

HORLEY TOWN COUNCIL

**Minutes of a Meeting of the Finance and General Purposes Committee
held at the Town Council Offices, Albert Road, Horley on 28 September 2021, at 7.30 pm**

Present	Cllrs	Jante Baird (in the Chair)	Adrian Kitajewski*	Samantha Marshall*
		Jordan Beech*	Helen Kitajewski (Chairman)*	Simon Marshall
		Andy Dye	Wayne Phillips	Robert Marr
		Mike George	David Powell*	Martin Saunders

*** Absent**

Also Present Joan Walsh (Town Clerk)
Judy Morgan (RFO and Planning Officer)

F 4733 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Beech, A. Kitajewski, H. Kitajewski, Powell and Samantha Marshall be accepted for reasons as specified in the Attendance Register.

F 4734 Disclosable Pecuniary Interests and Non-Pecuniary Interests

RESOLVED: noted that no declarations were made.

F 4735 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 30 March 2021, be approved.

F 4736 Finance Updates

F 4729 RBBC: Reigate & Banstead Community Centres Consultation

The Town Clerk advised that a further briefing from the RBBC Project Managers on the consultation outcomes would take place prior to the next Full Council meeting on 2 November 2021, 6.30 pm and all Members would be welcome to attend. The Town Council had been liaising with the Project Managers on suggested improvements to facilities and services, including Regent House Community Centre, along with anticipated timescales.

RESOLVED: noted.

F 4737 Annual Audit for the Year Ending 31 March 2021

RESOLVED: that the completed External Auditor Report from PKF Littlejohn LLP be received and that the publication of the Notice of Completion of Audit be noted.

RESOLVED: that the payment of £1,300 plus VAT to PKF Littlejohn LLP for work carried out be ratified.

Internal Audit Matters

F 4738 Councillors' Audit Certificate for June, July, and August 2021.

RESOLVED: that the Councillors' Audit Certificate for June, July and August 2021 and responses by the RFO, be noted. (Copies are appended).

F 4739 Arrangements for the first internal audit for 2021/22 with Mulberry & Co.

The Town Clerk told Members that the internal auditor would carry out the first internal audit on 8 November. She gave an overview of the matters that would be included in the first review and assured Members that it was all in hand.

RESOLVED: noted.

Financial Matters

F 4740 RESOLVED: that the following reports for June, July, and August 2021, as appended to these minutes, be approved:

- i) June, July, and August Bank Reconciliations**
- ii) June, July, and August Receipts**
- iii) June, July, and August Payments**
- iv) August Summary of Accounts**

F 4741 Horley Town Council Precept

The Town Clerk set out the timetable for setting the 2022/23 Precept, including expenditure requirements being sought from the Leisure and Planning Committees to inform the Finance Committee on budget scenarios at its November meeting and make recommendations for approval at the Full Council (Precept) meeting on 14 December 2021.

RESOLVED: noted.

F 4742 Community Infrastructure Levy (CIL)

The Town Clerk summarised the CIL income for HTC as set out in the latest financial report, including potential income that were subject to certain exemptions under the amended Community Infrastructure Levy (Coronavirus) Regulations.

Members were advised that as previously resolved, residents would be consulted during October through a public survey for their ideas on how the fund should be spent. The results would be reported back to Full Council to inform future projects for inclusion in HTC's five-year Town Plan.

RESOLVED: that receipt of the quarterly report received from Reigate & Banstead Borough Council for the period 16/06/21 to 15/09/21 be noted and that the results of the online resident survey for suggested projects through the Horley Town Council's CIL Fund be reported to Full Council at the next meeting to be held on 2 November 2021.

F 4743 Communications Sub-Committee Meeting (28 September 2020)

The Town Clerk gave an overview of the topics covered at the meeting held earlier in the evening. A copy of the Sub-Committee Minutes is appended to these Minutes.

RESOLVED: noted.

F 4744 RESOLVED: that the frequency of the Communications Sub-Committee meetings be reduced and that future meetings take place to coincide with alternate meetings of the Finance Committee, noting the next meeting would take place on 25 January 2022.

F 4745 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

The Town Clerk updated Members with the following information received from the national and county associations:

- The SALC AGM and Conference would be held on 12 October 2021 and include the election of President, Vice-President, Directors to the Board and appointment of NALC representatives. The main topics for discussion would be an update from the Surrey & Sussex Police 'Roads Policing Unit' and an SCC update from the Executive Director for Environment, Transport & Infrastructure.
- The NALC AGM would be held on 24 October 2021 – several recommendations were to be made, including the draft three-year Budget to 2025, the affiliation fee for 22/23 of 7.49 pence per Elector capped at £1920 for the largest councils and a change to the Constitution to make provision for Parliamentary Vice-Presidents.

RESOLVED: noted.

F 4746 The Town Clerk additionally provided the following updates on other related matters:

- It had been announced that the Ministry of Housing Communities & Local Government (MHCLG) has changed its name to the Department for Levelling Up, Housing & Communities (DLUHC), to reflect the Government's commitment to 'Level Up' nationwide.
- The current SALC Vice-President, Dr Richard Olliver, would be providing HTC Members with a separate briefing prior the Full Council meeting on 2 November 2021, starting promptly at 6.30 pm.

RESOLVED: noted.

F 4747 Covid-19 Response

The Town Clerk gave the following updates:

- The Town Council's Covid-19 Risk Assessments and Workplace Risk Assessments were up-to-date and kept under regular review as the situation evolved.
- HTC staff had resume office-based working on the whole but remained appropriately set up for homeworking should the need arise at a future stage.
- Covid-19 measures have been scaled back after social-distancing restrictions were relaxed by the Government but everything was still being closely monitored to prevent the spread of the virus.
- A good hygienic cleaning programme was in place, including new automatic touch points on both entry doors and the building was always kept well ventilated.
- All regular hirers had returned and ad hoc hall bookings were on the increase.
- Hirers and visitors had been informed that if anyone displayed any COVID symptoms, they should not enter the building under any circumstances.
- The longstanding cleaning contractor had retired at short notice due to ill health. After evaluating quotations for a replacement, a new contractor was in place and their quality of cleaning was impressive which included regular deep cleans. A comment book was available in the building foyer for the new cleaning contractor to receive constructive feedback from Councillors, staff, hirers and other users of the building.

RESOLVED: noted.

F 4748 HTC Operational Matters

RESOLVED: that

- i) the purchase of a replacement Laptop for the Town Clerk in the sum of £669.00 plus VAT; and for a Solid-State Drive to upgrade one of the very slow desktop computers in the sum of £49.00 plus VAT, be approved.**
- ii) that payment for replacing four emergency external lights in the sum of £383.76 plus VAT, be approved.**
- iii) That the report and progress from the RFO on the transition to the new Omega accounting package, be noted.**

F 4749 'The Innes' Sports Pavilion Tenancy

The Town Clerk reminded Members that agreement of the Heads of Terms for the new Lease with the longstanding Tenant of 'The Innes' Sports Pavilion, Court Lodge was deferred during the Pandemic last year and some concessionary rental arrangements were granted by HTC during the lockdown periods. Since the club had reopened and resumed its normal activities, the Town Clerk and RFO had met with the Tenant to revisit the draft Heads of Terms with a few minor adjustments which were approved by Members. It was noted that it was a full repairing Lease and an inventory inspection by an independent surveyor had also been carried out.

RESOLVED: that the amended Heads of Terms for the new Lease for 'The Innes' Sports Pavilion, Court Lodge, be approved.

F 4750 Edmonds Fund

RESOLVED: that

- i) It be noted that the Community Foundation are no longer sending quarterly Statements of the Edmonds Fund.**
- ii) It be noted that no grant applications had been received in the current round of applications, however a new application was expected to be passed to HTC for consideration at the next Full Council on 2 November 2021.**
- iii) That the Community Foundation be asked to clarify how their Grants Committee evaluate applications received at the initial stages.**

F 4751 'Café in The Park' Horley Recreation Ground - Grand Opening of Café Pavilion and refurbished Tennis Courts

The Town Clerk reported that the official opening of the Café Pavilion and refurbished Tennis Courts on Saturday, 11 September 2021 had been a very eventful and memorable occasion. It was officiated by the Council Chairman, Reigate & Banstead Mayor, Cllr Jill Bray and MP for East Surrey, Claire Coutinho. There was good attendance at the opening ceremony and the two Town Awards presented were very well received. The leaseholders, 'The Farmyard Kitchen', had worked incredibly hard since occupying the new community facility and were delighted to support the event. Cllr Marr thanked Cllr Powell for providing bubbly for a sparkling occasion since he had been unable to attend himself. Town Council's full Press Release was available to view on the [HTC website](#).

RESOLVED: noted.

F 4752 RESOLVED: that the expenditure for the extra provision a stud wall storeroom inside the Café, in the sum of £1,480.00 plus VAT, be approved.

F 4753 ***RESOLVED: that the payment for the supply and installation of one additional CCTV camera inside the Café for extra security, in the sum of £325.00 plus VAT, be approved.***

F 4754 ***RESOLVED: that a survey of the buildings with a view to installing Solar Panels take place at the Café Pavilion and Innes Pavilion at a future date.***

F 4755 **Other Matters - Café Project Evaluation:**

The Town Clerk updated Members with initial progress made on the Café Project Evaluation in conjunction with the Council Chairman, Café Working Party and HTC Consultant, Alan Jones. A letter requesting further information on the project outcomes had been sent to the Managing Surveyors, Copeland Yussuf, on behalf of the Council and a further update would be provided once a response had been received.

RESOLVED: noted.

F 4756 **Café Pavilion Opening Times:**

Some Members commented on feedback they had received that the opening hours of the Café were sporadic at times and that it was important for the public to be better informed for consistency, especially heading into the winter months. The Town Clerk would take the matter up with the leaseholders accordingly.

RESOLVED: that the Town Clerk seek clarification from the Café leaseholders 'The Farmyard Kitchen' about their operating times in the months ahead.

Remembrance Programme 2021

F 4757 **Arrangements for the Remembrance Services Programme 2021 in Horley**

The Town Clerk expressed gratitude to Town and Borough Cllr James Baker, the RBBC Armed Forces Champion, for working with RBBC to organise road closures and insurance to allow the parade in Horley to go ahead. The Town Council would be providing set-up support for the Horley RBL at the Memorial Gardens with the usual facilities provided; a section of the railings would be removed for public access and 600 copies of the Order of Service would be printed. Additionally, HTC had ordered wreaths for the County and Town Councils along with 25 wooden crosses. The full programme has been circulated to all HTC Members. A full risk assessment would also be carried out by HTC in advance. It was understood that the Horley RBL might borrow a PA system from a local community group.

RESOLVED: noted.

F 4758 ***RESOLVED: that the arrangements be noted and that a donation of £250 to the Royal British Legion Poppy Appeal through the General Power of Competence, be approved.***

F 4559 **Silent Soldier Replacement**

The Town Clerk reported that sadly one of the RBL Silent Soldiers in the Memorial Gardens had been damaged beyond repair and needed to be replaced, and this was agreed by Members.

RESOLVED: that the purchase of an Unknown Woman, as a replacement for the Silent Soldier in the Memorial Garden, at a cost of £200, be agreed.

Christmas 2021

F 4760 Town Councillors' Christmas Hospitality

The Town Clerk explained to newer Members that it was customary for Town Councillors to offer hospitality at Christmas to coincide with the Town Centre Carol Service and HATs Christmas Fair which this year would take place on Saturday, 11 December 2021. Town Councillors may donate towards the hospitality event to be held in Regent House Community Centre (to follow the Carol Service) and it would be much appreciated if this could be paid direct into the HTC bank account.

RESOLVED: that the Regent House Community Centre be booked for the Town Councillors' Christmas Hospitality on Saturday 11, December 2021

F 4761 ***RESOLVED: that arrangements to close the Town Council offices from noon on 23 December 2021 and reopen on 4 January 2022, be approved. The usual security measures and emergency cascade arrangements would be put in place.***

F 4762 Letters Received

- The Town Clerk updated Members on the arrival of the new Barclays Bank Van (initiated by the Town Council) to provide help with money management, financial health, or supporting businesses. There would be no cash transactions available or self-service machines but they would be able to help with general banking. The Barclays Bank Van would be positioned in the High Street car park once a fortnight. Full details, including the times and dates of visits, were available to view on the [HTC website](#).
- The Horley Local History Society (HLHS) had advised that one of their members, Veronica Ballard, had updated new version of 'Street Where you Live' and produced a new book entitled 'Hidden in Horley'. It was suggested that copies of both books be ordered by HTC to place in the new 'Little Library' structure at Café Pavilion, Horley Recreation Ground.

RESOLVED: noted.

F 4763 Diary Dates

**Leisure Committee meeting, 5 October 2021, 7.30 pm, HTC Offices, Albert Rooms
Horley in Bloom Awards Ceremony, 8 October 2021, HTC Offices, Albert Rooms**

RESOLVED: noted.

Meeting closed at 20:52 pm

Date of Next Meeting – 9 November 2021

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Horley Town Council – SU0046**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

14/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

29/06/2021

and recorded as minute reference:

C 5191

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

Chairman

Smurshall

Clerk

McAuliffe

<https://www.horleysurrey-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

EHORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	340,841	313,371	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	372,755	404,676	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	590,174	92,911	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	177,586	193,319	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	33,323	47,141	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	779,490	356,945	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	313,371	213,553	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	301,912	228,772	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,886,795	2,462,047	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	695,881	667,529	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIC *Judy Morgan* *J Morgan*

Date 27/05/2021

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

29/06/2021

as recorded in minute reference:

C 5192

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

Smashall

Horley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Horley Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Horley Town Council on application to:	
(a) Joan Walsh, Town Clerk, Horley Town Council, 92 Albert Road, Horley, RH6 7HZ	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) During office hours, Monday to Friday 10:00 am to 4.00 pm	(b) Insert the hours during which inspection rights may be exercised
3. copies will be provided to any person on payment of £ 1.00 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Judy Morgan, Responsible Financial Officer	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 15 September 2021	(e) Insert the date of placing of the notice

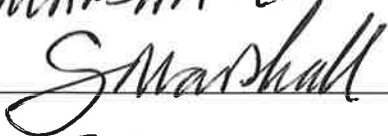

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

June 2021

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

Observations (Councillors)	Clerk/ RFO's action
N/A	
Name: S. MARSHALL Signature: 	Signature:
Name: M. GEORGE Signature: 	
Date: 22/9/21	Date:

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 30/06/2021		269,295.22
			498,067.30
	SUBTRACT Payments 01/04/2021 - 30/06/2021		101,765.00
A	Cash in Hand 30/06/2021 (per Cash Book)		396,302.30
	Cash in hand per Bank Statements		
	Cash 30/06/2021	0.00	
	Handelsbanken 30/06/2021	98,504.30	
	FairFX Bank Debit Card 30/06/2021	608.62	
	Nationwide Intl 30/06/2021	22,760.02	
	HSBC Payroll 30/06/2021	5,905.72	
	HSBC Deposit 30/06/2021	190,386.67	
	HSBC Current 30/06/2021	80,412.15	
			398,577.48
	Less unrepresented payments		2,707.18
			395,870.30
	Plus unrepresented receipts		432.00
B	Adjusted Bank Balance		396,302.30
	A = B Checks out OK		



SM
22/9/21

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	03/06/2021		HSBC Current	652761R00R4I	PAYE	HMRC	E	1,349.60	0.00	1,349.60
125	03/06/2021		HSBC Current	652761R00R4I	NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
126	03/06/2021		HSBC Current	652761R00R4I	NIC Employee	HMRC	E	716.04	0.00	716.04
128	03/06/2021		HSBC Current	813261R01T6A	Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
129	03/06/2021		HSBC Current	813261R01T6A	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
130	03/06/2021		HSBC Current	327261R00S28	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
143	10/06/2021		HSBC Current	610361Z00EAC	VAT Payment	HMRC	E	1,358.91	0.00	1,358.91
153	22/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	707.50	141.50	849.00
156	24/06/2021	L 5046	HSBC Current	094862D01YJJ	Tree surgery	Heatherlands Tree Care	S	950.00	190.00	1,140.00
157	24/06/2021		HSBC Current	751062D01ZBH	Cleaning	Asbit	S	553.00	110.60	663.60
181	28/06/2021		HSBC Payroll		Salaries	Horley Town Council	E	8,867.07	0.00	8,867.07
Total								19,372.59	442.10	19,814.69

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
107	04/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	80.61	4.03	84.64
124	03/06/2021		HSBC Current	652761R00R4I	PAYE	HMRC	E	1,349.60	0.00	1,349.60
125	03/06/2021		HSBC Current	652761R00R4I	NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
126	03/06/2021		HSBC Current	652761R00R4I	NIC Employee	HMRC	E	716.04	0.00	716.04
127	03/06/2021		HSBC Current	652761R00R4I	Student/Postgraduate Loan De	HMRC	E	37.00	0.00	37.00
128	03/06/2021		HSBC Current	813261R01T6A	Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
129	03/06/2021		HSBC Current	813261R01T6A	Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
130	03/06/2021		HSBC Current	327261R00S28	Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
131	03/06/2021		HSBC Current	051461R01RGS	Office Phone	Amazon	S	122.91	24.58	147.49
132	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	E	130.24	0.00	130.24
133	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	S	39.52	7.90	47.42
134	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.98	3.40	20.38
135	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.58	3.32	19.90
136	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	16.34	3.26	19.60
137	03/06/2021		HSBC Current	051461R01RGS	Office Equipment	Amazon	S	6.59	1.32	7.91
138	03/06/2021		HSBC Current	051461R01RGS	Stationery	Amazon	S	6.54	1.30	7.84
139	03/06/2021		HSBC Current	051461R01RGS	Office Phone	Amazon	S	5.82	1.17	6.99
140	03/06/2021		HSBC Current	170261R01S9R	Cleaning	Asbit	S	276.50	55.30	331.80
141	03/06/2021		HSBC Current	296761R00DRL	SMA Annual Membership	Surrey Mayors Association	E	12.50	0.00	12.50
142	10/06/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	46.12	0.00	46.12
143	10/06/2021		HSBC Current	610361Z00EAC	VAT Payment	HMRC	E	1,358.91	0.00	1,358.91
144	10/06/2021		HSBC Current	385061Z019VL	Security Guard Patrol	SmartGuard Security	S	463.68	92.74	556.42
145	10/06/2021		HSBC Current	541661Z01GBE	Insurance	WPS Insurance Ltd	E	390.23	0.00	390.23
146	10/06/2021		HSBC Current	596861Z0008D	Councillor training	Mulberry & Co	S	210.00	42.00	252.00
147	10/06/2021		HSBC Current	596861Z0008D	Staff Training	Mulberry & Co	S	70.00	14.00	84.00
148	10/06/2021		HSBC Current	846761Z018W0	Football pitch hire Refund	Horley Shooters	S	287.58	57.52	345.10
149	10/06/2021		HSBC Current	109961Z013X6	Cleaning	Asbit	S	276.50	55.30	331.80
150	10/06/2021		HSBC Current	783861Z00PNM	Fire Alarm Maintenance	Firetronics Limited	S	208.09	41.63	249.72
151	10/06/2021		HSBC Current	132561Z00R26	Window cleaning	Michael Stone	E	55.00	0.00	55.00
152	19/06/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	305.71	15.29	321.00
153	22/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	707.50	141.50	849.00
154	24/06/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	49.94	2.49	52.43
155	24/06/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	106.80	5.34	112.14
156	24/06/2021	L 5046	HSBC Current	094862D01YJJ	Tree surgery	Heatherlands Tree Care	S	950.00	190.00	1,140.00
157	24/06/2021		HSBC Current	751062D01ZBH	Cleaning	Asbit	S	553.00	110.60	663.60
158	24/06/2021		HSBC Current	314262D01J3I	Conference Speaker	Amazon	S	316.65	63.33	379.98

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
159	Subscriptions & Licences	24/06/2021		HSBC Current	849862D021MZ	SLCC Membership	SLCC Ltd	E	346.00	0.00	346.00
160	Compliance and Regulatory	24/06/2021		HSBC Current	577562D01F4L	Legionella - Quarterly Monitori	WET Ltd	S	112.00	22.40	134.40
161	IT	24/06/2021		HSBC Current	004262D005S0	IT Hardware	Micro Maintenance Ltd.	S	36.00	7.20	43.20
162	Communications	15/06/2021		HSBC Current	DIRECT DEBIT	Phone Contract	EE	S	24.81	4.96	29.77
163	IT	22/06/2021		HSBC Current	DIRECT DEBIT	IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
164	CCTV Broadband Connection	21/06/2021		HSBC Current	DIRECT DEBIT	CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
165	Maintenance Contracts	18/06/2021		HSBC Current	DIRECT DEBIT	Maintenance Agreement	British Gas	S	42.22	8.45	50.67
166	Maintenance Contracts	21/06/2021		HSBC Current	DIRECT DEBIT	Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
167	Rates & Utilites	01/06/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
168	Rates	01/06/2021		HSBC Current	DIRECT DEBIT	Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
169	IT	16/06/2021		HSBC Current	DIRECT DEBIT	Sage Licence	Sage (UK) Limited	S	29.00	5.80	34.80
170	Photocopying	19/06/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	61.51	12.30	73.81
171	Website	17/06/2021		HSBC Current	DIRECT DEBIT	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
172	Communications	02/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Newsletter	Email Blaster	S	12.99	2.60	15.59
173	Communications	04/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Simcard	GiffGaff	S	15.00	3.00	18.00
174	IT	10/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Office 365 Licence	Microsoft	E	135.71	0.00	135.71
175	IT	10/06/2021		FairFX Bank Debit Car	DIRECT DEBIT	Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
181	Net Salaries	28/06/2021		HSBC Payroll		Salaries	Horley Town Council	E	8,867.07	0.00	8,867.07
Total									24,585.06	1,135.46	25,720.52

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	02/06/2021		HSBC Current	ANDREW BROWN 126	Allotment Rent	Andrew Brown	E	48.00	0.00	48.00
64	07/06/2021		HSBC Current	WITHERS G & T INVO:	Allotment Rent	Thomas Withers	E	48.00	0.00	48.00
65	10/06/2021		HSBC Current	Pizzie Susan INVOICE	Allotment Rent	Peter Pizzie	E	48.00	0.00	48.00
67	28/06/2021		HSBC Current		Allotment Rent	Joanne Hunter	E	50.00	0.00	50.00
68	04/06/2021		HSBC Deposit	DIRECT DEBIT	Bank interest	HSBC	E	4.38	0.00	4.38
Total								198.38	0.00	198.38


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

July 2021


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

Observations (Councillors)	Clerk/ RFO's action
N/A	
Name: S. MARSHALL Signature: 	Signature:
Name: M. GEORGE Signature: 	
Date: 22/9/21	Date:

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by:  _____
Name and Role (RFO/Chair of Finance etc)

Date: 22/7/21

	Bank Reconciliation at 31/07/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 31/07/2021		281,896.63
			510,668.71
	SUBTRACT Payments 01/04/2021 - 31/07/2021		139,388.85
A	Cash in Hand 31/07/2021 (per Cash Book)		371,279.86
	Cash in hand per Bank Statements		
	Cash 31/07/2021	0.00	
	Handelsbanken 31/07/2021	98,504.30	
	FairFX Bank Debit Card 31/07/2021	1,037.13	
	Nationwide Intl 31/07/2021	22,760.02	
	HSBC Payroll 31/07/2021	5,913.95	
	HSBC Deposit 31/07/2021	190,386.67	
	HSBC Current 31/07/2021	52,683.79	
			371,285.86
	Less unrepresented payments		180.00
			371,105.86
	Plus unrepresented receipts		174.00
B	Adjusted Bank Balance		371,279.86
	A = B Checks out OK		

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	01/07/2021		HSBC Current		PAYE	HMRC	E	1,350.00	0.00	1,350.00
184	01/07/2021		HSBC Current		NIC Employee	HMRC	E	716.04	0.00	716.04
185	01/07/2021		HSBC Current		NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
187	01/07/2021		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
188	01/07/2021		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
189	01/07/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
182	01/07/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
221	08/07/2021		HSBC Current		Insurance	WPS Insurance Ltd	E	6,918.38	0.00	6,918.38
197	20/07/2021		HSBC Current	7282634024IZ	Subscription	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
198	20/07/2021		HSBC Current	4519634002FF	IT Hardware	Micro Maintenance Ltd.	S	673.00	134.60	807.60
199	20/07/2021		HSBC Current	142363401F59	Cleaning	Asbit	S	553.02	110.60	663.62
206	26/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	1,081.20	216.24	1,297.44
209	28/07/2021		HSBC Payroll		Salaries	Horley Town Council	X	8,991.77	0.00	8,991.77
Total								31,163.28	1,256.72	32,420.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	01/07/2021		HSBC Current		PAYE	HMRC	E	1,350.00	0.00	1,350.00
184	01/07/2021		HSBC Current		NIC Employee	HMRC	E	716.04	0.00	716.04
185	01/07/2021		HSBC Current		NIC Employer	HMRC	E	1,145.40	0.00	1,145.40
186	01/07/2021		HSBC Current		Student/Postgraduate Loan De	HMRC	E	37.00	0.00	37.00
187	01/07/2021		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	2,205.39	0.00	2,205.39
188	01/07/2021		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	769.68	0.00	769.68
189	01/07/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
211	01/07/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
212	01/07/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
182	01/07/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
190	01/07/2021		HSBC Current		Cleaning	Asbit	S	276.51	55.30	331.81
191	01/07/2021		HSBC Current		Bollard repair	Asbit	S	40.00	8.00	48.00
192	01/07/2021		HSBC Current		Stationery	Amazon	S	20.79	4.16	24.95
210	01/07/2021		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	493.00	98.60	591.60
176	02/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	85.94	4.29	90.23
177	02/07/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	S	267.50	53.50	321.00
222	02/07/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
223	05/07/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	S	15.00	3.00	18.00
193	06/07/2021		HSBC Current	072662P00CEU	Security Guard Patrol	SmartGuard Security	S	445.37	89.07	534.44
194	06/07/2021		HSBC Current	634662P004CK	Cleaning	Asbit	S	276.51	55.30	331.81
195	06/07/2021		HSBC Current	817562P004VE	Hygiene	Constant Hygiene	S	125.00	25.00	150.00
196	06/07/2021		HSBC Current	765962P00GCM	Compliant Councils Hub	Breakthrough Communicator	S	234.00	46.80	280.80
224	07/07/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	132.40	0.00	132.40
221	08/07/2021		HSBC Current		Insurance	WPS Insurance Ltd	E	6,918.38	0.00	6,918.38
213	08/07/2021		HSBC Current		Office supplies	Amazon	S	16.97	3.39	20.36
180	09/07/2021		HSBC Current	DIRECT DEBIT	Bank charge	HSBC	E	42.08	0.00	42.08
214	09/07/2021		HSBC Current		Councillor training	Mulberry & Co	S	80.00	16.00	96.00
225	14/07/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	28.64	0.00	28.64
215	16/07/2021		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
226	16/07/2021		FairFX Bank Debit Car		Postage	Royal Mail	Z	1.70	0.00	1.70
205	17/07/2021		HSBC Current	DIRECT DEBIT	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
178	19/07/2021		HSBC Current	DIRECT DEBIT	Photocopying - copies	SOS Systems Ltd	S	28.71	5.74	34.45
179	19/07/2021		HSBC Current	DIRECT DEBIT	Photocopying - Staples	SOS Systems Ltd	S	60.00	12.00	72.00
216	19/07/2021		HSBC Current		CCTV Broadband	Zen Internet	S	97.85	19.57	117.42
217	19/07/2021		HSBC Current		Maintenance Agreement	British Gas	S	42.23	8.44	50.67
197	20/07/2021		HSBC Current	7282634024IZ	Subscription	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	20/07/2021		HSBC Current	862763400CWY	Deposit refund	Redhill Rovers	E	100.00	0.00	100.00
202	20/07/2021		HSBC Current	862763400CWY	Deposit refund	Silver Moon Dancing	E	100.00	0.00	100.00
204	20/07/2021		HSBC Current	1585634021TZ	Hall Hire Fee	Reigate & Banstead Borough	E	54.30	0.00	54.30
198	20/07/2021		HSBC Current	4519634002FF	IT Hardware	Micro Maintenance Ltd.	S	673.00	134.60	807.60
199	20/07/2021		HSBC Current	142363401F59	Cleaning	Asbit	S	553.02	110.60	663.62
200	20/07/2021		HSBC Current	478963401ZGZ	Repairs/Maintenance	Firetronics Limited	S	105.00	21.00	126.00
203	20/07/2021		HSBC Current	4562634007TG	Call out	L&C Installations	S	60.00	12.00	72.00
227	20/07/2021		FairFX Bank Debit Car		Cyber Essentials Certification	IASME	Z	360.00	0.00	360.00
218	21/07/2021		HSBC Current		Maintenance Agreement	British Gas	S	67.46	13.49	80.95
207	22/07/2021		HSBC Current	DIRECT DEBIT	Gas supply	British Gas	L	27.56	1.37	28.93
219	22/07/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
208	23/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	L	103.17	5.15	108.32
206	26/07/2021		HSBC Current	DIRECT DEBIT	Electricity supply	British Gas	S	1,081.20	216.24	1,297.44
220	26/07/2021		HSBC Current		Electricity supply	British Gas	S	0.00	0.00	0.00
228	27/07/2021		FairFX Bank Debit Car		Screen Mirroring Software	BMT Micro	Z	15.16	0.00	15.16
209	28/07/2021		HSBC Payroll		Salaries	Horley Town Council	X	8,991.77	0.00	8,991.77
Total								35,698.32	1,925.53	37,623.85

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
75	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
76	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
77	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
78	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
79	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
80	05/07/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
70	05/07/2021		HSBC Current		Allotment Rent	Matthew Wenn	E	48.00	0.00	48.00
69	06/07/2021		HSBC Current		Hall Hire Fee	Boni Jenkins	E	174.00	0.00	174.00
92	07/07/2021		HSBC Current		Funfair	Beech's Fun Fair	E	2,800.00	0.00	2,800.00
71	07/07/2021		HSBC Current		Allotment Rent	Langshott Allotments Tenant	E	24.00	0.00	24.00
72	08/07/2021		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	41.08	8.22	49.30
73	12/07/2021		HSBC Current		Banner Display	Reigate Rugby Club	E	20.54	0.00	20.54
74	13/07/2021		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	140.00	0.00	140.00
81	19/07/2021		HSBC Current		Funfair	Extreme Fun	E	700.00	0.00	700.00
82	21/07/2021		HSBC Current	THE FARMYARD KITCH	Electricity Contributions	The Farmyard Kitchen	S	708.07	141.61	849.68
83	21/07/2021		HSBC Current	GWAZE P INVOICE NC	Allotment Rent	Patience Gwaze	E	48.00	0.00	48.00
84	21/07/2021		HSBC Current	Richard Strudwick 200	Allotment Rent	Lindy and Richard Strudwick	E	63.00	0.00	63.00
87	22/07/2021		HSBC Current		Allotment Rent	Glynis Cargill	E	48.00	0.00	48.00
89	22/07/2021		HSBC Current		Banner Display	YESPA	E	30.81	0.00	30.81
93	28/07/2021		HSBC Current		Vat Refund	HMRC	X	5,844.08	0.00	5,844.08
Total								12,441.10	160.31	12,601.41



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

August 2021

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

Observations (Councillors)	Clerk/ RFO's action
<p>47P Difference in the F4X Account RFO Aware and looking into</p>	
Name: S. MARSHALL Signature: 	Signature:
Name: M. BERGE Signature: 	
Date: 22/9/21	Date:

Horley Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 31/08/2021		286,840.50
			515,612.58
	SUBTRACT Payments 01/04/2021 - 31/08/2021		167,353.15
A	Cash in Hand 31/08/2021 (per Cash Book)		348,259.43
	Cash in hand per Bank Statements		
	Cash	31/08/2021	0.00
	Handelsbanken	31/08/2021	98,504.30
	FairFX Bank Debit Card	31/08/2021	493.86
	Nationwide Intl	31/08/2021	22,760.02
	HSBC Payroll	28/08/2021	5,744.85
	HSBC Deposit	28/08/2021	150,386.67
	HSBC Current	28/08/2021	69,672.30
			347,562.00
	Less unrepresented payments		347,562.00
	Plus unrepresented receipts		697.43
B	Adjusted Bank Balance		348,259.43
	A = B Checks out OK		


 22/9/21

Horley Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
234	06/08/2021		HSBC Current		PAYE	HMRC	X	1,349.60		1,349.60
235	06/08/2021		HSBC Current		PAYE	HMRC	X	1,145.40		1,145.40
236	06/08/2021		HSBC Current		PAYE	HMRC	X	716.04		716.04
242	06/08/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
243	06/08/2021		HSBC Current		IT Software	Rialtas	S	2,711.00	542.20	3,253.20
245	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	2,205.39		2,205.39
246	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	769.68		769.68
255	17/08/2021		HSBC Current		Cleaning	Asbit	S	553.02	110.60	663.62
257	17/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	840.00	168.00	1,008.00
258	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z	848.10		848.10
260	17/08/2021		HSBC Current		Town badges	Rocket Badges	S	1,148.00	229.60	1,377.60
273	27/08/2021		HSBC Payroll		Salaries	Horley Town Council	X	9,169.10		9,169.10
Total								22,205.33	1,050.40	23,255.73

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
85	04/08/2021		HSBC Current		Edmonds Hall hire fee	Boni Jenkins	E	116.00		116.00
86	04/08/2021		HSBC Current		Edmonds Hall hire fee	Horley Society of Artists	E	175.00		175.00
88	04/08/2021		HSBC Current		Hall Hire Fee	Horley Society of Artists	E	175.00		175.00
90	04/08/2021		HSBC Current		Banner Display	Reigate St Mary's Preparator	E	41.08		41.08
91	04/08/2021		HSBC Current		Edmonds Hall hire fee	C Huggins	E	105.00		105.00
94	24/08/2021		HSBC Current		Edmonds Hall hire fee	RCCG City of Joy	E	271.00		271.00
95	24/08/2021		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	334.00		334.00
96	27/08/2021		HSBC Current		Football deposit	Athletico Redhill FC	E	100.00		100.00
97	27/08/2021		HSBC Current		Football deposit	Gatwick United	E	100.00		100.00
98	26/08/2021		HSBC Current		Electricity Contributions	The Farmyard Kitchen	S	307.77	61.56	369.33
99	24/08/2021		HSBC Current		Horley Recreation Ground	Circus World Entertainments	E	1,200.00		1,200.00
100	24/08/2021		HSBC Current		Horley Recreation Ground	Circus World Entertainments	E	200.00		200.00
101	26/08/2021		HSBC Current		Funfair	Extreme Fun	E	700.00		700.00
102	13/08/2021		HSBC Current		Banner Display	Reigate Grammar School	E	61.62		61.62
103	11/08/2021		HSBC Current		Football pitch hire	Reigate Town	S	63.68	12.73	76.41
104	02/08/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00		771.00
105	02/08/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
Total								4,773.53	76.91	4,850.44

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
229	02/08/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00		104.00
230	02/08/2021		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00		53.00
231	02/08/2021		HSBC Current		Utilities	British Gas	L	91.50	4.57	96.07
232	06/08/2021		HSBC Current		Office supplies	Amazon	S	132.27	26.46	158.73
233	06/08/2021		HSBC Current		Cleaning	Asbit	S	276.51	55.30	331.81
234	06/08/2021		HSBC Current		PAYE	HMRC	X	1,349.60		1,349.60
235	06/08/2021		HSBC Current		PAYE	HMRC	X	1,145.40		1,145.40
236	06/08/2021		HSBC Current		PAYE	HMRC	X	716.04		716.04
237	06/08/2021		HSBC Current		PAYE	HMRC	X	37.00		37.00
238	06/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
239	06/08/2021		HSBC Current		Signage	KM Vinyl Graphics	Z	35.00		35.00
240	06/08/2021		HSBC Current		Electricity test	L&C Installations	S	60.00	12.00	72.00
241	06/08/2021		HSBC Current		Staff Training	Mulberry & Co	S	40.00	8.00	48.00
242	06/08/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
243	06/08/2021		HSBC Current		IT Software	Rialtas	S	2,711.00	542.20	3,253.20
244	06/08/2021		HSBC Current		HIB Hospitality	Simon Marshall	E	46.10		46.10
245	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	2,205.39		2,205.39
246	06/08/2021		HSBC Current		Pension payments Employer	Surrey Pension Fund	X	769.68		769.68
247	09/08/2021		HSBC Current		Phone line	BT	S	313.87	62.78	376.65
248	09/08/2021		HSBC Current		Water Rates	SES Water	E	100.00		100.00
249	10/08/2021		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	38.00		38.00
250	16/08/2021		HSBC Current		Utilities	Corona Energy	S	155.62	31.12	186.74
251	16/08/2021		HSBC Current		Mobile Phone	EE	S	12.00	2.40	14.40
252	16/08/2021		HSBC Current		IT Software	Sage (UK) Limited	S	29.00	5.80	34.80
253	17/08/2021		HSBC Current		Office supplies	Amazon	S	65.73	13.16	78.89
254	17/08/2021		HSBC Current		Litter pickers	Amazon	S	83.31	16.66	99.97
255	17/08/2021		HSBC Current		Cleaning	Asbit	S	553.02	110.60	663.62
256	17/08/2021		HSBC Current		Glass Hire	Abacus Catering	Z	36.28		36.28
257	17/08/2021		HSBC Current		Website	Jarret & Lam Consulting	S	840.00	168.00	1,008.00
258	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z	848.10		848.10
259	17/08/2021		HSBC Current		Consultancy	LG Business Consultation	Z			
260	17/08/2021		HSBC Current		Town badges	Rocket Badges	S	1,148.00	229.60	1,377.60
261	17/08/2021		HSBC Current		Window cleaning	Michael Stone	Z	55.00		55.00
262	17/08/2021		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	100.00	20.00	120.00
263	18/08/2021		HSBC Current		Gas boiler service	British Gas	S	42.22	8.45	50.67
264	19/08/2021		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	100.22	20.04	120.26

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
265	CCTV Broadband Connection	19/08/2021		HSBC Current		Broadband	Zen Internet	S	94.76	18.95	113.71
266	IT	23/08/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
267	Maintenance Contracts	23/08/2021		HSBC Current		Gas boiler service	British Gas	S	67.46	13.49	80.95
268	Utilities	23/08/2021		HSBC Current		Utilities	British Gas	L	14.95	0.75	15.70
269	Pavilion Cafe Utilities	23/08/2021		HSBC Current		Utilities	British Gas	S	252.15	50.43	302.58
270	Utilities	24/08/2021		HSBC Current		Utilities	British Gas	L	305.71	15.29	321.00
271	Utilities	24/08/2021		HSBC Current		Utilities	British Gas	L	138.70	6.93	145.63
272	Security Patrols	17/08/2021		HSBC Current		Security Guard Patrol	SmartGuard Security	S	397.43	79.49	476.92
273	Net Salaries	27/08/2021		HSBC Payroll		Salaries	Horley Town Council	X	9,169.10		9,169.10
274	Communications	03/08/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
275	Subscriptions & Licences	09/08/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	150.90		150.90
276	Grounds	10/08/2021		FairFX Bank Debit Car		Playground Equipment	UK Pickleball Shop	S	108.33	21.67	130.00
277	IT	14/08/2021		FairFX Bank Debit Car		Screen Mirroring Software	BMT Micro	S	15.07	3.01	18.08
278	IT	14/08/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	28.64		28.64
279	Communications	21/08/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	Z	18.00		18.00
280	Legal and professional fees	27/08/2021		FairFX Bank Debit Car		Advertising	Indeed	Z	16.47		16.47
281	Maintenance & Repairs	27/08/2021		FairFX Bank Debit Car		Solar Panels	Solar Together	Z	150.00		150.00
282	Communications	30/08/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
Total									26,492.71	1,651.59	28,144.30

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

05 AUGUST 2021 (2021-2022)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	428,088.00	214,044.00	-214,044.00				-214,044.00 (-50%)
SUB TOTAL		428,088.00	214,044.00	-214,044.00				-214,044.00 (-50%)

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest		4.38	4.38				4.38 (N/A)
3	Section 136 LGA	38,006.00	19,003.00	-19,003.00				-19,003.00 (-50%)
5	Devolved Powers	1,700.00		-1,700.00				-1,700.00 (-100%)
141	CIL	23,000.00	31,267.44	8,267.44	24,498.42		24,498.42	32,765.86 (68%)
SUB TOTAL		62,706.00	50,274.82	-12,431.18	24,498.42		24,498.42	12,067.24 (13%)

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	6,694.00	1,918.00	-4,776.00				-4,776.00 (-71%)
8	Football Pitches	3,000.00	377.08	-2,622.92		287.58	-287.58	-2,910.50 (-97%)
9	Church Rd Allotments	3,300.00	236.00	-3,064.00				-3,064.00 (-92%)
10	Langshott Allotments	3,800.00	3,764.00	-36.00				-36.00 (-0%)
11	Bowls Club	276.00		-276.00				-276.00 (-100%)
12	Innes Pavilion	10,000.00	3,084.00	-6,916.00				-6,916.00 (-69%)
13	Saturday Market	200.00		-200.00				-200.00 (-100%)
14	Events and Banners	5,000.00	5,667.02	667.02				667.02 (13%)
15	Meeting Room							(N/A)
16	Edmonds Hall Deposits					100.00	-100.00	-100.00 (N/A)
17	Football Pitch Deposits		300.00	300.00		100.00	-100.00	200.00 (N/A)
149	Security Deposits		200.00	200.00				200.00 (N/A)
SUB TOTAL		32,270.00	15,546.10	-16,723.90		487.58	-487.58	-17,211.48 (-53%)

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,700.00	20.79	1,679.21	1,679.21 (98%)
20	Courier & Postage				75.00	1.70	73.30	73.30 (97%)
21	Office Supplies & Equipment				3,000.00	1,307.13	1,692.87	1,692.87 (56%)
22	Photocopying	80.00		-80.00	2,800.00	1,301.16	1,498.84	1,418.84 (49%)
23	IT				8,000.00	5,831.44	2,168.56	2,168.56 (27%)
24	Website				2,000.00	1,220.00	780.00	780.00 (39%)
25	Communications				2,500.00	1,509.24	990.76	990.76 (39%)
26	Environment Campaign							(N/A)
148	COVID -19 Compliance					2,394.30	-2,394.30	-2,394.30 (N/A)

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

05 AUGUST 2021 (2021-2022)

SUB TOTAL	80.00	-80.00	20,075.00	13,585.76	6,489.24	6,409.24 (31%)
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				116,000.00	44,762.88	71,237.12	71,237.12 (61%)
31	PAYE				18,000.00	5,435.80	12,564.20	12,564.20 (69%)
32	NI Employee				10,000.00	2,864.16	7,135.84	7,135.84 (71%)
33	NI Employer				14,800.00	4,581.60	10,218.40	10,218.40 (69%)
34	SCC Pension Employee				18,200.00	6,078.72	12,121.28	12,121.28 (66%)
35	SCC Pension Employer				28,000.00	8,821.56	19,178.44	19,178.44 (68%)
151	Long Service Award					1,250.00	-1,250.00	-1,250.00 (N/A)
156	Student/Postgraduate Loan Ded					111.00	-111.00	-111.00 (N/A)
SUB TOTAL					205,000.00	73,905.72	131,094.28	131,094.28 (63%)

OFFICE MAINTENANCE & REF

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,550.00	1,298.00	2,252.00	2,252.00 (63%)
39	Cleaning of hall and office				15,000.00	5,253.57	9,746.43	9,746.43 (64%)
40	Utilities				4,400.00	1,727.49	2,672.51	2,672.51 (60%)
41	Rates				2,000.00	519.58	1,480.42	1,480.42 (74%)
42	Maintenance Contracts				1,500.00	211.11	1,288.89	1,288.89 (85%)
43	Window Cleaning				750.00	165.00	585.00	585.00 (78%)
45	Compliance and Regulatory				5,000.00	1,090.09	3,909.91	3,909.91 (78%)
SUB TOTAL					32,200.00	10,264.84	21,935.16	21,935.16 (68%)

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Counc				19,545.00	9,772.46	9,772.54	9,772.54 (50%)
51	Bank charges				1,000.00	204.64	795.36	795.36 (79%)
52	Insurance				8,755.00	7,308.61	1,446.39	1,446.39 (16%)
53	Legal and professional fees				13,225.00	2,218.17	11,006.83	11,006.83 (83%)
54	Audit fees				2,678.00		2,678.00	2,678.00 (100%)
55	Subscriptions & Licences				7,519.00	6,973.80	545.20	545.20 (7%)
60	Election Expenses				2,500.00		2,500.00	2,500.00 (100%)
62	Chairman's Allowance				400.00		400.00	400.00 (100%)
63	Cllr Expenses				103.00	36.00	67.00	67.00 (65%)
64	Cllr Training				800.00	290.00	510.00	510.00 (63%)
65	Staff Expenses				100.00		100.00	100.00 (100%)
66	Staff Training				1,500.00	110.00	1,390.00	1,390.00 (92%)
142	GDPR							(N/A)
146	VAT Payment							(N/A)
157	Town Badges					1,148.00	-1,148.00	-1,148.00 (N/A)

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

05 AUGUST 2021 (2021-2022)

SUB TOTAL	58,125.00	28,061.68	30,063.32	30,063.32 (51%)
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GROUNDS MAINTENANCE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Contractors' Maint (HTC)				52,000.00	7,952.80	44,047.20	44,047.20 (84%)
71 Contractors' Maint (Devolved Po				1,700.00		1,700.00	1,700.00 (100%)
72 Playground Inspections				8,549.00	1,398.00	7,151.00	7,151.00 (83%)
73 Playground Repairs				7,210.00	530.00	6,680.00	6,680.00 (92%)
74 Parks Furniture				5,150.00		5,150.00	5,150.00 (100%)
75 Signage				1,648.00		1,648.00	1,648.00 (100%)
76 Pest Control				570.00		570.00	570.00 (100%)
77 Tree Surgery				8,240.00	950.00	7,290.00	7,290.00 (88%)
SUB TOTAL				85,067.00	10,830.80	74,236.20	74,236.20 (87%)

HORLEY RECREATION GROU

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79 Memorial Gardens				3,605.00	1,540.00	2,065.00	2,065.00 (57%)
80 Ornamental Gardens				1,545.00		1,545.00	1,545.00 (100%)
123 Grounds				2,060.00	350.33	1,709.67	1,709.67 (82%)
143 Cafe/Pavilion PWLB Loan Repa				27,556.00		27,556.00	27,556.00 (100%)
145 Pavilion Cafe Project Fund				27,000.00	729.00	26,271.00	26,271.00 (97%)
153 Pavilion Cafe Utilities		1,015.84	1,015.84		3,007.80	-3,007.80	-1,991.96 (N/A)
154 Pavilion Cafe Maintenance				2,000.00	60.00	1,940.00	1,940.00 (97%)
155 Pavilion Cafe Rent	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL	6,000.00	1,015.84	-4,984.16	63,766.00	5,687.13	58,078.87	53,094.71 (76%)

COURT LODGE/INNES PAVILIK

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86 Pitches/Playgrounds				1,030.00	132.00	898.00	898.00 (87%)
87 Buildings - Refurbishment/Repai				5,150.00		5,150.00	5,150.00 (100%)
88 Utilities		261.90	261.90	2,600.00	1,017.74	1,582.26	1,844.16 (70%)
89 Lease of land				1.00		1.00	1.00 (100%)
124 Football Pavillion Cleaning				2,300.00	419.85	1,880.15	1,880.15 (81%)
131 Maintenance Contracts				1,000.00	377.30	622.70	622.70 (62%)
132 Innes Communications							(N/A)
SUB TOTAL		261.90	261.90	12,081.00	1,946.89	10,134.11	10,396.01 (86%)

MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilites				740.00	267.04	472.96	472.96 (63%)

Horley Town Council

Summary of Receipts and Payments

05 AUGUST 2021 (2021-2022)

All Cost Centres and Codes

121 Buildings and Grounds	2,000.00	57.00	1,943.00	1,943.00 (97%)
140 Scout Hut Demolition				(N/A)

SUB TOTAL	2,740.00	324.04	2,415.96	2,415.96 (88%)
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EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	57.00	443.00	443.00 (88%)
SUB TOTAL					500.00	57.00	443.00	443.00 (88%)

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance				2,600.00	1,662.90	937.10	937.10 (36%)
97	Church Rd Maintenance				1,850.00		1,850.00	1,850.00 (100%)
98	Church Rd Utilities				520.00		520.00	520.00 (100%)
99	Langshott Utilities				920.00	100.00	820.00	820.00 (89%)
SUB TOTAL					5,890.00	1,762.90	4,127.10	4,127.10 (70%)

TOWN CENTRE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Baskets and planting	500.00		-500.00	8,755.00		8,755.00	8,255.00 (89%)
101	Horley/South & SE in Bloom				1,600.00	165.69	1,434.31	1,434.31 (89%)
102	Christmas				1,957.00		1,957.00	1,957.00 (100%)
150	Defibrillator maintenance							(N/A)
152	Commercial Hub Support				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		500.00		-500.00	17,312.00	165.69	17,146.31	16,646.31 (93%)

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,665.00	2,325.92	3,339.08	3,339.08 (58%)
106	CCTV Installation				2,000.00		2,000.00	2,000.00 (100%)
107	CCTV Maintenance				3,500.00		3,500.00	3,500.00 (100%)
108	CCTV Broadband Connections				2,000.00	476.12	1,523.88	1,523.88 (76%)
147	Alarm Maintenance					75.00	-75.00	-75.00 (N/A)
SUB TOTAL					13,165.00	2,877.04	10,287.96	10,287.96 (78%)

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

22 September 2021 (2021-2022)

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				3,000.00		3,000.00	3,000.00 (100%)
111	Churchyards				6,550.00	6,550.00		(0%)
112	Clr Initiative grants							(N/A)
113	Other Grants							(N/A)
SUB TOTAL					9,550.00	6,550.00	3,000.00	3,000.00 (31%)

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments		5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)
SUB TOTAL			5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)

Summary

NET TOTAL	529,644.00	286,986.74	-242,657.26	549,969.42	157,865.98	392,103.44	149,446.18 (13%)
V.A.T.		291.67			9,487.17		
GROSS TOTAL		287,278.41			167,353.15		

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held
on 28 September 2021, at 6.45 pm

Present Cllrs Samantha Marshall (SM) Chair
Martin Saunders (MS)
Wayne Philips (WP)

In Attendance Joan Walsh (JW)
Helen Maan (HM)

1. Appointment of Chairman

Helen Kitajewski was appointed Chairman (in absentia).

Proposer: Samantha Marshall Seconder: Martin Saunders

Noted

2. Apologies and Reasons for Absence

Apologies were received from Cllrs Helen Kitajewski, Adrian Kitajewski and Mike George.

3. Declarations of Interest

None declared.

Noted

4. Minutes of Previous Meeting (held on 30 March 2021)

The minutes were approved as a correct record.

Noted

5. Updates from Previous Meeting

JW advised there were no updates due to the lapse in time since the last meeting, however all required actions had been completed.

Noted

6. Data Protection Act and General Data Protection Regulations (GDPR)

JW advised that for a nominal annual subscription, HTC had signed up to the new **Compliant Council Hub** through Breakthrough Communications who were offering this service to Town & Parish Councils to remain appropriately updated on GDPR.

The latest Information Commissioners Office (ICO) webpage featured advice for individuals on how to acquire their personal data held by a public body. Within this context, HTC would continue to keep the Council's Private Notices under regular review to ensure personal data was held lawfully.

HM updated Members on prior consent required by the Council for using photographic images of individuals. She had drafted a suitable form for this purpose and it was agreed this photographic permission template be uploaded on to the website for completion as required.

Action: HM

7. HTC Newsletter

HM gave a comprehensive update on the Newsletter statistics, with reference to open rates along with the most viewed articles etc. The Sub-Committee made a note of thanks to HM on the excellent production of the monthly Newsletter which was always very well designed and informative. WP offered his assistance to create more catchy headlines and subject titles for the Newsletter to attract more readers.

Action: WP/HM

8. HTC Website

JW advised that the annual [Website Accessibility Review 2021](#) with Jarrett & Lam had been completed and the Council had achieved a 100% compliance rating. The Council's Website Accessibility Statement had been updated accordingly. **Noted**

HM showed Members the various enhancements that had been made to the website over the previous months. SM and MS suggested further enhancements to 'What3word' addresses along with the key symbols for defibs moved to the top of the page to be more visible. **Action: HM**

HM further summarised the website stats which notably showed a 320% increase in visits to the 'Parks & Recreation' pages. **Noted**

9. Other Communications Matters

- 9.1 JW advised HTC had received a free min Social Media health check on its platforms from Breakthrough Communications, noting it had achieved a high rating of Twitter followers and medium rating on Facebook. The introduction of Instagram was also suggested to appeal to a wider demographic, including a younger audience. **Noted**
- 9.2 JW advised that the Council's annual renewal of Cyber Security had been completed through its IT provider, Micro Maintenance. **Noted**
- 9.3 Members were in agreement to recommend to the Finance Committee that the frequency of the Communications Sub-Committee meetings be reduced and that future meetings take place to coincide with alternate meetings of the Finance Committee. **Noted**

10. Date of Next Meeting – to be held on 25 January 2022, at 6.45pm.

Comms SC/JW/HM