/05/2019		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	747.01	0.00	747.01
83	08/05/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
84	09/05/2019		HSBC Current		Telephone charges	BT	S	246.08	49.21	295.29
85	13/05/2019		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
86	13/05/2019		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	33.48	0.00	33.48
87	15/05/2019		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
88	15/05/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
89	15/05/2019		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	703.00	140.60	843.60
90	15/05/2019		HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	316.50	63.30	379.80
91	15/05/2019		HSBC Current		Lnagshott Toilet Cleaning	Bennetts Builders Ltd	S	100.00	20.00	120.00
92	15/05/2019		HSBC Current		Horley Recreation Ground	Bennetts Builders Ltd	S	614.00	122.80	736.80
93	15/05/2019		HSBC Current		Michael Crescent	Bennetts Builders Ltd	S	401.00	80.20	481.20
94	15/05/2019		HSBC Current		Court Lodge grounds	Bennetts Builders Ltd	S	233.00	46.60	279.60
95	15/05/2019		HSBC Current		Allotment maintenance	Bennetts Builders Ltd	S	95.00	19.00	114.00
96	15/05/2019		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
97	15/05/2019		HSBC Current		Stationery	Don Ruffles Ltd.	S	56.66	11.33	67.99
98	15/05/2019		HSBC Current		Office repairs	JPEC	S	429.15	85.83	514.98



## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
99	15/05/2019		HSBC Current		Security Guard Patrol	SmartGuard Security	S	277.36	55.47	332.83
100	15/05/2019		HSBC Current		Football Keyholder	SmartGuard Security	S	62.40	12.48	74.88
101	15/05/2019		HSBC Current		Consultancy	LC Business Consultation	E	1,243.00	0.00	1,243.00
102	15/05/2019		HSBC Current		HR Services	Starford HR and Legal Servis	S	3,168.90	633.78	3,802.68
103	16/05/2019		HSBC Current		Subscription	ICO	E	35.00	0.00	35.00
104	17/05/2019		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
105	21/05/2019		HSBC Current		Gas boiler service	British Gas	S	60.21	12.04	72.25
106	22/05/2019		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	228.38	45.68	274.06
107	22/05/2019		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	58.58	11.72	70.30
108	23/05/2019		HSBC Current		Gas supply	British Gas	L	330.94	16.54	347.48
109	24/05/2019		HSBC Current		Gas supply	British Gas	L	211.42	10.58	222.00
110	24/05/2019		HSBC Current		Electricity supply	British Gas	L	259.68	12.98	272.66
111	28/05/2019		HSBC Current		PWLB repayment	PWLB	E	9,772.46	0.00	9,772.46
112	28/05/2019		HSBC Current		Salaries	Horley Town Council	E	3,316.15	0.00	3,316.15
113	30/05/2019		HSBC Current		Cleaning	Asbit	S	553.00	110.60	663.60
114	30/05/2019		HSBC Current		Hanging Baskets	Asbit	S	68.00	13.60	81.60
115	30/05/2019		HSBC Current		Tree surgery	Heathlands Tree Care	S	450.00	90.00	540.00
116	30/05/2019		HSBC Current		HR Services	HR Services Partnership	S	1,575.00	315.00	1,890.00
117	30/05/2019		HSBC Current		Staff Expenses	K. Siritharan	E	22.99	0.00	22.99
118	30/05/2019		HSBC Current		Annual Report	MAD Ideas	S	435.00	87.00	522.00
119	30/05/2019		HSBC Current		Internal Auditor	Paul Hartley	E	879.00	0.00	879.00
120	30/05/2019		HSBC Current		Horley Recreation Ground	Reigate & Banstead Borough	E	150.00	0.00	150.00
121	30/05/2019		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
122	30/05/2019		HSBC Current		GGP	Sussex Wildlife Trust	E	2,250.26	0.00	2,250.26
123	30/05/2019		HSBC Current		Survey	TSC Designs	S	750.00	150.00	900.00
124	30/05/2019		HSBC Current		Insurance	WPS Insurance Ltd	E	6,745.01	0.00	6,745.01
125	31/05/2019		HSBC Current		Bank charge - debit card ma	SumUp	E	9.75	0.00	9.75
126	07/05/2019		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	119.20	0.00	119.20
127	08/05/2019		FairFX Bank Debit Car		Postage	Post Office	E	1.90	0.00	1.90
128	09/05/2019		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
129	09/05/2019		FairFX Bank Debit Car		Office supplies	Waitrose	E	19.32	0.00	19.32
130	10/05/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
131	16/05/2019		FairFX Bank Debit Car		Small Claims Action	Money Claim Online	E	25.00	0.00	25.00
132	17/05/2019		FairFX Bank Debit Car		Town Meeting	Tesco	E	65.90	0.00	65.90
133	11/05/2019		FairFX Bank Debit Car		Adobe photo software	Adobe Systems Software	E	8.32	0.00	8.32
134	22/05/2019		FairFX Bank Debit Car		Office supplies	Tesco	E	11.09	0.00	11.09
135	24/05/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
136	31/05/2019		FairFX Bank Debit Car		Newspapers	McColls	E	2.30	0.00	2.30
137	30/05/2019		FairFX Bank Debit Car		Office supplies	Tesco	E	0.85	0.00	0.85

**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
139 Office Supplies & Equipment	13/05/2019		FairFX Bank Debit Car		Office supplies	Lidls	E	0.79	0.00	0.79
<b>Total</b>								<b>60,802.54</b>	<b>3,646.07</b>	<b>64,448.61</b>

**MAY 2019**  
**Horley Town Council**  
**Summary of Receipts and Payments**  
**All Cost Centres and Codes**

**Cost Centre PRECEPT**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
1	Precept	372,755.00	205,233.00	-167,522				-167,522
<b>SUB TOTAL</b>		<b>372,755.00</b>	<b>205,233.00</b>	<b>-167,522</b>				<b>-167,522</b>

**Cost Centre INCOME**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
2	Bank Interest	1,000.00	195.82	-804				-804
3	Section 136 LGA	37,000.00		-37,000				-37,000
5	Devolved Powers	1,700.00		-1,700				-1,700
6	Council Tax Support Grant							
141	CIL	5,000.00	10,945.45	5,945				5,945
<b>SUB TOTAL</b>		<b>44,700.00</b>	<b>11,141.27</b>	<b>-33,559</b>				<b>-33,559</b>

**Cost Centre LETTINGS AND RENT**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
7	Edmonds Hall	12,000.00	2,140.00	-9,860				-9,860
8	Football Pitches	8,400.00	672.10	-7,728		81.00	-81	-7,809
9	Church Rd Allotments	3,300.00	100.00	-3,200				-3,200
10	Langshott Allotments	3,800.00	2,355.00	-1,445				-1,445
11	Bowls Club	276.00		-276				-276
12	Innes Pavilion	10,000.00		-10,000				-10,000
13	Saturday Market	200.00	80.00	-120				-120
14	Event Income	6,000.00	5,870.00	-130		2,500.00	-2,500	-2,630
15	Meeting Room	220.00	220.00					
16	Edmonds Hall Deposits							
17	Football Pitch Deposits							
<b>SUB TOTAL</b>		<b>44,196.00</b>	<b>11,437.10</b>	<b>-32,759</b>		<b>2,581.00</b>	<b>-2,581</b>	<b>-35,340</b>

**Cost Centre OFFICE EXPENDITURE**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
19	Stationery				1,600.00	56.66	1,543	1,543
20	Courier & Postage				400.00	1.90	398	398
21	Office Supplies & Equipment				3,000.00	660.33	2,340	2,340
22	Photocopying	50.00	12.00	-38	4,500.00	558.53	3,941	3,903
23	IT				6,000.00	733.70	5,266	5,266
24	Website				2,800.00	80.00	2,720	2,720
25	Communications				1,800.00	757.08	1,043	1,043
26	Environment Campaign							
<b>SUB TOTAL</b>		<b>50.00</b>	<b>12.00</b>	<b>-38</b>	<b>20,100.00</b>	<b>2,848.20</b>	<b>17,252</b>	<b>17,214</b>

**Cost Centre SALARIES AND PENSIONS**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Estimated	Actual	Variance	Estimated	Actual	Variance	
30	Net Salaries				96,000.00	22,087.85	73,912	73,912
31	PAYE				11,000.00	1,188.15	9,812	9,812
32	NI Employee				11,000.00	965.64	10,034	10,034
33	NI Employer				11,000.00	1,110.49	9,890	9,890
34	SCC Pension Employee				12,000.00	1,122.01	10,878	10,878
35	SCC Pension Employer				24,000.00	1,863.03	22,137	22,137
<b>SUB TOTAL</b>					<b>165,000.00</b>	<b>28,337.17</b>	<b>136,663</b>	<b>136,663</b>

**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	429.15	2,571	2,571
39	Cleaning of hall and office				10,500.00	2,234.50	8,266	8,266
40	Utilities				5,400.00	501.25	4,899	4,899
41	Rates				3,000.00	184.52	2,815	2,815
42	Maintenance Contracts				3,200.00	220.42	2,980	2,980
43	Window Cleaning				750.00	110.00	640	640
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	187.50	4,873	4,873
46	Market rates and utilities							
<b>SUB TOTAL</b>					<b>30,910.00</b>	<b>3,867.34</b>	<b>27,043</b>	<b>27,043</b>

**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	9,772.46	9,773	9,773
51	Bank charges				1,350.00	89.58	1,260	1,260
52	Insurance				8,500.00	6,745.01	1,755	1,755
53	Legal and professional fees				19,500.00	10,560.70	8,939	8,939
54	Audit fees				2,200.00	879.00	1,321	1,321
55	Subscriptions & Licences				7,100.00	5,225.16	1,875	1,875
56	Advertising							
57	Newsletter							
58	Town Guide							
59	Presentation Badges							
60	Election Expenses				2,500.00		2,500	2,500
61	QPS							
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				200.00		200	200
64	Cllr Training				1,300.00		1,300	1,300
65	Staff Expenses				500.00	17.10	483	483
66	Staff Training				1,500.00	156.60	1,343	1,343
137	Langshott Legal fees							
138	Gatwick Consultancy							
142	GDPR				3,000.00	35.00	2,965	2,965
<b>SUB TOTAL</b>					<b>67,595.00</b>	<b>33,480.61</b>	<b>34,114</b>	<b>34,114</b>

**Cost Centre GROUNDS MAINTENANCE**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	7,920.86	42,079	42,079
71	Contractors' Maint (Agency)				1,700.00	2,546.60	-847	-847
72	Playground Inspections				8,300.00	1,596.00	6,704	6,704
73	Playground Repairs				4,000.00	251.00	3,749	3,749
74	Parks Furniture				4,000.00		4,000	4,000
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00		8,000	8,000
125	Project Expenditure							
126	Himalayan Balsam							
<b>SUB TOTAL</b>					<b>78,150.00</b>	<b>12,314.46</b>	<b>65,836</b>	<b>65,836</b>

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

**Cost Centre HORLEY RECREATION GROUND**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	598.50	2,902	2,902
80	Ornamental Gardens				1,500.00	824.63	675	675
81	Skatepark & MUGA					150.00	-150	-150
82	Footpaths & Car park					109.81	-110	-110
123	Grounds				2,000.00	43,642.00	-41,642	-41,642
143	Cafe/Pavilion PWLB Loan Repayr				31,000.00		31,000	31,000
<b>SUB TOTAL</b>					<b>38,000.00</b>	<b>45,324.94</b>	<b>-7,325</b>	<b>-7,325</b>

**Cost Centre COURT LODGE/INNES PAVILION**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	233.00	767	767
87	Buildings		1,542.00	1,542	5,000.00	60.00	4,940	6,482
88	Utilities		165.00	165	2,500.00	633.55	1,866	2,031
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,200.00	569.70	1,630	1,630
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment							
130	Refurbishment							
131	Maintenance Contracts				820.00		820	820
132	Innes Communications				300.00		300	300
133	Rates							
134	Security Patrols					142.40	-142	-142
135	Insurance							
139	Innes Cleaning							
<b>SUB TOTAL</b>			<b>1,707.00</b>	<b>1,707</b>	<b>11,821.00</b>	<b>1,639.65</b>	<b>10,181</b>	<b>11,888</b>

**Cost Centre MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				700.00	153.69	546	546
121	Buildings and Grounds				1,550.00	2,232.00	-682	-682
140	Scout Hut Demolition							
<b>SUB TOTAL</b>					<b>2,250.00</b>	<b>2,385.69</b>	<b>-136</b>	<b>-136</b>

**Cost Centre EMLYN MEADOWS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	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>

**Cost Centre ALLOTMENTS**

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance					263.00	-263	-263
97	Church Rd Maintenance				1,800.00	220.15	1,580	1,580
98	Church Rd Utilities				500.00	41.52	458	458
99	Langshott Utilities				900.00	12.71	887	887
<b>SUB TOTAL</b>					<b>3,200.00</b>	<b>537.38</b>	<b>2,663</b>	<b>2,663</b>

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

<b>Cost Centre</b>								
<b>TOWN CENTRE</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
100	Baskets and planting	725.00		-725	8,500.00	128.00	8,372	7,647
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>725.00</b>		<b>-725</b>	<b>12,500.00</b>	<b>128.00</b>	<b>12,372</b>	<b>11,647</b>
<b>Cost Centre</b>								
<b>SECURITY</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
105	Security Patrols				5,000.00	544.06	4,456	4,456
106	CCTV Installation				11,000.00		11,000	11,000
107	CCTV Maintenance				1,000.00		1,000	1,000
108	CCTV Broadband Connections				1,000.00	184.20	816	816
<b>SUB TOTAL</b>					<b>18,000.00</b>	<b>728.26</b>	<b>17,272</b>	<b>17,272</b>
<b>Cost Centre</b>								
<b>GRANTS AND DONATIONS</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
110	Grant Award Scheme				1,000.00		1,000	1,000
111	Churchyards				6,500.00		6,500	6,500
112	Cllr Initiative grants							
113	Other Grants							
<b>SUB TOTAL</b>					<b>7,500.00</b>		<b>7,500</b>	<b>7,500</b>
<b>Cost Centre</b>								
<b>VAT RECLAIM</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
120	Vat repayments							
<b>SUB TOTAL</b>								
<b>Cost Centre</b>								
<b>CONTINGENCY</b>		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
122	Contingency							
<b>SUB TOTAL</b>								
<b>NET TOTAL</b>		<b>462,426.00</b>	<b>229,530.37</b>	<b>-232,896</b>	<b>455,526.00</b>	<b>134,172.70</b>	<b>321,353</b>	<b>88,458</b>
<b>V.A.T.</b>			<b>7,737.52</b>			<b>15,101.56</b>		
<b>GROSS TOTAL</b>			<b>237,267.89</b>			<b>149,274.26</b>		

**HORLEY TOWN COUNCIL**  
**Communications Sub-Committee**

Minutes of a Meeting of the above-named Sub-Committee held at the  
Town Council Offices, 92 Albert Road, Horley on **18<sup>th</sup> June 2019** at 6.45 pm

**Present** Cllrs Helen Kitajewski (HK), Chairman  
Mike George (MG)  
Adrian Kitajewski (AK)  
Martin Saunders (MS)  
Wayne Philips (WP)

**In Attendance** Alan Jones (AJ)  
Helen Maan (HM)

**1. Appointment of Chairman**

Helen Kitajewski was appointed as Chairman.

**2. Apologies and Reasons for Absence**

Apologies were received from Samantha Marshall and the Clerk, Joan Walsh (JW).

**3. Declarations of Interest**

None were declared.

**4. Minutes of Previous Meeting (held on 30 April 2019)**

The minutes were approved as a correct record.

**5. General Data Protection Regulations (GDPR)**

Alan Jones reported that there are no issues outstanding. All data (paper and digital) has been archived and any historic data no longer of use has been destroyed.

There are 2 recent updates from the Information Commissioners Office as summarised from the ICO's website:

**a) Do we need to appoint a data protection officer (DPO)?**

Section 7 of the DPA 2018 has defined defines what is a "public authority" for the purposes of the GDPR. It has also stated that the following are **not** public authorities for the purposes of the GDPR:

**a parish council in England;**

a community council

a parish meeting constituted under section 13 of the Local Government Act 1972;

a community meeting constituted under section 27 of that Act;

and other similar bodies

As HTC is not a public authority for the purposes of the GDPR it is not mandatory to appoint a DPO. Regardless of whether HTC appoints a DPO, the council is still subject to data protection legislation and the organisation must ensure it has sufficient staff and resources to discharge its obligations under the GDPR.

The current DPO, Alan Jones, was appointed until May 2019. With the above update provided by the ICO, it is proposed that it will no longer be necessary to retain the post of Data Protection Officer. Instead staff will generally support data protection requirements. However, it is agreed that a member of staff will internally cover the position of **Date Protection Lead** from 1 July with Alan continuing to be available in a consultancy

role if required. The privacy notice will be amended to provide general data protection contact information e.g. [dataprotection@horleysurrey-tc.gov.uk](mailto:dataprotection@horleysurrey-tc.gov.uk)

**b) Will individual Councillors still need to pay a fee?**

From 1 April 2019, the Data Protection (Charges and Information) (Amendment) Regulations 2019 exempted the processing of personal data by members of the House of Lords, elected representatives and prospective representatives.

'Elected representatives' is defined by the Data Protection Act 2018 and includes, but is not limited to, MPs, MSPs, AMs in Wales, MEPs, elected councillors in county councils, district councils, London boroughs, **parish councils**, elected mayors and police and crime commissioners.

The result of this is that, provided town councillors do not retain personal data of residents etc longer than necessary, then they are exempt from paying an individual ICO fee. HTC will continue to pay its annual registration fee.

MS questioned as to whether the Town Council's existing CCTV warning signage at Horley Recreation Ground was compliant with new data protection laws. HM to investigate. **Action: HM**

**6. eNewsletter**

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

HM reported that the number of subscribers remains steady around the 950 mark but there had been a notable increase in the open rate at 40%.

HM also reported that there had been problems with the 'In Touch' system last month which has resulted in the eNewsletter being sent out without a full check. A number of issues and the level of dissatisfaction by the In Touch service would be followed up and an update provided at the next meeting.

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

MG suggested that the title of the eNewsletter which subscribers see in their email box should read 'Your Horley' in the subject field, to match in with the new noticeboards to be placed in the town. HM to follow up. **Action: HM**

MS suggested that he could try and encourage new subscribers from the NextDoor website and this was agreed **Action: MS**

WP suggested that we should also use Horley Life Facebook to encourage new subscribers. WP to follow up. **Action: WP**

**7. HTC Website**

**(i) To receive an update on page views.**

HM reported that the latest Google Analytics figures showed significant reduction in traffic to the website but this was because routine use of the website by HTC Officers had been removed from these figures. It was noted that Councillors were keen to have both a month on month comparison of these figures as well as year on year results. WP suggested he could set up a Google Analytics report to send for information internally on a monthly basis and this was agreed. **Action: HM/WP**

**(ii) To receive an update of the newly refurbished website.**

The new website was well received by Councillors present. MG pointed out that the staff section required some updating and HM would follow this up. **Action: JW/HM**

**(iii) To receive an update on progress with Accessibility Regulations & publishing an Accessibility Statement on the website.**

HM reported that Jarrett and Lam had been consulted on accessibility requirements to ensure full compliance and were assisting on this. The Town Council may need to seek further professional



advice to ensure that we follow the regulations correctly as a public body and are clearly written into our Accessibility Statement. The Council had recruited a temporary admin assistant to go through the website, tag all pictures and update the local and business listings as well.

#### **8. Town Guide**

HM reported that the HTC website was being updated and some information would be carried across to Town Guide draft. There would also be a need to look at the maps at some point in the future to ensure they were up to date.

#### **9. Other Communications Matters**

**(i) To receive an update on the newly launched Facebook page.**

HM showed Councillors the new Facebook page and advised that it would act as a noticeboard only and there would be no commenting allowed. It would be featured in next Newsletter, for information.

**Action: HM**

**(ii) To receive an update on the proposed phone line rental renewal.**

HM explained that the Council's telephone provider had initially recommended Spitfire for phone line provision by offering a potential costing saving and this was thought to be cost-free way out of the BT contract. However, it later turned out it would not be possible to get out of the BT contract for another 3 years, although there were 2 lines (line rental only, used for CCTV) which were out of contract. BT had matched the quote from Spitfire on these 2 lines and so there was no apparent reason to move away from our current provider. Subject to Members' agreement, it was proposed to take a 2 year contract on these lines at the lower price with a 50% cost saving. MG expressed concern that any newly signed contract did not appear to have an end date later than the 3 year contract and asked that this be investigated for clarification.

**Action: JW/JM**

**(iii) To receive an update on the Wi-Fi upgrade at HTC and to consider other IT issues.**

HM reported that a new Wi-Fi system had been installed by the Council's IT provider, Micromaintenance which had resolved numerous problems by providing 2 access points, in the office and hall, to give faster, wider coverage in the building plus a separate connection for Councillors to use. SharePoint would be installed shortly. MS suggested that a move towards Councillors using SharePoint might be better than attaching files to emails and this was noted.

**(iv) To receive an update on the CCTV upgrade at Horley Recreation Ground.**

HM reported that the CCTV upgrade had started but had been slowed down by the very wet weather recently. A further update would be provided at the next meeting.

#### **9. Date of Next Meeting**

The next meeting will take place on **Tuesday, 6 August 2019, 6.45 pm.**

# HORLEY TOWN COUNCIL

**Joan Walsh - Town Clerk**

**Council Offices, 92 Albert Road**

**Horley, Surrey RH6 7HZ**

Tel: 01293 784765

Info@horleysurrey-tc.gov.uk

www.horleysurrey-tc.gov.uk



## **Agreement to Store Items at the Michael Crescent Scout Hut Building**

**This Agreement is made the day of 2019**

### **Between:**

Horley Town Council, 92 Albert Road, Horley Surrey RH6 7HZ

and The Horley Association of Traders (HATS)

### **Whereas**

1. Horley Town Council is the owner of the premises known as the Michael Crescent Scout Hut Building ("Scout Hut") at Michael Crescent Horley RH6 7LH
2. The Horley Association of Traders (HATS) wishes to store items at the Scout Hut pursuant to the Terms & Conditions below.
3. This Agreement does not constitute and should not be construed as a Lease, Licence or a Right to Occupy, only as permission to store the items detailed in this Agreement.
  - i)* Horley Town Council requires all organisations to obtain prior written permission before storing any items in the building, by providing a completed copy of this form, signed and dated by an authorised representative.
  - ii)* All items will be left at the owner's risk and Horley Town Council will not indemnify against any losses or accept any responsibility whatsoever.
  - iii)* The Town Council must be informed of the expected duration of all storage requests and reserves the right to ask that items be removed at any time, for which no less than 4 weeks' notice will be given.
  - iv)* All items for storage must be listed on this form and all electrical equipment must meet legal compliance for which the Council will require a copy of supporting evidence.
  - v)* Organisations must not cause any damage to the Scout Hut nor make any changes whatsoever, such as changing locks etc. The Scout Hut must be delivered up in the same condition as at the beginning of this Agreement.
  - vi)* All items are to be stored within the Scout Hut itself. The Scout Hut is sited within a small recreation ground and nothing is to be left anywhere outside at any time.
  - vii)* Please liaise directly with Leon Hibbs of Reigate and Banstead Borough Council (RBBC) regarding any payment for electricity usage, which may be necessary. (The Borough Councils Air Quality Monitoring Station is stationed at the site and RBBC is directly responsible for all electricity used.)
  - viii)* Horley Town Council may consider redevelopment of the Scout Hut site a later date, in which case, the use of the Scout Hut as a storage facility will, upon four weeks notice be withdrawn.

**We, the undersigned, agree to comply with the Terms & Conditions, as stated above.**

**Name of Organisation:** .....

**Name of Representative  
(Please Print):** .....

**Signature:** .....

**Date:** .....

**Items for Storage (Please list below):**