

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



AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 10 September 2024 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 10 September 2024, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joan Walsh', is written over a light blue horizontal line.

Joan Walsh
Town Clerk

Members' Apologies:	If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.
----------------------------	--

Public Forum:	<p><i>Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.</i></p> <p>Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.</p>
----------------------	---

HORLEY TOWN COUNCIL

An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 10 September 2024, at 7.30 pm

All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website.

The meeting will be preceded by a minute's silence in memory of former Town Councillor, Roy Sherwin, who sadly passed away recently.

AGENDA

- 1 Apologies for Absence**
To receive apologies for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**
To approve the Minutes of the Ordinary Council Meeting held on [30 July 2024](#) and the Extraordinary Council Meeting held on 22 August 2024.
- 5 Full Council Updates**
- 6 Committee Reports**
 - i) To receive the Minutes of the meetings of the following Committees:
Planning & Development Committee held on 27 August 2024
- 7 Council Chairman's Report**
To receive a report of any events attended by the Chairman or representative since the Full Council meeting held on 30 July 2024 (*attached*).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
 - i) To note the SALC AGM and Conference due to be held on 19 November 2024.
 - ii) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
 - iii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
 - i) To receive and update of the RBBC/HTC Liaison meeting, held on 20 August 2024.
 - ii) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 2 September 2024.
 - iii) To receive an update on any other matters.
- 10 Internal Audit Matters**
 - i) To receive the Councillors' Audit Certificates for April, May, and June 2024. (*attached*)
 - ii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 June 2024.
- 11 Annual Audit for the year ended 31 March 2024**
 - i) To note that the audit is completed and is unqualified with no issues arising.
 - ii) To receive the Final External Auditor Report and Certificate for 2023/24 (*attached*).
 - iii) To approve the Annual Governance and Accountability Return (AGAR) for 2023/24 (*attached*).
 - iv) To approve the payment of £1,680 (plus VAT) to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2024.
- 12 Community Foundation for Surrey (CFS) - Horley Edmonds Fund**
To receive any updates.

13 Outside Bodies

To receive any updates from the Town Council representatives on the following outside bodies:

- i) Horley Community Partnership
- ii) Borough Standards Committee
- iii) Royal British Legion

14 HTC Council Grants Scheme 2024/25

To consider a grant application from Horley Lions for £500 to help replace the speakers on the 2 Santa Sleighs that are used over 17 nights visiting 223 Streets in Horley.

15 Council Policies

To consider the draft Biodiversity Policy for adoption.

16 HTC Environment Working Group (EWG)

To receive an update from the Chair, Cllr Avery, on the meeting held on 3 September 2024.

**17 RBBC Strategic Infrastructure Programme (SIP) 2023-2027:
Reference Numbers: CIL SIP (2) 17, 18, 19, 20**

To receive an update on latest progress with the live projects in line with the programme and anticipated timescales.

18 Christmas 2024

- i) To agree the arrangements for the Councillor Christmas Hospitality to be held at Horley Community Centre in December (date to be confirmed) and a rota of volunteers to facilitate the event.
- ii) To consider any other matters.

19 Communications Received

20 Diary Dates

21 Items for Future Consideration

To note urgent business for inclusion on future agenda.

22 Press Release

To agree items for inclusion.

23 Exclusion of Public and Press

“In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”

24 Confidential Minutes

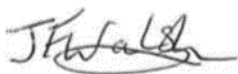
CONFIDENTIAL

To approve the confidential minutes of the Ordinary Meeting of the Council held on 30 July 2024 and the Extraordinary Council Meeting held on 22 August 2024.

25 ‘Café In The Park’ Occupancy, Horley Recreation Ground

CONFIDENTIAL

To receive an update from the Town Clerk on progress to date.



Signed: Town Clerk, 5 September 2024

Date of Next Meeting – 29 October 2024



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 30 July 2024 at 7.30 pm

Present

Cllrs	Hannah Avery	Lynne Burnham	Cecilia Hughes
	Jante Baird	Victoria Chester	Robert Marr
	James Baker*	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow*	Emma Fagan	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton*

* Absent

In Attendance

J Walsh (Town Clerk)
S Adeniji (Assistant Town Clerk & RFO)

C 5851

Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Baker, Barlow and Wotton, be accepted.

C 5852

Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs George, Marshall and Saunders declared a Non-Pecuniary interest on agenda item 18 (Recognition of Past Mayors).

RESOLVED: noted.

C 5853

Public Forum

Borough Cllr Neha Boghani (Horley East & Salfords ward) was present to observe the meeting and she was welcomed by the Chairman. No matters were raised.

RESOLVED: noted.

C 5854

Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on [18 June 2024](#), be approved with a minor correction to C 5836 – Borough Standards Committee: to state that Cllr Hughes was not in attendance at the meeting held on 4 June, having duly sent her apologies beforehand.

Full Council Updates

C 5855

C 5823 and C 5824: End-of-Year Accounts

The Town Clerk reported that the end-of-year accounts for 2023/24 had been sent to the external auditors, PKF Littlejohn. In addition, the Notice of Public Rights had been published on the Council's website (until 2 August 2024) and, to date, no requests had been received to inspect the accounts.

C 5830: Grant Application from St Bartholomew's Church (Boer War Lychgate Memorial repairs)

The Town Clerk reported that Church representatives had been notified about the grant award approved by Council and they expressed their sincere gratitude to the Town Council for helping to project a valued community asset of historic interest.

RESOLVED: noted.

C 5856

Committee Reports

RESOLVED: that the minutes of the Planning & Development Committee held on 11 June 2024 and 16 July 2024, be received.

C 5857

Council Chairman's Report

The Chairman's Report which was previously circulated to Members for information, was received.

RESOLVED: noted.

C 5858

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

Cllr George reported that no board meetings had been held since the last council meeting and none were planned until the end of the summer. In the meantime, SALC's County Deal working group and the AGM working group had held respective meetings and further updates would be provided when available.

The Town Clerk added that in preparation for a Level 2 Deal for Surrey being agreed, local councils were advised to enquire with their principal authorities if exploratory discussions could begin to ascertain likely proposals for devolving assets and public services for budgetary purposes while noting that any changes would require a resident survey to gauge support.

The Town Clerk further reported that included in the SALC Forum updates were:

- a presentation from Surrey Wildlife Trust on Community Action for Nature; and
- an informative briefing from Mulberry Local Authority Services on possible funding sources for local councils to generate more income, such as, grant opportunities, VAT Reclaims and lending through the Public Works Loan Board (PWLB).

The next Clerks and Councillors Forum would take place on 24 and 25 September respectively.

The Town Clerk added that NALC had published informative updates and Legal Topic notes on new legislation covering hedgerows as well as new information on the Planning Process and these would be reviewed for any material changes to note.

RESOLVED: noted.

C 5859

Borough, County Council and Other Updates

SCC/RBBC/HTC Joint Council meetings 2024/25

The Town Clerk reported that the first meeting of the municipal year was held on 22 July 2024 and summarised the outcomes which included:

- the judicial review at the former Air Ballon Site (following the former application by LIDL) remains outstanding;
- the introduction of What Three Words by the Borough Council (to search for Horley Town Councillors) is to be integrated within their website upgrade;
- a briefing for HTC Members on Assets of Community Value (ACV) and Conservation Areas from the RBBC Head of Planning is to be arranged directly;
- Post 16 Education to have more of a focus on affordable public transport provision to out-of-town destinations);

- C 5859)**
- outstanding delivery of infrastructure and public services at Westvale Park from Developer Contributions and other provision (including outdoor sports pitches) from s.106 monies held by RBBC has been addressed; and
 - Residents of 'The Meadway' and Langshott Lane raising concerns about inconsiderate parking by parents accessing Langshott Primary School which will be taken up with the school.

Further updates were also received from the three-tier councils. (A copy of the meeting notes are appended to the signed copy of the minutes).

RESOLVED: noted.

C 5860 RBBC/HTC Liaison Meetings 2024/25

It was noted that the next meeting is due to take place on 20 August 2024, in hybrid format, at Reigate Town Hall. The Town Clerk invited Members to submit items for the agenda by no later than 9 August 2024.

RESOLVED: noted.

Outside Bodies

C 5861 Horley Community Partnership

It was noted that feedback from this last meeting had been circulated to Members, for information. Cllr George remarked that attendance at the last meeting was lower than normally expected.

RESOLVED: noted.

C 5862 Royal British Legion

It was noted that the minutes of the last meeting have been circulated to Members, for information and Cllr Marshall advised there were no other issues to report. She had sent her apologies for the next meeting with had unfortunately coincided with the Full Council meeting held on the same evening (30 July 2024).

RESOLVED: noted.

C 5863 Community Foundation for Surrey – Horley Edmonds Community Fund

The Town Clerk reported that at the request of the Town Council, the latest End of Grant Reports had been shared by the Foundation and circulated to Members, for information. These included applications from the Horley Lions Club (Warm over Winter Campaign); and YMCA East Surrey (Beatz Project and Support Worker at Horley Family Centre) which were later approved by the Town Council. All projects had been successfully delivered from financial support received from various donors, including grants from the Horley Edmonds Community Fund.

RESOLVED: noted.

- C 5864**
- The Town Clerk advised that a thank you letter has been received from the YMCA East Surrey, expressing gratitude to the Town Council for supporting its 'Inclusive Sports' project. The letter also extended an invitation for councillors to learn more about the project. In response to this, a number of members expressed a keen interest and put their names forward to be included in pre-arranged visit of the facilities which would be followed-up.

- C 5864) **RESOLVED: that the Trust Fundraiser at YMCA East Surrey be contacted to arrange a visit by Cllrs Baird, Hughes, Marshall, Saunders and Turner at their 'Inclusive Sports' facility covering Horley.**

HTC Operational Matters

- C 5865 **RBBC Strategic Infrastructure Programme CIL SIP 2 17: Horley Recreation Ground, Replacement Perimeter Railings – Extra Requirement**

Members were updated on the extra requirement for the installation of a double gate to the left of the main park entrance to provide safe passage for pedestrians at large community events, at a cost of £1,600 plus VAT. It would need to be covered outside the original instruction, however the works would be undertaken by the same contractor and thereby avoid extra cost if carried out at a later stage. Any funding shortfall would need be covered from the Town Council's Neighbourhood CIL Fund, although it was thought that the CIL SIP project funding available would cover the cost as part of community safety elements within the scope of the project.

RESOLVED: that the cost of £1,600 plus VAT for the installation of a double gate to the left of the main park entrance at Horley Recreation Ground, with works carried out by the contractor appointed for the perimeter railings replacement, be ratified.

Town Plan Working Group (TPWG)

- C 5866 It was noted that Cllr Marr had been appointed Chair of the Town Plan Working Group (TPWG) for 2024/25. In his opening address to Council, he echoed positive comments and complimentary feedback to that given by the Council Chairman, Cllr Saunders, before the meeting commenced in recognition of of extensive project management and productivity by the Town Council to deliver community projects. He further made a note of thanks to officers and HTC consultant, Alan Jones, for tireless work and commitment across multiple projects since the CIL SIP Scheme launched over two years ago and had led to four successful bids for these projects to be undertaken.

With reference to a detailed programme and timetable, Cllr Marr informed Members that 7 capital projects had been completed in the last 12 months and other multiple projects were underway. Additionally, other funding opportunities were pursued with grants provided to deliver smaller projects, including the SCC [Your Fund Surrey and Your Councillor Community Funds](#), thanks to the financial support of Horley divisional members, Cllr Jordan Beech and Cllr Andy Lynch.

Cllr Marr added that the TPWG meeting had been very productive as part of annual review of current and new projects as well as setting out other objectives for the five year Town Plan 2022-27. Other possible funding sources for capital projects through other schemes, such as the National Lottery, were discussed with thanks to Cllr Saunders for sourcing the information through recent networking with representatives from large grant-making organisations and charities. Another meeting of the TPWG will be arranged in October to follow-up on matters arising and to consider cost implications as well as budget allocations, in inform requirements for the next precept.

RESOLVED: noted.

- C 5867 Cllr Marr further summarised proposed changes and additions to the draft Town Plan Action Plan, resulting from the meeting discussions. These included the recommendation of the TPWG to progress live projects with a tentative timetable for these which were supported by all Members and agreed as programmed. He further explained that a detailed Project Management Gantt Chart had been created, detailing

C 5867) each project together with a timetable for delivery and current status. The Town Clerk added that this was in essence a working document and underpinned by the five-year Town Plan objectives and future vision of the Town Council.

RESOLVED: that the draft Action Plan with further recommendations from the Town Plan Working Group (TPWG), as apart of the annual review during the five-year Town Plan 2022-2027, be approved.

C 5868 The Town Clerk reported that feedback on the pre-application submission to RBBC Planners had been received by the Architects and shared with the Town Council. This would be reviewed by the Office Expansion Working Group (OEWG) in order to progress the project.

RESOLVED: noted.

C 5869 Communications Working Group

Cllr Easterbrook gave an update from the Communications Working Group meeting held on 9 July 2024, the notes from which would be circulated to all Members, for information.

RESOLVED: noted.

C 5870 Recognition of Past Mayors

The Assistant Town Clerk & RFO reported that a design of the proposed Past Chairman and Town Mayor's badge has been received. He outlined the total cost of the badges, advising that expenditure would need to be met from General Reserves. Those recipients already in possession of a 'broach-style' badge, presented to them for being a past Mayor, would have the option to return their badge for this type of conversion. Cllr Marshall proposed and Cllr Blacker seconded that a badge should be offered to all former, living postholders and this was agreed by majority vote.

RESOLVED: that the proposal for a Past Chairman and Town Mayor's badge be offered to all former living postholders, be approved.

C 5871 HTC Grants Scheme 2024/25

The Assistant Town Clerk & RFO reported that an application had been received from Stripey Stork, towards the cost of purchasing racking for an extra warehouse at their facility in Reigate, at a total cost of £20k. The grant request in the sum of £1k is 5% of the total project cost, to match the proportion of families supported in the Horley area. Cllr Avery proposed that the grant request be approved which was seconded by Cllr Baird and unanimously agreed by all Members. The charity would be informed accordingly and a publicity event arranged of the grant award made through the Council Grant Scheme.

RESOLVED: that the grant application from Stripey Stork, in the sum of £1,000, through the Council Grants Scheme, be approved and a publicity event arranged with the charity.

C 5872 Community Engagement by HTC

The Council Chairman summarised ideas put forward for implementing Councillors' Outreach sessions in visible public places, as part the Town Council's community engagement initiatives which all Members were very keen to support. It was agreed that these would begin in September at Horley High Street with invitations extended

C 5872) to Horley's County and Borough Councillors. The council gazebo will be used to make a visible presence along with council information and other material printed to hand out, including the Town Plan 2022-2025, Annual Report 2023/24 and Three-Tier Council summary sheet of each authority's respective responsibilities and provision of public services.

RESOLVED: that the first Councillor Outreach session to be held in Horley High Street on Saturday, 14 September 2024, from 10.00am – 1.00pm, be approved and the necessary arrangements implemented.

C 5873 **Diary Dates**

27 August 2024: Planning Committee (Interim) 7.30 pm, HTC offices (Edmonds Hall)
10 September: Full Council Meeting 7.30 pm, HTC offices (Edmonds Hall)
2 September: RBBC/HTC Liaison Meetings 2024/25, Hybrid Meeting

CLlr Marshall added that defibrillator training will be repeated at Court Lodge fields before the commencement of the new football session and further details will be shared in due course.

RESOLVED: noted.

C 5874 **Items for Future Consideration**

1. Meeting to be arranged with the new Member of Parliament for the Dorking & Horley constituency, Chris Coghlan MP, as a follow-up to a letter from the Town Council to congratulate him on his election.
2. [RBBC Greenspaces Strategy consultation](#) – to be considered at a future council meeting.
3. Council Grants Schme – to consider a grant application from Horley Lions Club (CIO) at the next Full Council meeting due to be held on 10 September 2024.

RESOLVED: noted.

C 5875 **Press Release**

- HTC Council Grants Scheme grant award to Stripey Stork charity and publicity event
- Play area and equipment upgrade at Michael Crescent Centenary Park (on completion of project).

RESOLVED: noted.

C 5876 **Confidential Minutes**

CONFIDENTIAL

RESOLVED: that the Confidential Minutes of the Council Meeting held on [18 June 2024](#), be approved.

C 5877 **'Café In The Park' Occupancy, Horley Recreation Ground**

CONFIDENTIAL

Members received a report from the Chair of the Café Working Group (CWG) on the progress made to date.

RESOLVED: noted.

Meeting closed at 9.10 pm. Date of next meeting: 10 September 2024



HORLEY TOWN COUNCIL

Minutes of the Extraordinary Meeting of Horley Town Council held on Thursday, 22 August 2024 at 7.00 pm

Present	Cllrs	Hannah Avery	Lynne Burnham*	Cecilia Hughes
		Jante Baird	Victoria Chester*	Robert Marr
		James Baker	Lynnette Easterbrook	Samantha Marshall
		Keith Barlow	Emma Fagan	Martin Saunders (Chairman)
		Jordan Beech	Mike George	Tom Turner (Vice Chairman)
		Michael Blacker	Jerry Hudson	Steve Wotton

*** Absent**

In Attendance	J Walsh (Town Clerk)
	S Adeniji (Assistant Town Clerk & RFO)

C 5878 Apologies and Reasons for Absence

RESOLVED: *that apologies received from Cllrs Avery, Baird, Baker, Beech, Fagan, Hudson, Marshall and Saunders be accepted. Cllrs Burnham and Chester were absent. (Cllrs Baird and Saunders attended remotely).*

C 5879 Disclosable Pecuniary Interests and Non-Pecuniary Interests

None received.

RESOLVED: *noted.*

C 5880 Public Forum

There were no members of the public present.

RESOLVED: *noted.*

C 5881 ‘Café In The Park’ Occupancy, Horley Recreation Ground CONFIDENTIAL

Members received a detailed briefing report on the project and approved the recommendations put forward by the Café Working Group (CWG) to finalise arrangements for the new tenancy, including appointment of operator.

RESOLVED: *noted.*

Meeting closed at 7.37 pm. Date of next meeting: 10 September 2024

List of Mayoral Events 30 Jul 2024 – 01 Sept 2024

Date	Event	Location
17 August	Summer Jam	Court Lodge
30 August	Presented Stripey Stock their Grant Check	Stripey Stork
30 August	Meeting with Chris Coughlan MP	Horley Town Council
01 September	Dog Show	Horley Recreation Ground

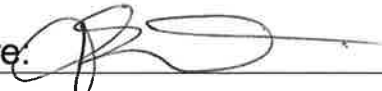

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

April 2024

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

Observations (Councillors)	Clerk/ RFO's action
Queried lack of Nationwide stut. RFO explained.	
Name: JANE BAIRD Signature: 	Signature:
Name: C.E. HUGHES Signature: 	
Date: 23/7/24	Date: 23/7/24

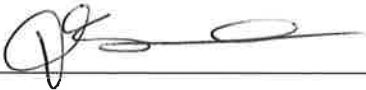
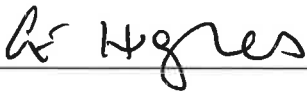
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

May 2024

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

Observations (Councillors)	Clerk/ RFO's action
No observations.	
Name: JANIE BAIRD Signature: 	Signature:
Name: C. E. INGHES Signature: 	
Date: 23 / 7 / 24	Date:



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

June 2024

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

Observations (Councillors)	Clerk/ RFO's action
<p>① Cash in safe - RFO showed chq held as hall deposit</p> <p>② Payments from Beach's Funfair - Sum up payment for all 3.</p>	
Name: JANE BAIRD Signature: 	Signature:
Name: C. E. HUGHES Signature: 	
Date: 23 / 7 / 24	Date:

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - HSBC Current 51219138**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	30/04/2024		72,985.32
			<u>72,985.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,985.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			72,985.32
		Balance per Cash Book is :-	72,985.32
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	30/04/2024		296,471.69
			<u>296,471.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			296,471.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			296,471.69
		Balance per Cash Book is :-	296,471.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	30/04/2024		1,914.23
			<u>1,914.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,914.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,914.23
		Balance per Cash Book is :-	1,914.23
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	30/04/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	30/04/2024		663.90
			<u>663.90</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			663.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			663.90
		Balance per Cash Book is :-	663.90
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	30/04/2024		603,659.57
			<u>603,659.57</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			603,659.57
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			603,659.57
		Balance per Cash Book is :-	603,659.57
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/04/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	30/04/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

29/05/2024

Horley Town Council

13:06

Cashbook transactions totalling £0.00 or more
for the period 01/04/2024 to 30/04/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	1	02/04/2024	BACS	Surrey Pensions	3,894.67
1	HSBC Current 51219138	1	02/04/2024	BACS	Refund	44.06
1	HSBC Current 51219138	1	02/04/2024	86326	The Havering Fencing Company L	19,047.60
1	HSBC Current 51219138	1	02/04/2024	2152	Heatherlands Tree Care	900.00
1	HSBC Current 51219138	1	02/04/2024	2720	Surrey Association of Local Co	3,367.36
1	HSBC Current 51219138	1	02/04/2024	4477	SB Heating Solutions Ltd	96.00
1	HSBC Current 51219138	1	02/04/2024	105572	Micro Maintenance Limited	117.60
1	HSBC Current 51219138	1	02/04/2024	25058	Smartguard Security	606.48
1	HSBC Current 51219138	1	02/04/2024	10909298	Idverde Limited	1,308.12
1	HSBC Current 51219138	1	15/04/2024	V022143411	EE Ltd	39.97
1	HSBC Current 51219138	1	16/04/2024	INV1866792	Sage UK	39.60
1	HSBC Current 51219138	1	17/04/2024	217814	C.J,Uden & Co Drainage Consult	204.00
1	HSBC Current 51219138	1	17/04/2024	4091	Bennetts Builders Ltd	624.00
1	HSBC Current 51219138	1	17/04/2024	GB4C38YAB	Amazon Business	474.86
1	HSBC Current 51219138	1	17/04/2024	4219	Constant Hygiene Ltd	126.00
1	HSBC Current 51219138	1	10/04/2024	INV 8/HORL	James Corrigan	1,400.00
1	HSBC Current 51219138	1	17/04/2024	SM29558-60	Rialtas Business Solutions Ltd	2,390.40
1	HSBC Current 51219138	1	17/04/2024	13214	L&C Installations Ltd	412.13
1	HSBC Current 51219138	1	17/04/2024	QL205097-1	Society of Local Council Clerk	144.00
1	HSBC Current 51219138	1	17/04/2024	IN00022040	Corona Energy	609.08
1	HSBC Current 51219138	1	17/04/2024	60113534	Corona Energy	165.29
1	HSBC Current 51219138	1	17/04/2024	00074020	SOS Systems Limited	34.34
1	HSBC Current 51219138	1	22/04/2024	26558	PLG Signs	57.60
1	HSBC Current 51219138	1	22/04/2024	105609	Micro Maintenance Limited	449.30
1	HSBC Current 51219138	1	19/04/2024	44470954	Zen Internet Limited	35.40
1	HSBC Current 51219138	1	24/04/2024	GB4E2KQAB	Amazon Business	256.82
1	HSBC Current 51219138	1	24/04/2024	13219	L&C Installations Ltd	72.00
1	HSBC Current 51219138	1	24/04/2024	1000050	LG Business Consultants	682.20
1	HSBC Current 51219138	1	24/04/2024	148840	Nviro Ltd	3,883.20
1	HSBC Current 51219138	1	30/04/2024	INV-0059	Mulberry & Co	60.00
1	HSBC Current 51219138	1	30/04/2024	INV028288	Water Environmental Treatment	154.80
1	HSBC Current 51219138	1	30/04/2024	240213D	Horley Baptist Church	186.00
1	HSBC Current 51219138	1	11/04/2024	Equals Car	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	2	08/04/2024	549095-5_1	SES Water	100.00
1	HSBC Current 51219138	1	02/04/2024	15633/1261	Reigate & Banstead Borough Cou	103.58
1	HSBC Current 51219138	1	08/04/2024	549095-5_1	SES Water	100.00
1	HSBC Current 51219138	1	12/04/2024	11378950	HSBC UK Bank PLC	58.20
1	HSBC Current 51219138	1	18/04/2024	BACS	HSBC	8.50
1	HSBC Current 51219138	1	30/04/2024	BACS	Surrey Pensions	3,823.82
1	HSBC Current 51219138	1	24/04/2024	35370	RH Uncovered (Mantra Magazines)	174.00
1	HSBC Current 51219138	1	29/04/2024	803039101	VIRGIN MEDIA BUSINESS	36.00
1	HSBC Current 51219138	1	30/04/2024	GB1431674	Amazon Business	196.64
1	HSBC Current 51219138	1	25/04/2024	BACS	HMRC	4,747.17
1	HSBC Current 51219138	1	17/04/2024	BACS	Refund	66.85
1	HSBC Current 51219138	1	02/04/2024	BACS	Surrey Pensions	3,742.17
1	HSBC Current 51219138	1	08/04/2024	To Deposit	HSBC Deposit 01219154	300,000.00
1	HSBC Current 51219138	1	22/04/2024	To Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	1	18/04/2024	3222021_1	Everflow Water	26.68

29/05/2024

Horley Town Council

13:06

Cashbook transactions totalling £0.00 or more
for the period 01/04/2024 to 30/04/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	1	30/04/2024	3222021	Everflow Water	269.53
1	HSBC Current 51219138	1	24/04/2024	SBS121506	Spitfire Networking Services L	140.44
2	HSBC Deposit 01219154	1	25/04/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	1	30/04/2024	4092-1	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	1	30/04/2024	BACS	Refund	159.32
1	HSBC Current 51219138	1	02/04/2024	CORRECTI	Surrey Pensions	3,894.67
1	HSBC Current 51219138	1	30/04/2024	BACS	SumUp	7.21
1	HSBC Current 51219138	1	24/04/2024	BACS	Refund	100.00
1	HSBC Current 51219138	1	24/04/2024	INV-001282	Knowles Stained Glassworks Ltd	7,000.00
3	HSBC Payroll 81345788	1	18/04/2024	BACS	HSBC	8.00
3	HSBC Payroll 81345788	1	26/04/2024	BACS	Net Salaries	12,267.59
8	Handelsbanken FT	1	05/04/2024	Close Acc	Handelsbanken 50044859	255,577.74
5	FairFX Bank Debit Card	1	03/04/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	1	05/04/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	1	12/04/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	1	19/04/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	1	26/04/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	1	28/04/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	28/04/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	28/04/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	05/04/2024	BACS	1Password	278.35
5	FairFX Bank Debit Card	1	11/04/2024	BACS	1Password	45.39
5	FairFX Bank Debit Card	1	07/04/2024	E0200RGQ	Microsoft Ireland Operations L	179.90
5	FairFX Bank Debit Card	1	13/04/2024	IEE2024004	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	1	26/04/2024	BACS	Ultimate One Limited	127.20
5	FairFX Bank Debit Card	1	26/04/2024	BACS	The Defib Pad	254.69
5	FairFX Bank Debit Card	1	16/04/2024	BACS	VitalSkills HSQE	28.80

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
5	FairFX Bank Debit Card	1	11/04/2024	1,000.00
1	HSBC Current 51219138	1	01/04/2024	55.00
1	HSBC Current 51219138	1	02/04/2024	110.00
1	HSBC Current 51219138	1	03/04/2024	110.00
1	HSBC Current 51219138	1	03/04/2024	104.00
1	HSBC Current 51219138	1	03/04/2024	35.00
1	HSBC Current 51219138	1	03/04/2024	87.51
1	HSBC Current 51219138	1	04/04/2024	45.20
1	HSBC Current 51219138	1	04/04/2024	972.09
1	HSBC Current 51219138	1	04/04/2024	55.00
1	HSBC Current 51219138	1	04/04/2024	55.00
1	HSBC Current 51219138	1	04/04/2024	110.00
1	HSBC Current 51219138	1	05/04/2024	44.06
1	HSBC Current 51219138	1	05/04/2024	22.60
1	HSBC Current 51219138	1	05/04/2024	96.00
1	HSBC Current 51219138	1	06/04/2024	110.00
1	HSBC Current 51219138	1	08/04/2024	55.00
1	HSBC Current 51219138	1	08/04/2024	120.00

29/05/2024

Horley Town Council

13:06

Cashbook transactions totalling £0.00 or more
for the period 01/04/2024 to 30/04/2024

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	1	08/04/2024	110.00
1	HSBC Current 51219138	1	08/04/2024	13.36
1	HSBC Current 51219138	1	08/04/2024	55.00
1	HSBC Current 51219138	1	08/04/2024	228.00
1	HSBC Current 51219138	1	09/04/2024	152.00
1	HSBC Current 51219138	1	10/04/2024	55.00
1	HSBC Current 51219138	1	08/04/2024	110.00
1	HSBC Current 51219138	1	02/04/2024	61.00
1	HSBC Current 51219138	1	02/04/2024	55.00
1	HSBC Current 51219138	1	04/04/2024	55.00
1	HSBC Current 51219138	1	05/04/2024	110.00
1	HSBC Current 51219138	1	12/04/2024	88.12
1	HSBC Current 51219138	1	12/04/2024	107.25
1	HSBC Current 51219138	1	14/04/2024	110.00
1	HSBC Current 51219138	1	19/04/2024	90.00
1	HSBC Current 51219138	1	19/04/2024	120.00
1	HSBC Current 51219138	1	19/04/2024	120.00
1	HSBC Current 51219138	1	21/04/2024	110.00
1	HSBC Current 51219138	1	21/04/2024	55.00
1	HSBC Current 51219138	1	23/04/2024	55.00
1	HSBC Current 51219138	1	25/04/2024	0.30
1	HSBC Current 51219138	1	26/04/2024	55.00
1	HSBC Current 51219138	1	30/04/2024	48.00
1	HSBC Current 51219138	1	05/04/2024	324,789.00
2	HSBC Deposit 01219154	1	08/04/2024	300,000.00
3	HSBC Payroll 81345788	1	22/04/2024	10,000.00
1	HSBC Current 51219138	1	25/04/2024	40,000.00
8	Handelsbanken FT	1	04/04/2024	5,577.74
6	Handelsbanken 50044859	1	05/04/2024	255,577.74
6	Handelsbanken 50044859	1	30/04/2024	1,965.12

29/05/2024

Horley Town Council

13:06

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 30/04/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	1	02/04/2024	BACS	Surrey Pensions	3,894.67
1	HSBC Current 51219138	1	02/04/2024	86326	The Havering Fencing Company L	19,047.60
1	HSBC Current 51219138	1	02/04/2024	2152	Heatherlands Tree Care	900.00
1	HSBC Current 51219138	1	02/04/2024	2720	Surrey Association of Local Co	3,367.36
1	HSBC Current 51219138	1	02/04/2024	25058	Smartguard Security	606.48
1	HSBC Current 51219138	1	02/04/2024	10909298	Idverde Limited	1,308.12
1	HSBC Current 51219138	1	17/04/2024	4091	Bennetts Builders Ltd	624.00
1	HSBC Current 51219138	1	10/04/2024	INV 8/HORL	James Corrigan	1,400.00
1	HSBC Current 51219138	1	17/04/2024	SM29558-60	Rialtas Business Solutions Ltd	2,390.40
1	HSBC Current 51219138	1	17/04/2024	IN00022040	Corona Energy	609.08
1	HSBC Current 51219138	1	24/04/2024	1000050	LG Business Consultants	682.20
1	HSBC Current 51219138	1	24/04/2024	148840	Nviro Ltd	3,883.20
1	HSBC Current 51219138	1	11/04/2024	Equals Car	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	1	30/04/2024	BACS	Surrey Pensions	3,823.82
1	HSBC Current 51219138	1	25/04/2024	BACS	HMRC	4,747.17
1	HSBC Current 51219138	1	02/04/2024	BACS	Surrey Pensions	3,742.17
1	HSBC Current 51219138	1	08/04/2024	To Deposit	HSBC Deposit 01219154	300,000.00
1	HSBC Current 51219138	1	22/04/2024	To Payroll	HSBC Payroll 81345788	10,000.00
2	HSBC Deposit 01219154	1	25/04/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	1	30/04/2024	4092-1	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	1	02/04/2024	CORRECTI	Surrey Pensions	3,894.67
1	HSBC Current 51219138	1	24/04/2024	INV-001282	Knowles Stained Glassworks Ltd	7,000.00
3	HSBC Payroll 81345788	1	26/04/2024	BACS	Net Salaries	12,267.59
8	Handelsbanken FT	1	05/04/2024	Close Acc	Handelsbanken 50044859	255,577.74

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
5	FairFX Bank Debit Card	1	11/04/2024	1,000.00
1	HSBC Current 51219138	1	04/04/2024	972.09
1	HSBC Current 51219138	1	05/04/2024	324,789.00
2	HSBC Deposit 01219154	1	08/04/2024	300,000.00
3	HSBC Payroll 81345788	1	22/04/2024	10,000.00
1	HSBC Current 51219138	1	25/04/2024	40,000.00
8	Handelsbanken FT	1	04/04/2024	5,577.74
6	Handelsbanken 50044859	1	05/04/2024	255,577.74
6	Handelsbanken 50044859	1	30/04/2024	1,965.12

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2024	Surrey Pensions	BACS	3,894.67		Pension contributions March
02/04/2024	Refund	BACS	44.06		Damage Deposit Refund
02/04/2024	The Havering Fencing Company L	86326	19,047.60		New Railings at Court Lodge
02/04/2024	Heatherlands Tree Care	2152	900.00		Tree Surgery -rear Church Rd
02/04/2024	Surrey Association of Local Co	2720	3,367.36		NALC & SALC Subscription
02/04/2024	SB Heating Solutions Ltd	4477	96.00		Boiler Gas Service Albert Room
02/04/2024	Micro Maintenance Limited	105572	117.60		Cyber Security Presentation
02/04/2024	Smartguard Security	25058	606.48		Mobile Security Patrol
02/04/2024	Idverde Limited	10909298	1,308.12		Annual Wild Flower Program
02/04/2024	Reigate & Banstead Borough Cou	15633/1261	103.58		National Non-Domestic Rates
02/04/2024	Surrey Pensions	BACS	3,742.17		Pension contributions March 24
02/04/2024	Surrey Pensions	CORRECTION	3,894.67		Correction March entered wrong
02/04/2024	Surrey Pensions	CORRECTION	-3,894.67		Correction to March error
02/04/2024	Surrey Pensions	CORRECTIO1	-3,894.67		Correction to March Pension
08/04/2024	SES Water	549095-5_1	100.00		549095-5/248/SES Water
08/04/2024	SES Water	549095-5_1	100.00		549095-5/248/SES Water
08/04/2024	HSBC Deposit 01219154	To Deposit	300,000.00		Transfer to Deposit
10/04/2024	James Corrigan	INV 8/HORL	1,400.00		Recruitment support March
11/04/2024	FairFX Bank Debit Card	Equals Car	1,000.00		Transfer to Equals Debit Cards
12/04/2024	HSBC UK Bank PLC	11378950	58.20		Bank charges 01Feb-29Feb 24
15/04/2024	EE Ltd	V022143411	39.97		Mobile phone for Town Clerk
16/04/2024	Sage UK	INV1866792	39.60		Payroll Software
17/04/2024	C.J,Uden & Co Drainage Consult	217814	204.00		Laser level study Horley REC
17/04/2024	Bennetts Builders Ltd	4091	624.00		Feb Maintenance all sites
17/04/2024	Amazon Business	GB4C38YABE	474.86		Desk Tidy/organizer
17/04/2024	Constant Hygiene Ltd	4219	126.00		White Pedal Sani Bin
17/04/2024	Rialtas Business Solutions Ltd	SM29558-60	2,390.40		Making Dax Digital for VAT lic
17/04/2024	L&C Installations Ltd	13214	412.13		Innes electrics for Defib
17/04/2024	Society of Local Council Clerk	QL205097-1	144.00		ILCA Qualification Fee H Maan
17/04/2024	Corona Energy	IN00022040	609.08		Electricity supply at Cafe
17/04/2024	Corona Energy	60113534	165.29		Electricity supply Albert Rd
17/04/2024	SOS Systems Limited	00074020	34.34		Black & Colour printing
17/04/2024	Refund	BACS	66.85		Horley In Bloom Fiona Refund
18/04/2024	HSBC	BACS	8.50		Bank Charges
18/04/2024	Everflow Water	3222021_1	26.68		Water Charges
19/04/2024	Zen Internet Limited	44470954	35.40		Broadband Bows Club
22/04/2024	PLG Signs	26558	57.60		Vinyl stickers sign
22/04/2024	Micro Maintenance Limited	105609	449.30		Monthly IT Support
22/04/2024	HSBC Payroll 81345788	To Payroll	10,000.00		To payroll
24/04/2024	Amazon Business	GB4E2KQABE	256.82		Office supplies-Door Stickers
24/04/2024	L&C Installations Ltd	13219	72.00		Disconnect cooker Albert Rooms
24/04/2024	LG Business Consultants	1000050	682.20		Consultancy & Project Woek
24/04/2024	Nviro Ltd	148840	3,883.20		Cleaning of Edmonds Hall April
24/04/2024	RH Uncovered (Mantra Magazines	35370	174.00		Advert for ATPF
24/04/2024	Spitfire Networking Services L	SBS1215066	140.44		Broadband Charges for 3 sites
24/04/2024	Refund	BACS	100.00		Damage Refund
24/04/2024	Knowles Stained Glassworks Ltd	INV-001282	7,000.00		Replace glass at Albert Rooms

List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2024	HMRC	BACS	4,747.17		PAYE for Mar
29/04/2024	VIRGIN MEDIA BUSINESS	803039101	36.00		Broadband with Virgin Media
30/04/2024	Mulberry & Co	INV-0059	60.00		Planning Training Course
30/04/2024	Water Environmental Treatment	INV028288	154.80		Quaterly WET Monitoring
30/04/2024	Horley Baptist Church	240213D	186.00		Horley in Bloom Venue booking
30/04/2024	Surrey Pensions	BACS	3,823.82		Pensions Contributions April
30/04/2024	Amazon Business	GB14316741	196.64		Office Equipment
30/04/2024	Everflow Water	3222021	269.53		Water Charges
30/04/2024	Bennetts Builders Ltd	4092-1	1,303.06		Yearly invoice for works
30/04/2024	Refund	BACS	159.32		HTMG Grant for public insuranc
30/04/2024	SumUp	BACS	7.21		Bank Charges plus 60p error
Total Payments			<u>371,151.38</u>		

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/05/2024		88,275.15
			<u>88,275.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
08/05/2024 549095-5_2 SES Water		100.00	
			<u>100.00</u>
			88,175.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,175.15
		Balance per Cash Book is :-	88,175.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	31/05/2024		541,471.69
			<u>541,471.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			541,471.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			541,471.69
		Balance per Cash Book is :-	541,471.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	31/05/2024		4,300.49
			<u>4,300.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,300.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,300.49
		Balance per Cash Book is :-	4,300.49
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/05/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	30/05/2024		633.52
			<u>633.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			633.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			633.52
		Balance per Cash Book is :-	633.52
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/05/2024		605,787.41
			<u>605,787.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			605,787.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			605,787.41
		Balance per Cash Book is :-	605,787.41
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/05/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	31/05/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Cashbook transactions totalling £0.00 or more
for the period 01/05/2024 to 31/05/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	2	08/05/2024	549095-5_2	SES Water	100.00
1	HSBC Current 51219138	2	01/05/2024	15633/126	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	2	29/05/2024	BACS	Surrey County Council	3,956.92
1	HSBC Current 51219138	2	29/05/2024	4092-2	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	2	29/05/2024	9	Twin Peaks Sandwich Bar	369.00
1	HSBC Current 51219138	2	29/05/2024	9172	Jarrett & Lam Ltd	108.00
1	HSBC Current 51219138	2	29/05/2024	GB4KW4PA	Amazon Business	84.81
1	HSBC Current 51219138	2	29/05/2024	BACS	Deposit Return	202.50
1	HSBC Current 51219138	2	10/05/2024	217847	C.J,Uden & Co Drainage Consult	984.00
1	HSBC Current 51219138	2	14/05/2024	INV028469	Water Environmental Treatment	104.40
1	HSBC Current 51219138	2	10/05/2024	INV-25308	Smartguard Security	700.80
1	HSBC Current 51219138	2	28/05/2024	3307714	Everflow Water	183.09
1	HSBC Current 51219138	2	28/05/2024	803039101/	VIRGIN MEDIA BUSINESS	36.00
1	HSBC Current 51219138	2	28/05/2024	105640	Micro Maintenance Limited	449.30
1	HSBC Current 51219138	2	15/05/2024	V022239097	EE Ltd	39.97
1	HSBC Current 51219138	2	15/05/2024	1000051	LG Business Consultants	773.10
1	HSBC Current 51219138	2	14/05/2024	18338818	Corona Energy	560.38
1	HSBC Current 51219138	2	14/05/2024	2044172	Corona Energy	287.16
1	HSBC Current 51219138	2	14/05/2024	INV-25183	Smartguard Security	664.44
1	HSBC Current 51219138	2	10/05/2024	01130	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	2	10/05/2024	240528	Public Work's Loan Board	9,722.46
1	HSBC Current 51219138	2	10/05/2024	IN 576696	Don Ruffles Limited	652.80
1	HSBC Current 51219138	2	16/05/2024	IN00022544	Corona Energy	131.78
1	HSBC Current 51219138	2	16/05/2024	IN00022639	Corona Energy	599.15
1	HSBC Current 51219138	2	16/05/2024	IN00022586	Corona Energy	102.51
1	HSBC Current 51219138	2	19/05/2024	BACS	HSBC	9.50
1	HSBC Current 51219138	2	21/05/2024	BACS	Deposit Return	150.00
1	HSBC Current 51219138	2	23/05/2024	BACS	HMRC	4,547.47
1	HSBC Current 51219138	2	20/05/2024	To Payroll	HSBC Payroll 81345788	10,000.00
2	HSBC Deposit 01219154	2	21/05/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	2	21/05/2024	BACS	Reigate Banstead Borough Council	1.00
1	HSBC Current 51219138	2	13/05/2024	11448643	HSBC UK Bank PLC	61.56
1	HSBC Current 51219138	2	10/05/2024	10912125	Idverde Limited	6,347.70
1	HSBC Current 51219138	2	16/05/2024	INV1883244	Sage UK	75.60
1	HSBC Current 51219138	2	21/05/2024	01179	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	2	21/05/2024	86333	The Havering Fencing Company L	19,422.00
2	HSBC Deposit 01219154	2	10/05/2024	92169	Fire Protection Services Surre	420.00
1	HSBC Current 51219138	2	17/05/2024	00074975	SOS Systems Limited	77.09
1	HSBC Current 51219138	2	21/05/2024	4308	Bennetts Builders Ltd	4,515.60
1	HSBC Current 51219138	2	24/05/2024	SBS122030	Spitfire Networking Services L	139.87
1	HSBC Current 51219138	2	21/05/2024	1266-67	All Exterior Cleaning	1,644.00
1	HSBC Current 51219138	2	21/05/2024	To payroll	HSBC Payroll 81345788	5,000.00
1	HSBC Current 51219138	2	10/05/2024	Correction	HSBC Deposit 01219154	420.00
1	HSBC Current 51219138	2	07/05/2024	To deposit	HSBC Deposit 01219154	305,000.00
1	HSBC Current 51219138	2	07/05/2024	BACS	Reigate and Banstead BC	305,873.00
2	HSBC Deposit 01219154	2	30/05/2024	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	2	14/05/2024	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	2	16/05/2024	1	Information Commissioner's Off	35.00

20/06/2024

Horley Town Council

16:29

Cashbook transactions totalling £0.00 or more
for the period 01/05/2024 to 31/05/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	2	10/05/2024	240528_1	Public Work's Loan Board	50.00
1	HSBC Current 51219138	2	29/05/2024	BACS	SumUp	4.57
3	HSBC Payroll 81345788	2	19/05/2024	BACS	HSBC	8.00
3	HSBC Payroll 81345788	2	28/05/2024	BACS	Net Salaries	12,605.74
5	FairFX Bank Debit Card	2	02/05/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	2	08/05/2024	E0200RU04	Microsoft Ireland Operations L	199.47
5	FairFX Bank Debit Card	2	13/05/2024	IEE2024005	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	2	03/05/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	2	10/05/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	2	17/05/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	2	24/05/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	2	31/05/2024	BACS	Milk and More	3.75
5	FairFX Bank Debit Card	2	16/05/2024	BACS	Royal Mail	7.35
5	FairFX Bank Debit Card	2	15/05/2024	BACS	Shutterstock	281.67
5	FairFX Bank Debit Card	2	18/05/2024	49734179	BMT Micro	14.77
5	FairFX Bank Debit Card	2	21/05/2024	BACS	Interflora	65.00
5	FairFX Bank Debit Card	2	21/05/2024	BACS	Interflora	5.00
5	FairFX Bank Debit Card	2	15/05/2024	BACS	RBBC	267.50
5	FairFX Bank Debit Card	2	16/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	21/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	28/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	28/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	28/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	28/05/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	18/05/2024	BACS	Waitrose	56.12
5	FairFX Bank Debit Card	2	24/05/2024	BACS	Milk and More	1.25
5	FairFX Bank Debit Card	2	31/05/2024	BACS	Milk and More	5.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	03/05/2024	953.51
1	HSBC Current 51219138	2	07/05/2024	55.00
1	HSBC Current 51219138	2	07/05/2024	305,873.00
1	HSBC Current 51219138	2	13/05/2024	19,048.06
1	HSBC Current 51219138	2	12/05/2024	55.00
1	HSBC Current 51219138	2	14/05/2024	70.00
1	HSBC Current 51219138	2	14/05/2024	55.00
1	HSBC Current 51219138	2	15/05/2024	165.00
1	HSBC Current 51219138	2	16/05/2024	70.00
1	HSBC Current 51219138	2	17/05/2024	52.00
1	HSBC Current 51219138	2	17/05/2024	128.00
1	HSBC Current 51219138	2	13/05/2024	55.00
1	HSBC Current 51219138	2	20/05/2024	68.34
1	HSBC Current 51219138	2	21/05/2024	128.00
1	HSBC Current 51219138	2	22/05/2024	70.00
1	HSBC Current 51219138	2	22/05/2024	32.00
1	HSBC Current 51219138	2	23/05/2024	152.00
1	HSBC Current 51219138	2	23/05/2024	76.00

20/06/2024

Horley Town Council

16:29

Cashbook transactions totalling £0.00 or more
for the period 01/05/2024 to 31/05/2024

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	24/05/2024	55.00
1	HSBC Current 51219138	2	28/05/2024	120.00
1	HSBC Current 51219138	2	24/05/2024	0.31
1	HSBC Current 51219138	2	28/05/2024	76.00
1	HSBC Current 51219138	2	28/05/2024	15.00
1	HSBC Current 51219138	2	20/05/2024	70.00
1	HSBC Current 51219138	2	29/05/2024	90.00
1	HSBC Current 51219138	2	29/05/2024	45.20
3	HSBC Payroll 81345788	2	20/05/2024	10,000.00
1	HSBC Current 51219138	2	21/05/2024	40,000.00
1	HSBC Current 51219138	2	29/05/2024	8,543.00
1	HSBC Current 51219138	2	07/05/2024	305,873.00
3	HSBC Payroll 81345788	2	21/05/2024	5,000.00
2	HSBC Deposit 01219154	2	10/05/2024	420.00
2	HSBC Deposit 01219154	2	07/05/2024	305,000.00
1	HSBC Current 51219138	2	30/05/2024	20,000.00
5	FairFX Bank Debit Card	2	14/05/2024	1,000.00
6	Handelsbanken 50044859	2	31/05/2024	2,127.84

20/06/2024

Horley Town Council

16:29

Cashbook transactions totalling £500.00 or more
for the period 01/05/2024 to 31/05/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	2	29/05/2024	BACS	Surrey County Council	3,956.92
1	HSBC Current 51219138	2	29/05/2024	4092-2	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	2	10/05/2024	217847	C.J,Uden & Co Drainage Consult	984.00
1	HSBC Current 51219138	2	10/05/2024	INV-25308	Smartguard Security	700.80
1	HSBC Current 51219138	2	15/05/2024	1000051	LG Business Consultants	773.10
1	HSBC Current 51219138	2	14/05/2024	18338818	Corona Energy	560.38
1	HSBC Current 51219138	2	14/05/2024	INV-25183	Smartguard Security	664.44
1	HSBC Current 51219138	2	10/05/2024	240528	Public Work's Loan Board	9,722.46
1	HSBC Current 51219138	2	10/05/2024	IN 576696	Don Ruffles Limited	652.80
1	HSBC Current 51219138	2	16/05/2024	IN00022639	Corona Energy	599.15
1	HSBC Current 51219138	2	23/05/2024	BACS	HMRC	4,547.47
1	HSBC Current 51219138	2	20/05/2024	To Payroll	HSBC Payroll 81345788	10,000.00
2	HSBC Deposit 01219154	2	21/05/2024	Transfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	2	10/05/2024	10912125	Idverde Limited	6,347.70
1	HSBC Current 51219138	2	21/05/2024	86333	The Havering Fencing Company L	19,422.00
1	HSBC Current 51219138	2	21/05/2024	4308	Bennetts Builders Ltd	4,515.60
1	HSBC Current 51219138	2	21/05/2024	1266-67	All Exterior Cleaning	1,644.00
1	HSBC Current 51219138	2	21/05/2024	To payroll	HSBC Payroll 81345788	5,000.00
1	HSBC Current 51219138	2	07/05/2024	To deposit	HSBC Deposit 01219154	305,000.00
1	HSBC Current 51219138	2	07/05/2024	BACS	Reigate and Banstead BC	305,873.00
2	HSBC Deposit 01219154	2	30/05/2024	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	2	14/05/2024	To Equals	FairFX Bank Debit Card	1,000.00
3	HSBC Payroll 81345788	2	28/05/2024	BACS	Net Salaries	12,605.74

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	03/05/2024	953.51
1	HSBC Current 51219138	2	07/05/2024	305,873.00
1	HSBC Current 51219138	2	13/05/2024	19,048.06
3	HSBC Payroll 81345788	2	20/05/2024	10,000.00
1	HSBC Current 51219138	2	21/05/2024	40,000.00
1	HSBC Current 51219138	2	29/05/2024	8,543.00
1	HSBC Current 51219138	2	07/05/2024	305,873.00
3	HSBC Payroll 81345788	2	21/05/2024	5,000.00
2	HSBC Deposit 01219154	2	07/05/2024	305,000.00
1	HSBC Current 51219138	2	30/05/2024	20,000.00
5	FairFX Bank Debit Card	2	14/05/2024	1,000.00
6	Handelsbanken 50044859	2	31/05/2024	2,127.84

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	Reigate & Banstead Borough Cou	15633/126	104.00		National Non-Domestic Rates
07/05/2024	HSBC Deposit 01219154	To deposit	305,000.00		To Deposit Acc
07/05/2024	Reigate and Banstead BC	BACS	305,873.00		CIL SIP 18b entered twice
08/05/2024	SES Water	549095-5_2	100.00		549095-5/248/SES Water
10/05/2024	C.J,Uden & Co Drainage Consult	217847	984.00		Empty Catchpit at Innes
10/05/2024	Smartguard Security	INV-25308	700.80		Security patrols 01/04-30/04
10/05/2024	Michael Stone Window Cleaning	01130	55.00		Window Cleaning Albert Rooms
10/05/2024	Public Work's Loan Board	240528	9,722.46		PWB repayment Office
10/05/2024	Don Ruffles Limited	IN 576696	652.80		Office Furniture
10/05/2024	Idverde Limited	10912125	6,347.70		Gorunds Maintenance 01/04-30/4
10/05/2024	HSBC Deposit 01219154	Correction	420.00		Correction of Fire Protect pay
10/05/2024	Public Work's Loan Board	240528_1	50.00		PWB Loan incorrect amount
13/05/2024	HSBC UK Bank PLC	11448643	61.56		Bank Charges
14/05/2024	Water Environmental Treatment	INV028469	104.40		WET Work carried out at Innes
14/05/2024	Corona Energy	18338818	560.38		Gas Charges at Albert Rooms
14/05/2024	Corona Energy	2044172	287.16		Gas charges at Innes
14/05/2024	Smartguard Security	INV-25183	664.44		Mobile Security Patrols
14/05/2024	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals Bank
15/05/2024	EE Ltd	V022239097	39.97		Mobile phone EE
15/05/2024	LG Business Consultants	1000051	773.10		Consultancy & project work
16/05/2024	Corona Energy	IN00022544	131.78		Correction to Inv 4 cafe
16/05/2024	Corona Energy	IN00022639	599.15		Electricity Cafe
16/05/2024	Corona Energy	IN00022586	102.51		Electricity April 2024
16/05/2024	Sage UK	INV1883244	75.60		Sage Software for May
16/05/2024	Information Commissioner's Off	1	35.00		Information Processing Charges
17/05/2024	SOS Systems Limited	00074975	77.09		A3&A4 printing charges
19/05/2024	HSBC	BACS	9.50		Bank Charges
20/05/2024	HSBC Payroll 81345788	To Payroll	10,000.00		To Payroll Account
21/05/2024	Deposit Return	BACS	150.00		Damage Deposit
21/05/2024	Reigate Banstead Borough Council	BACS	1.00		Lease of Land Ground Rent
21/05/2024	Michael Stone Window Cleaning	01179	55.00		Window Cleaning
21/05/2024	The Havering Fencing Company L	86333	19,422.00		Fencing at Horley Rec
21/05/2024	Bennetts Builders Ltd	4308	4,515.60		Playground Repairs
21/05/2024	All Exterior Cleaning	1266-67	1,644.00		Horley Rec Gate cleaning
21/05/2024	HSBC Payroll 81345788	To payroll	5,000.00		Transfer to payroll
23/05/2024	HMRC	BACS	4,547.47		PAYE April
24/05/2024	Spitfire Networking Services L	SBS1220301	139.87		Broadband at Office, Innes REC
28/05/2024	Everflow Water	3307714	183.09		Water charges all sites
28/05/2024	VIRGIN MEDIA BUSINESS	803039101/	36.00		Virgin Broadband charges
28/05/2024	Micro Maintenance Limited	105640	449.30		Monthly IT Support
29/05/2024	Surrey County Council	BACS	3,956.92		Surrey Pension
29/05/2024	Bennetts Builders Ltd	4092-2	1,303.06		Yearly invoice for works
29/05/2024	Twin Peaks Sandwich Bar	9	369.00		Hospitality for ATPF
29/05/2024	Jarrett & Lam Ltd	9172	108.00		SSL certificate for 2024/25
29/05/2024	Amazon Business	GB4KW4PABE	84.81		Office supplies inc Batteries,
29/05/2024	Deposit Return	BACS	202.50		Damage Depositi Refund
29/05/2024	SumUp	BACS	4.57		Sum Up charges

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>686,703.59</u>		

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	30/06/2024		75,878.44
			<u>75,878.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			75,878.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			75,878.44
		Balance per Cash Book is :-	75,878.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	30/06/2024		498,029.27
			<u>498,029.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			498,029.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			498,029.27
		Balance per Cash Book is :-	498,029.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	30/06/2024		1,686.55
			<u>1,686.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,686.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,686.55
		Balance per Cash Book is :-	1,686.55
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	30/06/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	30/06/2024		1,241.26
			<u>1,241.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,241.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,241.26
		Balance per Cash Book is :-	1,241.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	30/06/2024		607,853.81
			<u>607,853.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			607,853.81
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			607,853.81
		Balance per Cash Book is :-	607,853.81
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/06/2024
for Cashbook 7 - Safe (unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	30/06/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
27/06/2024		150.00	
			<u>150.00</u>
			150.00
		Balance per Cash Book is :-	150.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

10/07/2024

Horley Town Council

10:45

Cashbook transactions totalling £0.00 or more
for the period 01/06/2024 to 30/06/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	3	18/06/2024	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	3	18/06/2024	BACS	Deposit Return	150.00
1	HSBC Current 51219138	3	10/06/2024	12571	Fry Windows Controls Ltd	1,086.70
1	HSBC Current 51219138	3	13/06/2024	V022333448	EE Ltd	12.85
1	HSBC Current 51219138	3	05/06/2024	10913886	Idverde Limited	6,347.70
1	HSBC Current 51219138	3	05/06/2024	533827063	James Hallam Council Guard	13,607.57
1	HSBC Current 51219138	3	11/06/2024	EA39577	Earth Anchors Ltd	741.60
1	HSBC Current 51219138	3	11/06/2024	INV-001282	Knowles Stained Glassworks Ltd	8,048.00
1	HSBC Current 51219138	3	11/06/2024	INV-0269	Mulberry & Co	219.30
1	HSBC Current 51219138	3	11/06/2024	149189	Nviro Ltd	1,941.60
1	HSBC Current 51219138	3	11/06/2024	INV-25421	Smartguard Security	911.04
1	HSBC Current 51219138	3	11/06/2024	18366285	Corona Energy	401.03
1	HSBC Current 51219138	3	11/06/2024	18366284	Corona Energy	416.57
1	HSBC Current 51219138	3	17/06/2024	IN00022939	Corona Energy	147.90
1	HSBC Current 51219138	3	17/06/2024	IN00022940	Corona Energy	118.39
1	HSBC Current 51219138	3	17/06/2024	IN00022937	Corona Energy	93.95
1	HSBC Current 51219138	3	20/06/2024	To Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	3	18/06/2024	13253	L&C Installations Ltd	1,837.88
1	HSBC Current 51219138	3	18/06/2024	1000052	LG Business Consultants	1,315.80
1	HSBC Current 51219138	3	17/06/2024	INV1900895	Sage UK	63.60
1	HSBC Current 51219138	3	17/06/2024	00075879	SOS Systems Limited	123.58
1	HSBC Current 51219138	3	19/06/2024	44843548	Zen Internet Limited	35.40
1	HSBC Current 51219138	3	19/06/2024	105682	Micro Maintenance Limited	449.30
1	HSBC Current 51219138	3	26/06/2024	GB4P863AB	Amazon Business	37.54
1	HSBC Current 51219138	3	26/06/2024	9218	Jarrett & Lam Ltd	234.00
1	HSBC Current 51219138	3	26/06/2024	BACS	Refund	65.00
1	HSBC Current 51219138	3	28/06/2024	803039101/	VIRGIN MEDIA BUSINESS	36.00
1	HSBC Current 51219138	3	26/06/2024	FLGB55558	BNP Paribas Leasing Solutions	228.00
1	HSBC Current 51219138	3	26/06/2024	4359	Bennetts Builders Ltd	726.00
1	HSBC Current 51219138	3	24/06/2024	SBS122552	Spitfire Networking Services L	139.82
1	HSBC Current 51219138	3	26/06/2024	C5758(03/2	Horley Anglican Team Ministry	6,750.00
1	HSBC Current 51219138	3	03/06/2024	15633/1264	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	3	27/06/2024	3386872	Everflow Water	133.10
1	HSBC Current 51219138	3	14/06/2024	11536220	HSBC UK Bank PLC	60.60
1	HSBC Current 51219138	3	25/06/2024	BACS	HMRC	4,693.33
1	HSBC Current 51219138	3	18/06/2024	2430	A. Dansie Roofing Ltd	240.00
1	HSBC Current 51219138	3	18/06/2024	BACS	HSBC	8.50
2	HSBC Deposit 01219154	3	27/06/2024	To Current	HSBC Current 51219138	30,000.00
2	HSBC Deposit 01219154	3	20/06/2024	To Transfe	HSBC Current 51219138	15,000.00
1	HSBC Current 51219138	3	30/06/2024	BACS	SumUp	48.99
1	HSBC Current 51219138	3	13/06/2024	BACS	EE	0.46
5	FairFX Bank Debit Card	3	30/06/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	28/06/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	28/06/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	28/06/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	13/06/2024	IEE2024006	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	3	12/06/2024	BACS	Land Registry	6.00
5	FairFX Bank Debit Card	3	04/06/2024	EBUK-CC-	Email Blaster UK	15.59

10/07/2024

Horley Town Council

10:45

Cashbook transactions totalling £0.00 or more
for the period 01/06/2024 to 30/06/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	3	19/06/2024	BACS	Waitrose	69.81
5	FairFX Bank Debit Card	3	07/06/2024	E0200578D	Microsoft Ireland Operations L	190.20
5	FairFX Bank Debit Card	3	07/06/2024	BACS	Milk and More	6.00
5	FairFX Bank Debit Card	3	14/06/2024	BACS	Milk and More	4.00
5	FairFX Bank Debit Card	3	21/06/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	28/06/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	15/06/2024	BACS	GiffGaff	6.00
3	HSBC Payroll 81345788	3	28/06/2024	BACS	Net Salaries	12,605.94
3	HSBC Payroll 81345788	3	28/06/2024	BACS	HSBC	8.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	3	04/06/2024	150.00
1	HSBC Current 51219138	3	04/06/2024	160.00
1	HSBC Current 51219138	3	05/06/2024	818.78
1	HSBC Current 51219138	3	05/06/2024	96.00
1	HSBC Current 51219138	3	06/06/2024	190.00
1	HSBC Current 51219138	3	08/06/2024	104.00
1	HSBC Current 51219138	3	12/06/2024	228.00
1	HSBC Current 51219138	3	13/06/2024	121.68
1	HSBC Current 51219138	3	17/06/2024	22.60
1	HSBC Current 51219138	3	12/06/2024	1,642.80
1	HSBC Current 51219138	3	13/06/2024	1,256.40
1	HSBC Current 51219138	3	19/06/2024	67.46
1	HSBC Current 51219138	3	19/06/2024	119.39
1	HSBC Current 51219138	3	20/06/2024	70.00
1	HSBC Current 51219138	3	20/06/2024	100.00
5	FairFX Bank Debit Card	3	18/06/2024	1,000.00
1	HSBC Current 51219138	3	25/06/2024	0.30
7	Safe (unbanked money)	3	27/06/2024	150.00
3	HSBC Payroll 81345788	3	20/06/2024	10,000.00
1	HSBC Current 51219138	3	26/06/2024	60.00
1	HSBC Current 51219138	3	27/06/2024	70.00
1	HSBC Current 51219138	3	27/06/2024	30,000.00
1	HSBC Current 51219138	3	20/06/2024	15,000.00
2	HSBC Deposit 01219154	3	07/06/2024	1,557.58
6	Handelsbanken 50044859	3	28/06/2024	2,066.40

10/07/2024

Horley Town Council

10:45

Cashbook transactions totalling £500.00 or more
for the period 01/06/2024 to 30/06/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	HSBC Current 51219138	3	18/06/2024	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	3	10/06/2024	12571	Fry Windows Controls Ltd	1,086.70
1	HSBC Current 51219138	3	05/06/2024	10913886	Idverde Limited	6,347.70
1	HSBC Current 51219138	3	05/06/2024	533827063	James Hallam Council Guard	13,607.57
1	HSBC Current 51219138	3	11/06/2024	EA39577	Earth Anchors Ltd	741.60
1	HSBC Current 51219138	3	11/06/2024	INV-001282	Knowles Stained Glassworks Ltd	8,048.00
1	HSBC Current 51219138	3	11/06/2024	149189	Nviro Ltd	1,941.60
1	HSBC Current 51219138	3	11/06/2024	INV-25421	Smartguard Security	911.04
1	HSBC Current 51219138	3	20/06/2024	To Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	3	18/06/2024	13253	L&C Installations Ltd	1,837.88
1	HSBC Current 51219138	3	18/06/2024	1000052	LG Business Consultants	1,315.80
1	HSBC Current 51219138	3	26/06/2024	4359	Bennetts Builders Ltd	726.00
1	HSBC Current 51219138	3	26/06/2024	C5758(03/2	Horley Anglican Team Ministry	6,750.00
1	HSBC Current 51219138	3	25/06/2024	BACS	HMRC	4,693.33
2	HSBC Deposit 01219154	3	27/06/2024	To Current	HSBC Current 51219138	30,000.00
2	HSBC Deposit 01219154	3	20/06/2024	To Transfe	HSBC Current 51219138	15,000.00
3	HSBC Payroll 81345788	3	28/06/2024	BACS	Net Salaries	12,605.94

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	3	05/06/2024	818.78
1	HSBC Current 51219138	3	12/06/2024	1,642.80
1	HSBC Current 51219138	3	13/06/2024	1,256.40
5	FairFX Bank Debit Card	3	18/06/2024	1,000.00
3	HSBC Payroll 81345788	3	20/06/2024	10,000.00
1	HSBC Current 51219138	3	27/06/2024	30,000.00
1	HSBC Current 51219138	3	20/06/2024	15,000.00
2	HSBC Deposit 01219154	3	07/06/2024	1,557.58
6	Handelsbanken 50044859	3	28/06/2024	2,066.40

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Reigate & Banstead Borough Cou	15633/1264	104.00		National Non-Domestic Rates
05/06/2024	Idverde Limited	10913886	6,347.70		Ground Maintenance May
05/06/2024	James Hallam Council Guard	533827063	13,607.57		Business Travel Renewal
10/06/2024	Fry Windows Controls Ltd	12571	1,086.70		Fit windows winders for hall
11/06/2024	Earth Anchors Ltd	EA39577	741.60		Sentinel bin
11/06/2024	Knowles Stained Glassworks Ltd	INV-001282	8,048.00		Replace glass at Albert Rooms
11/06/2024	Mulberry & Co	INV-0269	219.30		Final Internal Audit 23/24
11/06/2024	Nviro Ltd	149189	1,941.60		Cleaning 12 Apr - 11 May
11/06/2024	Smartguard Security	INV-25421	911.04		Mobile Security Patrols
11/06/2024	Corona Energy	18366285	401.03		Gas Supply Albert Rooms
11/06/2024	Corona Energy	18366284	416.57		Gas Supply Innes
13/06/2024	EE Ltd	V022333448	12.85		Mobile phone charges
13/06/2024	EE	BACS	0.46		Refund of Mobile Phone Charges
13/06/2024	EE	BACS	-0.46		Refund of Mobile phone charges
13/06/2024	EE	BACS	-0.46		Refund charges enter as debit
14/06/2024	HSBC UK Bank PLC	11536220	60.60		Bank Charges from 01/04-30/04/
17/06/2024	Corona Energy	IN00022939	147.90		Electricity bill Albert Road
17/06/2024	Corona Energy	IN00022940	118.39		Electricity bill Innes
17/06/2024	Corona Energy	IN00022937	93.95		Electricity bill Cafe
17/06/2024	Sage UK	INV1900895	63.60		Sage Payroll software
17/06/2024	SOS Systems Limited	00075879	123.58		Printer printing costs
18/06/2024	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals Bank
18/06/2024	Deposit Return	BACS	150.00		Deposit Return
18/06/2024	L&C Installations Ltd	13253	1,837.88		Bollard lights Albert Rms
18/06/2024	LG Business Consultants	1000052	1,315.80		Consultancy work
18/06/2024	A. Dansie Roofing Ltd	2430	240.00		Flat Roof inspection Innes
18/06/2024	HSBC	BACS	8.50		Bank Charges
19/06/2024	Zen Internet Limited	44843548	35.40		Broadband at Bowls Club
19/06/2024	Micro Maintenance Limited	105682	449.30		Monthly IT Support
20/06/2024	HSBC Payroll 81345788	To Payroll	10,000.00		To payroll
24/06/2024	Spitfire Networking Services L	SBS1225528	139.82		Broadband services
25/06/2024	HMRC	BACS	4,693.33		PAYE May
26/06/2024	Amazon Business	GB4P863ABE	37.54		40 Plastic Key labels
26/06/2024	Jarrett & Lam Ltd	9218	234.00		Maintenance & Support
26/06/2024	Refund	BACS	65.00		Refund for Flowers
26/06/2024	BNP Paribas Leasing Solutions	FLGB555585	228.00		Lease of Copier Machine
26/06/2024	Bennetts Builders Ltd	4359	726.00		Invoice for works carried June
26/06/2024	Horley Anglican Team Ministry	C5758(03/2	6,750.00		Grants made to St Barts Church
27/06/2024	Everflow Water	3386872	133.10		Water supply
28/06/2024	VIRGIN MEDIA BUSINESS	803039101/	36.00		Broadbank at Albert Road
29/06/2024	SumUp	BACS	-0.06		Refund of sumup fee
30/06/2024	SumUp	BACS	48.99		SumUp Charges for June
Total Payments			62,574.12		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Council Income</u>								
1076 Precept	525,016	302,048	604,096	302,048			50.0%	
1090 Interest	13,349	13,299	7,800	(5,499)			170.5%	
1120 CIL Income	243,910	305,873	0	(305,873)			0.0%	305,873
1130 S136 Double Taxation Income	43,733	22,741	45,482	22,741			50.0%	
1500 Allotment Rent Income	180	150	0	(150)			0.0%	
Council Income :- Income	<u>826,187</u>	<u>644,111</u>	<u>657,378</u>	<u>13,267</u>			<u>98.0%</u>	<u>305,873</u>
Net Income	<u>826,187</u>	<u>644,111</u>	<u>657,378</u>	<u>13,267</u>				
6001 less Transfer to EMR	239,976	305,873						
Movement to/(from) Gen Reserve	<u>586,211</u>	<u>338,238</u>						
<u>120 Albert Rooms</u>								
1210 Edmonds Hall Lettings	13,420	3,635	12,000	8,365			30.3%	
Albert Rooms :- Income	<u>13,420</u>	<u>3,635</u>	<u>12,000</u>	<u>8,365</u>			<u>30.3%</u>	<u>0</u>
4110 Compliance and Regulatory	420	105	0	(105)	(105)		0.0%	
4120 Window Cleaning	275	110	535	425	425		20.6%	
4195 Rates	3,119	(1,040)	1,100	2,140	2,140		(94.5%)	
4215 Maintenance Contracts	1,851	18,086	0	(18,086)	(18,086)		0.0%	16,135
4230 Utilities	5,233	1,316	5,413	4,097	4,097		24.3%	
4340 Signage	65	0	0	0	0		0.0%	
Albert Rooms :- Indirect Expenditure	<u>10,962</u>	<u>18,578</u>	<u>7,048</u>	<u>(11,530)</u>	<u>0</u>	<u>(11,530)</u>	<u>263.6%</u>	<u>16,135</u>
Net Income over Expenditure	<u>2,458</u>	<u>(14,943)</u>	<u>4,952</u>	<u>19,895</u>				
6000 plus Transfer from EMR	0	16,135						
Movement to/(from) Gen Reserve	<u>2,458</u>	<u>1,192</u>						
<u>130 Legal and Statutory</u>								
4060 Audit Costs	1,530	0	2,210	2,210	2,210		0.0%	
4065 Insurance	12,630	13,608	13,551	(57)	(57)		100.4%	
4070 Legal Fees	0	0	3,537	3,537	3,537		0.0%	
Legal and Statutory :- Indirect Expenditure	<u>14,160</u>	<u>13,608</u>	<u>19,298</u>	<u>5,690</u>	<u>0</u>	<u>5,690</u>	<u>70.5%</u>	<u>0</u>
Net Expenditure	<u>(14,160)</u>	<u>(13,608)</u>	<u>(19,298)</u>	<u>(5,690)</u>				
<u>140 Salaries</u>								
4000 Salaries	184,492	50,233	219,522	169,289	169,289		22.9%	
4010 NIC Employer	15,795	4,308	17,910	13,602	13,602		24.1%	
4020 Superannuation Employer	31,791	8,610	41,479	32,869	32,869		20.8%	
Salaries :- Indirect Expenditure	<u>232,078</u>	<u>63,151</u>	<u>278,911</u>	<u>215,760</u>	<u>0</u>	<u>215,760</u>	<u>22.6%</u>	<u>0</u>
Net Expenditure	<u>(232,078)</u>	<u>(63,151)</u>	<u>(278,911)</u>	<u>(215,760)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
150 Office Expenditure								
1110 Photocopying Income	33	0	0	0			0.0%	
Office Expenditure :- Income	33	0	0	0				0
4080 Stationery	491	31	826	795		795	3.8%	
4085 Postage and Couriers	190	0	100	100		100	0.0%	
4090 Office Supplies and Equipment	3,650	1,891	3,537	1,646		1,646	53.5%	
4095 Website	2,400	285	2,800	2,515		2,515	10.2%	
4100 Communication	2,203	790	3,500	2,710		2,710	22.6%	
4105 Photocopier Expenditure	1,553	368	2,000	1,632		1,632	18.4%	
4110 Compliance and Regulatory	730	105	0	(105)		(105)	0.0%	
4120 Window Cleaning	55	0	0	0		0	0.0%	
4125 IT and Support	9,508	2,384	10,000	7,616		7,616	23.8%	
4230 Utilities	75	0	0	0		0	0.0%	
Office Expenditure :- Indirect Expenditure	20,855	5,855	22,763	16,908	0	16,908	25.7%	0
Net Income over Expenditure	(20,822)	(5,855)	(22,763)	(16,908)				
160 Administration								
1140 Reigate & Banstead Income	1,250	0	0	0			0.0%	
1150 SCC Your Councillor Community	35,853	8,543	0	(8,543)			0.0%	8,543
1160 YFS Small Community Projects	1,195	0	0	0			0.0%	
1720 Administration Charge	1	0	0	0			0.0%	
Administration :- Income	38,299	8,543	0	(8,543)				8,543
4140 Bank Charges	1,058	292	1,179	887		887	24.7%	
4145 Professional Fees	27,180	4,621	30,000	25,379		25,379	15.4%	268
4150 Election	21,523	0	0	0		0	0.0%	
4155 Cllrs' Training and Expenses	1,946	(30)	943	973		973	(3.2%)	
4160 Staff Training and Expenses	382	194	2,000	1,806		1,806	9.7%	
4165 Chairman's Allowance	400	0	427	427		427	0.0%	
4170 Members' Allowance	0	0	1,800	1,800		1,800	0.0%	
4175 Subscriptions and Licences	7,984	5,508	11,000	5,492		5,492	50.1%	
Administration :- Indirect Expenditure	60,473	10,585	47,349	36,764	0	36,764	22.4%	268
Net Income over Expenditure	(22,174)	(2,042)	(47,349)	(45,307)				
6000 plus Transfer from EMR	33,384	268						
6001 less Transfer to EMR	34,783	8,543						
Movement to/(from) Gen Reserve	(23,573)	(10,318)						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Compliance & Regulatory</u>								
4110 Compliance and Regulatory	3,221	575	5,895	5,320		5,320	9.7%	
4135 Fire System Maintenance	0	350	0	(350)		(350)	0.0%	
4310 Repairs	487	0	0	0		0	0.0%	
Compliance & Regulatory :- Indirect Expenditure	3,708	925	5,895	4,970	0	4,970	15.7%	0
Net Expenditure	(3,708)	(925)	(5,895)	(4,970)				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	16,614	4,884	22,932	18,048		18,048	21.3%	
4310 Repairs	160	0	5,000	5,000		5,000	0.0%	
Maintenance and Repair :- Indirect Expenditure	16,774	4,884	27,932	23,048	0	23,048	17.5%	0
Net Expenditure	(16,774)	(4,884)	(27,932)	(23,048)				
<u>190 Office Other Running Costs</u>								
4215 Maintenance Contracts	242	0	0	0		0	0.0%	
Office Other Running Costs :- Indirect Expenditure	242	0	0	0	0	0		0
Net Expenditure	(242)	0	0	0				
<u>210 Court Lodge & Innes Pavilion</u>								
1310 Football Pitches Income	6,021	3,204	6,300	3,096			50.9%	
1320 Innes Pavilion Rent Income	10,000	2,500	10,000	7,500			25.0%	
1340 Utilites income	1,293	168	0	(168)			0.0%	
Court Lodge & Innes Pavilion :- Income	17,314	5,872	16,300	10,428			36.0%	0
4110 Compliance and Regulatory	3,028	(131)	0	131		131	0.0%	
4210 Cleaning	3,283	3,165	3,549	384		384	89.2%	
4215 Maintenance Contracts	1,442	30	1,179	1,149		1,149	2.5%	
4230 Utilities	4,374	1,591	4,500	2,909		2,909	35.4%	
4300 Rent to RBBC Expenditure	0	1	1	0		0	100.0%	
4305 Refurbishment	725	6,420	6,072	(348)		(348)	105.7%	6,540
4310 Repairs	702	0	1,214	1,214		1,214	0.0%	
4400 Playground Inspections	2,920	0	0	0		0	0.0%	
4405 Playground Repairs	32,038	(16,028)	0	16,028		16,028	0.0%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	48,513	(4,952)	16,515	21,467	0	21,467	(30.0%)	6,540
Net Income over Expenditure	(31,199)	10,824	(215)	(11,039)				
6000 plus Transfer from EMR	15,873	6,540						
Movement to/(from) Gen Reserve	(15,326)	17,365						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220</u> <u>Horley Recreation Ground</u>								
1340 Utilites income	6,561	508	0	(508)			0.0%	
1400 Café in the Park Rent Income	12,400	1,629	12,600	10,971			12.9%	
1600 Bowling Club Lease	0	0	301	301			0.0%	
1610 Events Income	3,300	500	7,000	6,500			7.1%	
1620 Banners	1,437	136	1,400	1,264			9.7%	
Horley Recreation Ground :- Income	<u>23,698</u>	<u>2,772</u>	<u>21,301</u>	<u>18,529</u>			<u>13.0%</u>	<u>0</u>
4110 Compliance and Regulatory	2,486	170	0	(170)		(170)	0.0%	
4215 Maintenance Contracts	2,601	2,996	3,500	504		504	85.6%	
4230 Utilities	8,686	1,274	1,440	166		166	88.5%	
4310 Repairs	54	0	0	0		0	0.0%	
4340 Signage	695	65	5,000	4,935		4,935	1.3%	
4345 Pest control	0	0	650	650		650	0.0%	
4350 Tree Surgery	11,350	100	9,000	8,900		8,900	1.1%	
4400 Playground Inspections	3,210	10,958	10,382	(576)		(576)	105.5%	
4405 Playground Repairs	27,604	(16,230)	8,756	24,986		24,986	(185.4%)	
4410 Parks Furniture	3,700	778	6,255	5,477		5,477	12.4%	
4415 Café in the Park Expenditure	383	0	2,358	2,358		2,358	0.0%	
4420 Memorial & Ornamental Gdns	3,423	357	6,072	5,715		5,715	5.9%	
4425 Events expense	428	0	0	0		0	0.0%	
Horley Recreation Ground :- Indirect Expenditure	<u>64,620</u>	<u>468</u>	<u>53,413</u>	<u>52,945</u>	<u>0</u>	<u>52,945</u>	<u>0.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(40,922)</u>	<u>2,304</u>	<u>(32,112)</u>	<u>(34,416)</u>				
6000 plus Transfer from EMR	9,645	0						
Movement to/(from) Gen Reserve	<u>(31,277)</u>	<u>2,304</u>						
<u>230</u> <u>Church Road Allotments</u>								
1500 Allotment Rent Income	3,295	168	3,465	3,297			4.8%	
Church Road Allotments :- Income	<u>3,295</u>	<u>168</u>	<u>3,465</u>	<u>3,297</u>			<u>4.8%</u>	<u>0</u>
4215 Maintenance Contracts	9,020	0	0	0		0	0.0%	
4230 Utilities	89	333	1,000	667		667	33.3%	
4310 Repairs	388	292	2,181	1,889		1,889	13.4%	
Church Road Allotments :- Indirect Expenditure	<u>9,497</u>	<u>625</u>	<u>3,181</u>	<u>2,556</u>	<u>0</u>	<u>2,556</u>	<u>19.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,202)</u>	<u>(457)</u>	<u>284</u>	<u>741</u>				
6000 plus Transfer from EMR	8,975	0						
Movement to/(from) Gen Reserve	<u>2,773</u>	<u>(457)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Langshott Allotments</u>								
1500 Allotment Rent Income	8,345	324	3,990	3,666			8.1%	
Langshott Allotments :- Income	8,345	324	3,990	3,666			8.1%	0
4210 Cleaning	1,106	1,106	1,500	394		394	73.8%	
4215 Maintenance Contracts	23,031	0	0	0		0	0.0%	
4230 Utilities	393	170	2,948	2,778		2,778	5.8%	
4310 Repairs	1,366	154	2,000	1,846		1,846	7.7%	
Langshott Allotments :- Indirect Expenditure	25,896	1,430	6,448	5,018	0	5,018	22.2%	0
Net Income over Expenditure	(17,551)	(1,106)	(2,458)	(1,352)				
6000 plus Transfer from EMR	22,665	0						
Movement to/(from) Gen Reserve	5,114	(1,106)						
<u>260 Michael Crescent</u>								
4110 Compliance and Regulatory	186	0	0	0		0	0.0%	
4195 Rates	243	0	0	0		0	0.0%	
4215 Maintenance Contracts	62	0	0	0		0	0.0%	
4230 Utilities	1,512	0	0	0		0	0.0%	
4400 Playground Inspections	2,919	0	0	0		0	0.0%	
4405 Playground Repairs	1,829	0	0	0		0	0.0%	
4550 Buildings & Grounds	17,624	0	1,000	1,000		1,000	0.0%	
Michael Crescent :- Indirect Expenditure	24,375	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(24,375)	0	(1,000)	(1,000)				
6000 plus Transfer from EMR	18,970	0						
Movement to/(from) Gen Reserve	(5,405)	0						
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	280	(130)	500	630		630	(26.0%)	
Emlyn Meadows :- Indirect Expenditure	280	(130)	500	630	0	630	(26.0%)	0
Net Expenditure	(280)	130	(500)	(630)				
<u>280 Town Centre</u>								
1250 Councillors Hospitality Income	150	0	0	0			0.0%	
1300 Devolved Powers RBBC Income	1,700	0	1,700	1,700			0.0%	
Town Centre :- Income	1,850	0	1,700	1,700			0.0%	0
4110 Compliance and Regulatory	1,903	(800)	0	800		800	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Maintenance Contracts	395	0	0	0		0	0.0%	
4340 Signage	144	(48)	0	48		48	0.0%	
4410 Parks Furniture	80	(40)	0	40		40	0.0%	
4600 Flower Baskets, Beds, Planters	9,557	9,975	9,788	(187)		(187)	101.9%	2,378
4620 HTC Events	2,406	560	4,000	3,440		3,440	14.0%	
4630 Christmas Tree	509	0	2,000	2,000		2,000	0.0%	
Town Centre :- Indirect Expenditure	14,994	9,648	15,788	6,140	0	6,140	61.1%	2,378
Net Income over Expenditure	(13,145)	(9,648)	(14,088)	(4,440)				
6000 plus Transfer from EMR	0	2,378						
Movement to/(from) Gen Reserve	(13,145)	(7,269)						
290 Security								
4330 Security	7,119	1,859	10,000	8,141		8,141	18.6%	
4650 CCTV Installation	1,896	0	2,134	2,134		2,134	0.0%	
4655 CCTV Maintenance	927	0	3,735	3,735		3,735	0.0%	
4660 CCTV Broadband Connection	1,244	0	2,332	2,332		2,332	0.0%	
Security :- Indirect Expenditure	11,186	1,859	18,201	16,342	0	16,342	10.2%	0
Net Expenditure	(11,186)	(1,859)	(18,201)	(16,342)				
310 Full Council								
4110 Compliance and Regulatory	0	200	0	(200)		(200)	0.0%	
4350 Tree Surgery	1,500	0	0	0		0	0.0%	
4500 GM Contracts	55,379	15,869	65,000	49,131		49,131	24.4%	
4710 Churchyards Grant	6,750	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	2,150	159	3,000	2,841		2,841	5.3%	
Full Council :- Indirect Expenditure	65,779	22,979	74,750	51,771	0	51,771	30.7%	0
Net Expenditure	(65,779)	(22,979)	(74,750)	(51,771)				
320 Loans								
4700 Café in the Park - PWLB	27,596	0	27,596	27,596		27,596	0.0%	
4730 Council office - PWLB	19,545	9,772	19,545	9,773		9,773	50.0%	
Loans :- Indirect Expenditure	47,141	9,772	47,141	37,369	0	37,369	20.7%	0
Net Expenditure	(47,141)	(9,772)	(47,141)	(37,369)				

Detailed Income & Expenditure by Budget Heading 01/07/2024

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	932,440	665,425	716,134	50,709			92.9%	
Expenditure	671,533	159,283	646,133	486,850	0	486,850	24.7%	
Net Income over Expenditure	<u>260,907</u>	<u>506,142</u>	<u>70,001</u>	<u>(436,141)</u>				
plus Transfer from EMR	109,512	25,321						
less Transfer to EMR	274,759	314,416						
Movement to/(from) Gen Reserve	<u>95,661</u>	<u>217,047</u>						

Horley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

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

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Horley Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Horley Town Council on application to:</p> <p>(a) Joan Walsh, Town Clerk Horley Town Council Council Offices 92 Albert Road, Horley RH6 7HZ</p> <p>(b) Office Hours 10:00 am to 4:00 pm Monday to Friday</p> <p>3. Copies will be provided to any local government elector of the area on payment of £1.00 (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) Sam Adeniji, Responsible Financial Officer</p> <p>Date of announcement: (e) 30 August 2024</p>	<p>Notes</p> <p>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.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
---	--

Section 3 – External Auditor’s Report and Certificate 2023/24

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

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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 2023/24

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 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

27/08/2024

Section 1 – Annual Governance Statement 2023/24

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 2024, 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>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
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:

18/06/2024

and recorded as minute reference:

c5828

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

Chair
 Clerk

ENTER PUBLIC ADDRESS <https://www.horleysurrey-tc.gov.uk/> OR ADDRESS

Section 2 – Accounting Statements 2023/24 for

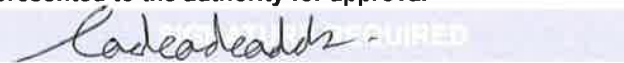
HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	326,943	415,520	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	464,794	525,016	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	115,417	407,424	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	189,040	232,078	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	47,141	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	255,453	392,313	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	415,520	676,428	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	425,037	736,620	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,480,033	2,424,580	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	608,634	578,039	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

18/06/2024

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

18/06/2024

as recorded in minute reference:

C5829 REFERENCE

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





Ms Joan Walsh
Horley Town Council
Council Offices
92 Albert Road
HORLEY
Surrey
RH6 7HZ

Our ref SU0046
SAAA Ref SB04458
Invoice No. SB20241355
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 28 August 2024

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2024	£1,680.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,680.00
VAT @ 20%	£336.00
TOTAL PAYABLE	£2,016.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0046 or Horley Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com

Horley Town Council
Council Grant Scheme



INTRODUCTION

A grant is a financial award made by the Council to be used by an organisation for a specific purpose that the Council considers to be beneficial to the local community. As the grant award is funded by public money applicants must meet the criteria detailed below to ensure that the money is well spent.

BACKGROUND

The contribution made by the numerous organisations to benefit the local community in Horley is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Horley that are not, as a matter of course, funded by the Council. Funding is available, subject to any budgetary constraints, throughout the year. Organisations seeking grant funding from the Town Council are strongly advised to read the following grant criteria to ensure eligibility; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

GRANT CRITERIA

1. It is anticipated that grants to successful applicants will be announced at various points throughout the municipal year.
2. Applicants are required to complete the Council's form to apply for a financial award, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering grant applications, the Council will consider the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial awards have been made, the contribution being made by the applicant organisation (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made. However, to ensure a fair distribution of funds applications will be limited to one per municipal year and the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or

a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.

7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be acknowledged and will be considered at the next available Council Meeting. Applicants will be informed of the Council decision as soon as possible.
9. The applicant agrees that the application form, accounts, and other information provided to the Council may be copied and placed on the public agenda for the meeting. Please ensure that the information is clear and legible.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

Please, if possible, attach the following additional information which will support your application.

- **Revenue Project - annual report, published accounts or independently examined, constitution/set of rules.**
- **Capital Projects – As for revenue projects plus proof of ownership or tenure of the site, planning permission and quotes for the work.**
- **An overall budget for the activity or organisation for which the application is being made must be submitted with this form.**
- **In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.**

If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email town.clerk@horleytown.com

Grant Application

Organisation Information		
Name & Address: Telephone No: Email Address: Website:	Fiona Reilly 4 Church View Close Horley Surrey RH6 8SG 07736789063 Freilly4965@gmail.com www.horleylions.org.uk	
Is the organisation a non-profit making body?	Yes	
When was your organisation formed?	1964	
If your organisation is a registered charity please give the registration number	1179840	
Number of members in the organisation	Adult 36	Junior (Under 16)
What percentage of your membership lives in Horley?	85%	
Is membership restricted in any way?		
No		
Is there a membership fee or other charges for access to your activities? Please give details		
No		
Details of Grant Request		
Purpose for which grant is required.	To help the Horley Lions replace the speakers on the 2 Santa Sleighs that are used over 17 nights visiting 223 Streets in Horley	
How will Horley resident's benefit?	The adults & children should be able to hear Santa & his Elves coming into their street	
Is the project open to everyone?	Yes	
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	No	
What is the amount of Grant you are seeking from Horley Town Council?	£500	
What is the total cost of the project or activity?	£500	

Please state what contribution your organisation will make towards project (either financial or in kind)	n/a
Funds granted from other bodies (Please give details)	£0
Please indicate how you have arrived at the total cost?	We have asked our contact
If there is a shortfall, how do you propose to fund the deficiency?	If there is then we will top it up from our reserve account

Previous Applications

Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years

**Cleaning of the welcome to Horley Signs
The Pickle Ball lines being drawn at the public Tennis court**

Attachments

Documents	Yes	No
Constitution	Yes	
Annual Report	Yes	
Published Accounts		No
Budget for activity		No
Budget for organisation		No

Declaration

Name	FIONA REILLY	
Position in Organisation	TRUSTEE & HEAD OF PR& COMMS	
Bank Details	Account Name	BARCLAYS BANK
	Account Sort Code	20-88-13
	Account Number	93308340
Signature		
Name (Printed)	FIONA REILLY	
Date	25 July 2024	

If your application is successful, the Grant will be paid via BACS transfer.

Please return the completed application form with supporting information to town.clerk@horleytown.com or post to Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

All data will be securely processed as set out in our privacy notice which can be viewed at horleysurrey-tc.gov.uk