

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 28 January 2025 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, 28 January 2025, 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

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:

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.

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.

HORLEY TOWN COUNCIL

An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,

Albert Road, Horley on Tuesday, 28 January 2025, 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.

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 10 December 2024

5 Full Council Updates

6 Committee Reports

To receive the Minutes of the following Committee meetings: Planning & Development Committee held on 17 December 2024

7 Council Chairman's Report

To receive a report of events attended by the Chairman or representative since the Full Council meeting held on 10 December 2024 (**attached**).

8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

- i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board, including the recent SALC Clerk/Cllr Forums and SALC Vision Day.
- ii) To receive any other updates from the National and County Associations.

9 Borough, County Council and Other Updates

- i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 20 January 2025.
- ii) To note that the next RBBC/HTC Liaison Meeting is due to be held on 26 March 2025.
- iii) To receive an update on any other matters.

10 Internal Audit Matters

- i) To receive the Councillors' Audit Certificates for October, November, and December 2024 (**attached**)
- ii) To receive an update on any other matters.

11 Financial Matters

- i) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to December 2024. (**attached**)

12 Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)

- i) To note receipt of the quarterly HECF Statement for the period 1 October 2024 to 31 December 2024.
- ii) To receive an update on any other matters.

13 Meetings Calendar 2025-26

To review meeting arrangements and the proposed meetings calendar for the Municipal Year 2025/26 and to make recommendations for final approval at the next Full Council meeting on 18 March 2025.

14 Annual Town Public Forum (formerly 'Town Meeting')

To consider arrangements for the meeting to be held on Friday, 16 May 2024, from 6.30pm.

15 HTC Neighbourhood CIL: To receive the latest quarterly CIL report from Reigate and Banstead Borough Council for the period 16/09/24-15/12/24.

16 Live streaming of Council Meetings Using Webex

- i) To approve one-off expenditure up to a maximum of £500 plus VAT to purchase the equipment.
- ii) To approve the monthly subscription for Webex of £13.50, subject to an annual increase.
- iii) To approve live streams and recordings of all Committee meetings of the Town Council (apart from confidential items) and upload on the website for one year.

17 Outside Bodies

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

- i) Royal British Legion

18 Working Groups

- i) **Communications Working Group:** To receive an update on the recent meeting held on 7 January 2025.
- ii) **Resilience Working Group:** To note that the group is due to convene a meeting on 12 February 2025.

19 Government Consultations

- i) **MHCLG Consultation - [Strengthening the standards and conduct framework for local authorities in England](#)** To approve the Town Council's response to the [NALC survey](#) (Closing Date: 2 February 2025)
- ii) **Local Audit Reform consultation - [A strategy for overhauling the local audit system in England](#)** - To consider the Town Council's response. (Closing Date: 29 January 2025)

20 Communications Received

21 Diary Dates

22 Items for Future Consideration: To note urgent business for inclusion on future agenda.

23 Press Release: To agree items for inclusion.

24 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."

25 Confidential Minutes

CONFIDENTIAL

To approve the confidential minutes of the Ordinary Meeting of the Council held on 29 October 2024.

26 'Café In The Park' Occupancy, Horley Recreation Ground

CONFIDENTIAL

- i) To receive an update from the Town Clerk.
- ii) To consider for approval expenditure of £ 2,650 + VAT for a replacement extraction system at the Café.

27 CIL SIP (2) 18: HTC Offices Expansion & Sustainability Project

CONFIDENTIAL

To receive an update.

29 SCC Your Fund Surrey – [Small Community Projects Fund](#)

CONFIDENTIAL

- i) To consider for approval officer recommendations for contractor award **to replace the outdoor fitness equipment at Horley Recreation Ground**, in the total sum of £24,450.00 plus VAT with funding from a grant through the scheme, supported by Cllr Jordan Beech (Ref: CF484), as summarised in the Committee Decision report (appended).
- ii) To consider for approval officer recommendations for contractor award **to resurface the pathway at the roundabout at Horley Recreation Ground** for better access together with **a new pathway to the existing Multi-Use Games Area (MUGA)**, in the total sum of £14,055.59 plus VAT with funding from a grant through the scheme, supported by Cllr Jordan Beech (Ref: YF486 a.), as summarised in the Committee Decision report (appended).
- iii) To consider for approval officer recommendations for contractor award **to introduce a new pathway lighting from the Horley Recreation Ground entrance leading to Horley Bowling Club with 6 new bollards**, in the total sum of £4,146.48 plus VAT with funding from a grant through the scheme, supported by Cllr Jordan Beech (Ref: YF486 b.), as summarised in the Committee Decision report (appended).
- iv) To consider for approval officer recommendations for contractor award **to replace the whole exterior paving surrounding The Innes Sports Pavilion**, Court Lodge Fields, Horley, in the total sum of £38,874.00 plus VAT with funding from a grant through the scheme, supported by Cllr Jordan Beech (Ref: YF489), as summarised in the Committee decision report (appended).
- v) To receive an update on any other matters.



List of Mayoral Events 08 December 2024 – 28 January 2025

Date	Event	Location
13 Dec	Official opening of Nationwide Horley's newly refurbished branch	Nationwide Horley Branch
15 Dec	Greyhound Trust Christmas Event	National Greyhound Centre
10 Jan	104th Birthday	Amherst House Care Home





HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

October 2024

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

Observations (Councillors)	Clerk/ RFO's action
No issues	
Name: S. MARSHALL Signature: 	Signature: 
Name: E. Fagan Signature: 	
Date: 22/1/2025	Date: 22/1/25




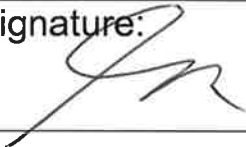

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

November 2024

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

Observations (Councillors)	Clerk/ RFO's action
	
Name: S. MARSHALL Signature: 	Signature: 
Name: E. Fagan Signature: 	
Date: 22/1/25	Date: 22/1/25



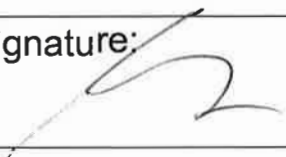

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

December 2024

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

Observations (Councillors)	Clerk/ RFO's action
NO ISSUES SPOTTED	
Name: S. MARSHALL Signature: 	Signature: 
Name: E. Fagan Signature: 	
Date: 22/1/25	Date: 22/1/25

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		35,899.11
			<u>35,899.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			35,899.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			35,899.11
		Balance per Cash Book is :-	35,899.11
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25


Signatory 2:

Name E. Fagan Signed [Signature] Date 22.1.2025

**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		585,187.42
			<u>585,187.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			585,187.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			585,187.42
		Balance per Cash Book is :-	585,187.42
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed  Date 22/1/25

Signatory 2:

Name E. Fagan Signed  Date 22.1.2025

**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		738.99
			<u>738.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			738.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			738.99
		Balance per Cash Book is :-	738.99
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed  Date 22/1/25

Signatory 2:

Name E. Fagan Signed  Date 22/1/25

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		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:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

**Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		751.58
			<u>751.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			751.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			751.58
		Balance per Cash Book is :-	751.58
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

Bank Reconciliation Statement as at 31/10/2024
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	31/10/2024		616,311.01
			<u>616,311.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			616,311.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			616,311.01
		Balance per Cash Book is :-	616,311.01
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

**Bank Reconciliation Statement as at 31/10/2024
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)	31/10/2024		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:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

13/11/2024

Horley Town Council

11:31

**Cashbook transactions totalling £0.00 or more
for the period 01/10/2024 to 07/11/2024**

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	7	08/10/2024	BACS	M & G Catering	175.00
1	HSBC Current 51219138	7	08/10/2024	BACS	Fiona Stimpson	60.25
5	FairFX Bank Debit Card	7	15/10/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	7	28/10/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	7	28/10/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	7	28/10/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	7	28/10/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	7	04/10/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	7	11/10/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	7	15/10/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	7	25/10/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	7	02/10/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	7	07/10/2024	E0200TMKQ	Microsoft Ireland Operations L	190.20
1	HSBC Current 51219138	7	01/10/2024	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	7	19/10/2024	BACS	HSBC	9.00
1	HSBC Current 51219138	7	01/10/2024	18640153	Corona Energy	105.68
1	HSBC Current 51219138	7	01/10/2024	1840152	Corona Energy	246.80
1	HSBC Current 51219138	7	01/10/2024	1/955	D&R Plumbing & Heating Service	1,236.00
1	HSBC Current 51219138	7	01/10/2024	4242	Dapper Shoes	99.00
1	HSBC Current 51219138	7	01/10/2024	2295/24	Heatherlands Tree Care	96.00
1	HSBC Current 51219138	7	01/10/2024	105888	Micro Maintenance Limited	470.40
1	HSBC Current 51219138	7	01/10/2024	15633/126	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	7	08/10/2024	549095-5	SES Water	100.00
1	HSBC Current 51219138	7	09/10/2024	GB41APC1A	Amazon Business	203.74
✓	HSBC Current 51219138	7	09/10/2024	86896	The Havering Fencing Company L	40,995.60
1	HSBC Current 51219138	7	09/10/2024	10922597	Idverde Limited	6,347.70
1	HSBC Current 51219138	7	09/10/2024	1000055	LG Business Consultants	1,456.20
1	HSBC Current 51219138	7	09/10/2024	INV-25780	Smartguard Security	946.08
1	HSBC Current 51219138	7	09/10/2024	1295	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	7	09/10/2024	11905062	HSBC UK Bank PLC	56.04
1	HSBC Current 51219138	7	17/10/2024	XVD02688	SOS Systems Limited	50.93
1	HSBC Current 51219138	7	16/10/2024	INV1964996	Sage UK	66.00
1	HSBC Current 51219138	7	15/10/2024	IN00024949	Corona Energy	112.95
1	HSBC Current 51219138	7	14/10/2024	IN00024859	Corona Energy	132.83
1	HSBC Current 51219138	7	15/10/2024	IN00024839	Corona Energy	72.58
1	HSBC Current 51219138	7	21/10/2024	47094327	Zen Internet Limited	35.40
1	HSBC Current 51219138	7	21/10/2024	GB41CCRH	Amazon Business	45.79
1	HSBC Current 51219138	7	21/10/2024	4092/7	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	7	23/10/2024	18708098	Corona Energy	129.90
1	HSBC Current 51219138	7	23/10/2024	18708097	Corona Energy	105.25
1	HSBC Current 51219138	7	23/10/2024	150817	Nviro Ltd	2,069.89
1	HSBC Current 51219138	7	28/10/2024	3712903	Everflow Water	267.94
1	HSBC Current 51219138	7	28/10/2024	803039101/	VIRGIN MEDIA BUSINESS	72.00
✓	HSBC Current 51219138	7	30/10/2024	150974	Nviro Ltd	1,189.93
1	HSBC Current 51219138	7	30/10/2024	18104	Energy Assess Uk Ltd	354.00
1	HSBC Current 51219138	7	30/10/2024	4406	Cooper Weston Group Ltd	96.00
1	HSBC Current 51219138	7	24/10/2024	BACS	HMRC	3,454.68
1	HSBC Current 51219138	7	30/10/2024	BACS	Surrey Pensions	3,147.56

13/11/2024

Horley Town Council

11:31

**Cashbook transactions totalling £0.00 or more
for the period 01/10/2024 to 07/11/2024**

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	7	23/10/2024	BACS	Deposit Return	238.00
1	HSBC Current 51219138	7	25/10/2024	SBS125059	Spitfire Networking Services L	75.60
1	HSBC Current 51219138	7	30/10/2024	10	Twin Peaks Sandwich Bar	413.30
1	HSBC Current 51219138	7	21/10/2024	Transfer	HSBC Payroll 81345788	10,000.00
2	HSBC Deposit 01219154	7	03/10/2024	Transfer	HSBC Current 51219138	40,000.00
2	HSBC Deposit 01219154	7	03/10/2024	Transfer	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	7	22/10/2024	105922	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	7	23/10/2024	Transfer	HSBC Payroll 81345788	1,000.00
1	HSBC Current 51219138	7	23/10/2024	2794	Surrey Association of Local Co	72.00
1	HSBC Current 51219138	7	30/10/2024	10	Twin Peaks Sandwich Bar	0.10
3	HSBC Payroll 81345788	7	19/10/2024	BACS	HSBC	8.00
3	HSBC Payroll 81345788	7	28/10/2024	BACS	Net Salaries	10,360.39

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	7	01/10/2024	217.74
1	HSBC Current 51219138	7	05/10/2024	53.34
1	HSBC Current 51219138	7	05/10/2024	110.85
1	HSBC Current 51219138	7	05/10/2024	39.50
1	HSBC Current 51219138	7	05/10/2024	0.40
1	HSBC Current 51219138	7	06/10/2024	52.00
1	HSBC Current 51219138	7	07/10/2024	152.00
1	HSBC Current 51219138	7	07/10/2024	45.20
1	HSBC Current 51219138	7	07/10/2024	96.00
1	HSBC Current 51219138	7	09/10/2024	146.00
1	HSBC Current 51219138	7	10/10/2024	145.98
1	HSBC Current 51219138	7	11/10/2024	67.80
1	HSBC Current 51219138	7	11/10/2024	55.00
1	HSBC Current 51219138	7	14/10/2024	925.19
1	HSBC Current 51219138	7	15/10/2024	45.20
5	FairFX Bank Debit Card	7	01/10/2024	1,000.00
1	HSBC Current 51219138	7	19/10/2024	90.00
1	HSBC Current 51219138	7	21/10/2024	326.00
1	HSBC Current 51219138	7	23/10/2024	104.00
1	HSBC Current 51219138	7	24/10/2024	238.00
1	HSBC Current 51219138	7	25/10/2024	0.14
3	HSBC Payroll 81345788	7	21/10/2024	10,000.00
1	HSBC Current 51219138	7	03/10/2024	40,000.00
1	HSBC Current 51219138	7	03/10/2024	30,000.00
3	HSBC Payroll 81345788	7	23/10/2024	1,000.00
6	Handelsbanken 50044859	7	31/10/2024	2,076.63

13/11/2024

Horley Town Council

11:31

**Cashbook transactions totalling £500.00 or more
for the period 01/10/2024 to 07/11/2024**

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	7	01/10/2024	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	7	01/10/2024	1/955	D&R Plumbing & Heating Service	1,236.00
✓	HSBC Current 51219138	7	09/10/2024	86896	The Havering Fencing Company L	40,995.60
1	HSBC Current 51219138	7	09/10/2024	10922597	Idverde Limited	6,347.70
1	HSBC Current 51219138	7	09/10/2024	1000055	LG Business Consultants	1,456.20
1	HSBC Current 51219138	7	09/10/2024	INV-25780	Smartguard Security	946.08
1	HSBC Current 51219138	7	21/10/2024	4092/7	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	7	23/10/2024	150817	Nviro Ltd	2,069.89
✓	HSBC Current 51219138	7	30/10/2024	150974	Nviro Ltd	1,189.93
1	HSBC Current 51219138	7	24/10/2024	BACS	HMRC	3,454.68
1	HSBC Current 51219138	7	30/10/2024	BACS	Surrey Pensions	3,147.56
1	HSBC Current 51219138	7	21/10/2024	Transfer	HSBC Payroll 81345788	10,000.00
✓	HSBC Deposit 01219154	7	03/10/2024	Transfer	HSBC Current 51219138	40,000.00
✓	HSBC Deposit 01219154	7	03/10/2024	Transfer	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	7	23/10/2024	Transfer	HSBC Payroll 81345788	1,000.00
3	HSBC Payroll 81345788	7	28/10/2024	BACS	Net Salaries	10,360.39

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	7	14/10/2024	925.19
5	FairFX Bank Debit Card	7	01/10/2024	1,000.00
3	HSBC Payroll 81345788	7	21/10/2024	10,000.00
1	HSBC Current 51219138	7	03/10/2024	40,000.00
1	HSBC Current 51219138	7	03/10/2024	30,000.00
3	HSBC Payroll 81345788	7	23/10/2024	1,000.00
6	Handelsbanken 50044859	7	31/10/2024	2,076.63

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		55,786.81
			<u>55,786.81</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			55,786.81
<u>Unpresented Receipts (Plus)</u>			
28/11/2024		217.74	
			<u>217.74</u>
			56,004.55
		Balance per Cash Book is :-	56,004.55
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		535,187.42
			<u>535,187.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			535,187.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			535,187.42
		Balance per Cash Book is :-	535,187.42
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22.1.25

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		2,682.67
			<u>2,682.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,682.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,682.67
		Balance per Cash Book is :-	2,682.67
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22/1/25

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		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:

Name S. MARSHAW Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted] Date 22/1/25

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		253.01
			<u>253.01</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			253.01
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			253.01
		Balance per Cash Book is :-	253.01
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted Signature] Date 22/1/25

Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		618,286.51
			<u>618,286.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			618,286.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			618,286.51
		Balance per Cash Book is :-	618,286.51
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted Signature] Date 22/1/25

**Bank Reconciliation Statement as at 30/11/2024
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)	30/11/2024		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:

Name S. MARSHALL Signed [Redacted Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted Signature] Date 22/1/25

17/12/2024

Horley Town Council

12:37

**Cashbook transactions totalling £0.00 or more
for the period 01/11/2024 to 30/11/2024**

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	8	01/11/2024	104	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	8	06/11/2024	GB41H9P6A	Amazon Business	185.31
1	HSBC Current 51219138	8	06/11/2024	10925086	Idverde Limited	6,347.70
1	HSBC Current 51219138	8	06/11/2024	1000057	LG Business Consultants	1,816.20
1	HSBC Current 51219138	8	06/11/2024	24424	RSI UK & CO LTD	201.60
1	HSBC Current 51219138	8	06/11/2024	INV-25951	Smartguard Security	525.60
1	HSBC Current 51219138	8	06/11/2024	11	Twin Peaks Sandwich Bar	75.00
1	HSBC Current 51219138	8	06/11/2024	549095-5	SES Water	100.00
1	HSBC Current 51219138	8	18/11/2024	BACS	HSBC	8.50
1	HSBC Current 51219138	8	13/11/2024	26334	Amethyst Horticulture	900.00
1	HSBC Current 51219138	8	13/11/2024	INV-25839	Smartguard Security	84.00
1	HSBC Current 51219138	8	13/11/2024	2801	Surrey Association of Local Co	36.00
1	HSBC Current 51219138	8	06/11/2024	IN8164	Hobart Paving Company	10,251.36
1	HSBC Current 51219138	8	11/11/2024	11992079	HSBC UK Bank PLC	61.08
1	HSBC Current 51219138	8	13/11/2024	61807	Nviro Ltd	2,069.89
1	HSBC Current 51219138	8	15/11/2024	IN00025407	Corona Energy	63.98
1	HSBC Current 51219138	8	18/11/2024	IN00025476	Corona Energy	147.48
1	HSBC Current 51219138	8	18/11/2024	IN00025440	Corona Energy	125.31
1	HSBC Current 51219138	8	25/11/2024	18775896	Corona Energy	284.52
1	HSBC Current 51219138	8	18/11/2024	18775895	Corona Energy	69.74
1	HSBC Current 51219138	8	25/11/2024	BACS	Alliance For Better Health	500.00
1	HSBC Current 51219138	8	25/11/2024	BACS	Deposit Return	150.00
1	HSBC Current 51219138	8	25/11/2024	BACS	HMRC	3,454.68
1	HSBC Current 51219138	8	25/11/2024	SBS125576	Spitfire Networking Services L	75.60
1	HSBC Current 51219138	8	22/11/2024	105946	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	8	18/11/2024	00080457	SOS Systems Limited	78.72
1	HSBC Current 51219138	8	19/11/2024	47492623	Zen Internet Limited	35.40
1	HSBC Current 51219138	8	20/11/2024	Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	8	26/11/2024	Payroll	HSBC Payroll 81345788	5,000.00
1	HSBC Current 51219138	8	18/11/2024	INV1981964	Sage UK	66.00
1	HSBC Current 51219138	8	27/11/2024	GB41LPVOA	Amazon Business	381.36
1	HSBC Current 51219138	8	27/11/2024	4092/7	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	8	27/11/2024	93394	Fire Protection Services Surre	72.00
1	HSBC Current 51219138	8	27/11/2024	10926844	Idverde Limited	6,347.70
1	HSBC Current 51219138	8	27/11/2024	9487	Jarrett & Lam Ltd	672.00
1	HSBC Current 51219138	8	27/11/2024	01337	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	8	27/11/2024	3796403	Everflow Water	322.41
1	HSBC Current 51219138	8	27/11/2024	30/10/2024	Public Work's Loan Board	9,772.46
1	HSBC Current 51219138	8	28/11/2024	803039101/	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	8	13/11/2024	BACS	Refund	150.00
1	HSBC Current 51219138	8	06/11/2024	BACS	Refund	150.00
1	HSBC Current 51219138	8	06/11/2024	BACS	Refund	76.00
1	HSBC Current 51219138	8	13/11/2024	INV01558	MVL Architects and Surveyors	1,864.50
1	HSBC Current 51219138	8	27/11/2024	BACS	Refund Joanna Self	29.95
2	HSBC Deposit 01219154	8	28/11/2024	Transfer	HSBC Current 51219138	10,000.00
2	HSBC Deposit 01219154	8	01/11/2024	Trasfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	8	06/11/2024	465783	BRITANIACREST RECYCLING	900.00
1	HSBC Current 51219138	8	29/11/2024	BACS	SumUp	32.04

17/12/2024

Horley Town Council

12:37

**Cashbook transactions totalling £0.00 or more
for the period 01/11/2024 to 30/11/2024**

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	8	13/11/2024	HORLEY/20	Royal British Legion Industries	387.50
1	HSBC Current 51219138	8	27/11/2024	93394	Fire Protection Services Surre	0.60
1	HSBC Current 51219138	8	05/11/2024	11C	Twin Peaks Sandwich Bar	0.60
5	FairFX Bank Debit Card	8	01/11/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	8	09/11/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	8	16/11/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	8	23/11/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	8	30/11/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	8	15/11/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	8	28/11/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	8	28/11/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	8	28/11/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	8	28/11/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	8	03/11/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	8	07/11/2024	G064750238	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	8	08/11/2024	E0200TZ8N	Microsoft Ireland Operations L	190.20
5	FairFX Bank Debit Card	8	28/11/2024	G067416560	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	8	13/11/2024	IEE2024012	Adobe Systems Software Ireland	60.66
3	HSBC Payroll 81345788	8	28/11/2024	BACS	Net Salaries	13,048.32
3	HSBC Payroll 81345788	8	18/11/2024	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	8	01/11/2024	217.74
1	HSBC Current 51219138	8	04/11/2024	29,874.72
1	HSBC Current 51219138	8	04/11/2024	311.70
1	HSBC Current 51219138	8	04/11/2024	152.00
1	HSBC Current 51219138	8	04/11/2024	140.00
1	HSBC Current 51219138	8	05/11/2024	52.00
1	HSBC Current 51219138	8	05/11/2024	160.00
1	HSBC Current 51219138	8	07/11/2024	228.00
1	HSBC Current 51219138	8	08/11/2024	45.20
1	HSBC Current 51219138	8	08/11/2024	145.98
1	HSBC Current 51219138	8	11/11/2024	22.60
1	HSBC Current 51219138	8	11/11/2024	146.00
1	HSBC Current 51219138	8	12/11/2024	32.00
1	HSBC Current 51219138	8	12/11/2024	55.00
1	HSBC Current 51219138	8	13/11/2024	60.00
1	HSBC Current 51219138	8	13/11/2024	90.00
1	HSBC Current 51219138	8	13/11/2024	128.00
1	HSBC Current 51219138	8	14/11/2024	924.20
1	HSBC Current 51219138	8	17/11/2024	22.60
1	HSBC Current 51219138	8	18/11/2024	602.00
1	HSBC Current 51219138	8	18/11/2024	238.00
1	HSBC Current 51219138	8	12/11/2024	1,724.00
1	HSBC Current 51219138	8	21/11/2024	33.90
1	HSBC Current 51219138	8	21/11/2024	90.00
1	HSBC Current 51219138	8	21/11/2024	45.20

17/12/2024

Horley Town Council

12:37

**Cashbook transactions totalling £500.00 or more
for the period 01/11/2024 to 30/11/2024**

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>
✓	HSBC Current 51219138	8	06/11/2024	10925086	Idverde Limited	6,347.70
1	HSBC Current 51219138	8	06/11/2024	1000057	LG Business Consultants	1,816.20
1	HSBC Current 51219138	8	06/11/2024	INV-25951	Smartguard Security	525.60
1	HSBC Current 51219138	8	13/11/2024	26334	Amethyst Horticulture	900.00
✓	HSBC Current 51219138	8	06/11/2024	IN8164	Hobart Paving Company	10,251.36
1	HSBC Current 51219138	8	13/11/2024	61807	Nviro Ltd	2,069.89
1	HSBC Current 51219138	8	25/11/2024	BACS	Alliance For Better Health	500.00
1	HSBC Current 51219138	8	25/11/2024	BACS	HMRC	3,454.68
1	HSBC Current 51219138	8	20/11/2024	Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	8	26/11/2024	Payroll	HSBC Payroll 81345788	5,000.00
1	HSBC Current 51219138	8	27/11/2024	4092/7	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	8	27/11/2024	10926844	Idverde Limited	6,347.70
1	HSBC Current 51219138	8	27/11/2024	9487	Jarrett & Lam Ltd	672.00
1	HSBC Current 51219138	8	27/11/2024	30/10/2024	Public Work's Loan Board	9,772.46
1	HSBC Current 51219138	8	13/11/2024	INV01558	MVL Architects and Surveyors	1,864.50
✓	HSBC Deposit 01219154	8	28/11/2024	Transfer	HSBC Current 51219138	10,000.00
✓	HSBC Deposit 01219154	8	01/11/2024	Trasfer	HSBC Current 51219138	40,000.00
1	HSBC Current 51219138	8	06/11/2024	465783	BRITANIACREST RECYCLING	900.00
3	HSBC Payroll 81345788	8	28/11/2024	BACS	Net Salaries	13,048.32

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	8	04/11/2024	29,874.72
1	HSBC Current 51219138	8	14/11/2024	924.20
1	HSBC Current 51219138	8	18/11/2024	602.00
1	HSBC Current 51219138	8	12/11/2024	1,724.00
3	HSBC Payroll 81345788	8	20/11/2024	10,000.00
3	HSBC Payroll 81345788	8	26/11/2024	5,000.00
✓	HSBC Current 51219138	8	28/11/2024	10,000.00
✓	HSBC Current 51219138	8	01/11/2024	40,000.00
6	Handelsbanken 50044859	8	29/11/2024	1,975.50

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		147,159.68
			<u>147,159.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			147,159.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			147,159.68
		Balance per Cash Book is :-	147,159.68
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted] Date 22/1/25

Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		522,977.82
			<u>522,977.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			522,977.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			522,977.82
		Balance per Cash Book is :-	522,977.82
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted] Date 22/1/25

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		2,001.20
			<u>2,001.20</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,001.20
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,001.20
		Balance per Cash Book is :-	2,001.20
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted] Date 22/1/25

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		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:

Name S. MARSHALL Signed [Redacted Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted Signature] Date 22/1/2025

Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		315.17
			<u>315.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			315.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			315.17
		Balance per Cash Book is :-	315.17
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Redacted Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted Signature] Date 22/1/25

**Bank Reconciliation Statement as at 31/12/2024
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	31/12/2024		620,334.37
			<u>620,334.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			620,334.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			620,334.37
		Balance per Cash Book is :-	620,334.37
		Difference is :-	0.00

Signatory 1:

Name S. MARSHALL Signed [Signature] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Signature] Date 22.1.2025

Bank Reconciliation Statement as at 31/12/2024
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)	31/12/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
<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:

Name S. MARSHALL Signed [Redacted] Date 22/1/25

Signatory 2:

Name E. Fagan Signed [Redacted] Date 22/1/25

15/01/2025

Horley Town Council

13:15

**Cashbook transactions totalling £0.00 or more
for the period 01/12/2024 to 31/12/2024**

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	9	03/12/2024	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	9	03/12/2024	BACS	Surrey Pensions	3,827.57
1	HSBC Current 51219138	9	03/12/2024	BACS	Refund	150.00
1	HSBC Current 51219138	9	02/12/2024	15633/126	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	9	03/12/2024	INV-0719	Mulberry & Co	283.20
1	HSBC Current 51219138	9	03/12/2024	6465960	Reigate & Banstead Borough Cou	140.00
1	HSBC Current 51219138	9	03/12/2024	INV006391	Reigate Environmental Services	156.00
1	HSBC Current 51219138	9	13/12/2024	1000058	LG Business Consultants	1,588.50
1	HSBC Current 51219138	9	13/12/2024	1060.59	L&C Installations Ltd	1,060.59
1	HSBC Current 51219138	9	13/12/2024	INV-26042	Smartguard Security	525.60
1	HSBC Current 51219138	9	16/12/2024	IN00025896	Corona Energy	173.88
1	HSBC Current 51219138	9	16/12/2024	IN00025950	Corona Energy	144.78
1	HSBC Current 51219138	9	16/12/2024	IN00025876	Corona Energy	93.72
1	HSBC Current 51219138	9	16/12/2024	19978616	Sage UK	66.00
1	HSBC Current 51219138	9	18/12/2024	151483	Nviro Ltd	2,069.89
1	HSBC Current 51219138	9	19/12/2024	47875236	Zen Internet Limited	35.40
1	HSBC Current 51219138	9	13/12/2024	2373/24	Heatherlands Tree Care	240.00
1	HSBC Current 51219138	9	13/12/2024	GB41Q7QIA	Amazon Business	67.97
5	FairFX Bank Debit Card	9	03/12/2024	EBUK-CC-	Email Blaster UK	15.59
5	FairFX Bank Debit Card	9	13/12/2024	IEE2024014	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	9	08/12/2024	E0200UBIHY	Microsoft Ireland Operations L	190.20
5	FairFX Bank Debit Card	9	25/12/2024	G071241411	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	9	15/12/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	9	28/12/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	9	28/12/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	9	28/12/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	9	28/12/2024	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	9	11/12/2024	BACS	Waitrose	48.85
5	FairFX Bank Debit Card	9	19/12/2024	BACS	Waitrose	44.20
5	FairFX Bank Debit Card	9	06/12/2024	BACS	EBuyer	439.98
5	FairFX Bank Debit Card	9	06/12/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	9	13/12/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	9	20/12/2024	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	9	27/12/2024	BACS	Milk and More	5.00
1	HSBC Current 51219138	9	31/12/2024	BACS	Surrey Pensions	3,255.19
1	HSBC Current 51219138	9	31/12/2024	BACS	Grant Donation	500.00
2	HSBC Deposit 01219154	9	31/12/2024	1321	RMT Tree Consultancy Ltd	900.00
2	HSBC Deposit 01219154	9	31/12/2024	INV-0016	National Association of Local	42.00
2	HSBC Deposit 01219154	9	31/12/2024	KFS25-R002	Kiasu Fire and Security Ltd	295.19
2	HSBC Deposit 01219154	9	31/12/2024	INV1334	JOSPEPH NOBLETT	1,320.00
2	HSBC Deposit 01219154	9	31/12/2024	1262	JF Environmental Limited	250.00
2	HSBC Deposit 01219154	9	31/12/2024	9546	Jarrett & Lam Ltd	348.00
1	HSBC Current 51219138	9	31/12/2024	18852282	Corona Energy	451.30
1	HSBC Current 51219138	9	31/12/2024	18852281	Corona Energy	134.41
1	HSBC Current 51219138	9	30/12/2024	803039101/	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	9	30/12/2024	00081412	SOS Systems Limited	219.04
1	HSBC Current 51219138	9	23/12/2024	SBS126092	Spitfire Networking Services L	75.60
1	HSBC Current 51219138	9	23/12/2024	106002	Micro Maintenance Limited	492.78

15/01/2025

Horley Town Council

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**Cashbook transactions totalling £0.00 or more
for the period 01/12/2024 to 31/12/2024**

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	9	27/12/2024	BACS	HMRC	4,747.42
1	HSBC Current 51219138	9	13/12/2024	H25069	Hobart Paving Company	1,141.92
1	HSBC Current 51219138	9	11/12/2024	12060105	HSBC UK Bank PLC	56.52
1	HSBC Current 51219138	9	09/12/2024	549095-9	SES Water	100.00
1	HSBC Current 51219138	9	18/12/2024	4656-4660	Bennetts Builders Ltd	5,374.20
1	HSBC Current 51219138	9	18/12/2024	GB14RTRN	Amazon Business	57.41
1	HSBC Current 51219138	9	20/12/2024	T payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	9	19/12/2024	BACS	HSBC	9.00
1	HSBC Current 51219138	9	18/12/2024	BACS	Helen Maan	19.40
3	HSBC Payroll 81345788	9	19/12/2024	BACS	HSBC	8.00
3	HSBC Payroll 81345788	9	20/12/2024	BACS	Net Salaries	10,673.47
2	HSBC Deposit 01219154	9	19/12/2024	To current	HSBC Current 51219138	15,000.00
1	HSBC Current 51219138	9	31/12/2024	9546_1	Jarrett & Lam Ltd	348.00
1	HSBC Current 51219138	9	31/12/2024	INV1334_1	JOSPEPH NOBLETT	1,320.00
1	HSBC Current 51219138	9	27/12/2024	FLLB633308	BNP Paribas Leasing Solutions	180.00
1	HSBC Current 51219138	9	16/12/2024	JHO/HTC/CA	Newmans Solicitors	3,480.00
1	HSBC Current 51219138	9	31/12/2024	BACS	SumUp	6.80
1	HSBC Current 51219138	9	18/12/2024	BACS	Helen Maan	10.00
1	HSBC Current 51219138	9	31/12/2024	1321_1	RMT Tree Consultancy Ltd	900.00
1	HSBC Current 51219138	9	31/12/2024	1262A	JF Environmental Limited	250.00
1	HSBC Current 51219138	9	31/12/2024	KFS25-R002	Kiasu Fire and Security Ltd	295.19
1	HSBC Current 51219138	9	31/12/2024	42	National Association of Local	42.00

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	9	03/12/2024	3.45
1	HSBC Current 51219138	9	03/12/2024	5.15
1	HSBC Current 51219138	9	02/12/2024	543.23
1	HSBC Current 51219138	9	04/12/2024	24,903.25
1	HSBC Current 51219138	9	06/12/2024	88.00
1	HSBC Current 51219138	9	06/12/2024	923.69
1	HSBC Current 51219138	9	06/12/2024	128.00
1	HSBC Current 51219138	9	08/12/2024	104.00
1	HSBC Current 51219138	9	09/12/2024	120.00
1	HSBC Current 51219138	9	09/12/2024	160.00
1	HSBC Current 51219138	9	11/12/2024	87.51
1	HSBC Current 51219138	9	12/12/2024	145.98
1	HSBC Current 51219138	9	12/12/2024	11.30
1	HSBC Current 51219138	9	12/12/2024	228.00
1	HSBC Current 51219138	9	14/12/2024	146.00
5	FairFX Bank Debit Card	9	03/12/2024	1,000.00
1	HSBC Current 51219138	9	10/12/2024	40.00
3	HSBC Payroll 81345788	9	20/12/2024	10,000.00
1	HSBC Current 51219138	9	20/12/2024	30.00
1	HSBC Current 51219138	9	23/12/2024	362.00
1	HSBC Current 51219138	9	19/12/2024	15,000.00
2	HSBC Deposit 01219154	9	06/12/2024	2,790.40
1	HSBC Current 51219138	9	24/12/2024	22.60

15/01/2025

Horley Town Council

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**Cashbook transactions totalling £0.00 or more
for the period 01/12/2024 to 31/12/2024**

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	9	26/12/2024	104.00
1	HSBC Current 51219138	9	24/12/2024	0.25
1	HSBC Current 51219138	9	24/12/2024	46,649.00
1	HSBC Current 51219138	9	27/12/2024	46,615.00
6	Handelsbanken 50044859	9	31/12/2024	2,047.86

15/01/2025

Horley Town Council

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**Cashbook transactions totalling £500.00 or more
for the period 01/12/2024 to 31/12/2024**

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	9	03/12/2024	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	9	03/12/2024	BACS	Surrey Pensions	3,827.57
1	HSBC Current 51219138	9	13/12/2024	1000058	LG Business Consultants	1,588.50
1	HSBC Current 51219138	9	13/12/2024	1060.59	L&C Installations Ltd	1,060.59
1	HSBC Current 51219138	9	13/12/2024	INV-26042	Smartguard Security	525.60
1	HSBC Current 51219138	9	18/12/2024	151483	Nviro Ltd	2,069.89
✓	HSBC Current 51219138	9	31/12/2024	BACS	Surrey Pensions	3,255.19
1	HSBC Current 51219138	9	31/12/2024	BACS	Grant Donation	500.00
2	HSBC Deposit 01219154	9	31/12/2024	1321	RMT Tree Consultancy Ltd	900.00
2	HSBC Deposit 01219154	9	31/12/2024	INV1334	JOSPEPH NOBLETT	1,320.00
1	HSBC Current 51219138	9	27/12/2024	BACS	HMRC	4,747.42
✓	HSBC Current 51219138	9	13/12/2024	H25069	Hobart Paving Company	1,141.92
1	HSBC Current 51219138	9	18/12/2024	4656-4660	Bennetts Builders Ltd	5,374.20
1	HSBC Current 51219138	9	20/12/2024	T payroll	HSBC Payroll 81345788	10,000.00
3	HSBC Payroll 81345788	9	20/12/2024	BACS	Net Salaries	10,673.47
✓	HSBC Deposit 01219154	9	19/12/2024	To current	HSBC Current 51219138	15,000.00
1	HSBC Current 51219138	9	31/12/2024	INV1334_1	JOSPEPH NOBLETT	1,320.00
1	HSBC Current 51219138	9	16/12/2024	JHO/HTC/CA	Newmans Solicitors	3,480.00
1	HSBC Current 51219138	9	31/12/2024	1321_1	RMT Tree Consultancy Ltd	900.00

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	9	02/12/2024	543.23
1	HSBC Current 51219138	9	04/12/2024	24,903.25
1	HSBC Current 51219138	9	06/12/2024	923.69
5	FairFX Bank Debit Card	9	03/12/2024	1,000.00
3	HSBC Payroll 81345788	9	20/12/2024	10,000.00
✓	HSBC Current 51219138	9	19/12/2024	15,000.00
2	HSBC Deposit 01219154	9	06/12/2024	2,790.40
1	HSBC Current 51219138	9	24/12/2024	46,649.00
1	HSBC Current 51219138	9	27/12/2024	46,615.00
6	Handelsbanken 50044859	9	31/12/2024	2,047.86

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
<u>110 Council Income</u>								
1076 Precept	525,016	604,096	604,096	0			100.0%	
1090 Interest	13,349	30,939	7,800	(23,139)			396.7%	
1120 CIL Income	243,910	307,336	0	(307,336)			0.0%	307,336
1130 S136 Double Taxation Income	43,733	45,482	45,482	0			100.0%	
1500 Allotment Rent Income	180	270	0	(270)			0.0%	
Council Income :- Income	826,187	988,123	657,378	(330,745)			150.3%	307,336
Net Income	826,187	988,123	657,378	(330,745)				
6001 less Transfer to EMR	239,976	307,336						
Movement to/(from) Gen Reserve	586,211	680,787						
<u>120 Albert Rooms</u>								
1210 Edmonds Hall Lettings	13,420	10,746	12,000	1,254			89.5%	
Albert Rooms :- Income	13,420	10,746	12,000	1,254			89.5%	0
4110 Compliance and Regulatory	420	105	0	(105)	(105)		0.0%	
4120 Window Cleaning	275	275	535	260	260		51.4%	
4125 IT and Support	0	140	0	(140)	(140)		0.0%	
4195 Rates	3,119	(1,040)	1,100	2,140	2,140		(94.5%)	
4215 Maintenance Contracts	1,851	18,734	0	(18,734)	(18,734)		0.0%	16,435
4230 Utilities	5,233	3,476	5,413	1,937	1,937		64.2%	
4340 Signage	65	0	0	0	0		0.0%	
Albert Rooms :- Indirect Expenditure	10,962	21,691	7,048	(14,643)	0	(14,643)	307.8%	16,435
Net Income over Expenditure	2,458	(10,945)	4,952	15,897				
6000 plus Transfer from EMR	0	16,435						
Movement to/(from) Gen Reserve	2,458	5,490						
<u>130 Legal and Statutory</u>								
4060 Audit Costs	1,530	1,680	2,210	530	530		76.0%	
4065 Insurance	12,630	13,608	13,551	(57)	(57)		100.4%	
4070 Legal Fees	0	2,900	3,537	637	637		82.0%	
Legal and Statutory :- Indirect Expenditure	14,160	18,188	19,298	1,110	0	1,110	94.2%	0
Net Expenditure	(14,160)	(18,188)	(19,298)	(1,110)				
<u>140 Salaries</u>								
4000 Salaries	184,492	135,845	219,522	83,677	83,677		61.9%	
4010 NIC Employer	15,795	11,320	17,910	6,590	6,590		63.2%	

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
4020 Superannuation Employer	31,791	23,237	41,479	18,242		18,242	56.0%	
Salaries :- Indirect Expenditure	232,078	170,402	278,911	108,509	0	108,509	61.1%	0
Net Expenditure	(232,078)	(170,402)	(278,911)	(108,509)				
150 Office Expenditure								
1110 Photocopying Income	33	31	0	(31)			0.0%	
1610 Events Income	0	100	0	(100)			0.0%	
Office Expenditure :- Income	33	131	0	(131)				0
4080 Stationery	491	41	826	785		785	5.0%	
4085 Postage and Couriers	190	128	100	(28)		(28)	127.5%	
4090 Office Supplies and Equipment	3,650	3,764	3,537	(227)		(227)	106.4%	
4095 Website	2,400	1,906	2,800	894		894	68.1%	
4100 Communication	2,203	1,550	3,500	1,950		1,950	44.3%	
4105 Photocopier Expenditure	1,553	1,071	2,000	929		929	53.5%	
4110 Compliance and Regulatory	730	470	0	(470)		(470)	0.0%	
4120 Window Cleaning	55	0	0	0		0	0.0%	
4125 IT and Support	9,508	6,679	10,000	3,321		3,321	66.8%	
4230 Utilities	75	0	0	0		0	0.0%	
Office Expenditure :- Indirect Expenditure	20,855	15,609	22,763	7,154	0	7,154	68.6%	0
Net Income over Expenditure	(20,822)	(15,478)	(22,763)	(7,285)				
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	93,264	0	(93,264)			0.0%	93,264
1720 Administration Charge	1	0	0	0			0.0%	
Administration :- Income	38,299	101,807	0	(101,807)				101,807
4140 Bank Charges	1,058	782	1,179	397		397	66.3%	
4145 Professional Fees	27,180	17,157	30,000	12,843		12,843	57.2%	3,219
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	986	2,000	1,014		1,014	49.3%	
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	9,175	11,000	1,825		1,825	83.4%	
Administration :- Indirect Expenditure	60,473	28,070	47,349	19,279	0	19,279	59.3%	3,219
Net Income over Expenditure	(22,174)	73,737	(47,349)	(121,086)				
6000 plus Transfer from EMR	33,384	3,219						
6001 less Transfer to EMR	34,783	101,807						
Movement to/(from) Gen Reserve	(23,573)	(24,851)						

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
170 Compliance & Regulatory								
4110 Compliance and Regulatory	3,221	5,102	5,895	793		793	86.6%	
4135 Fire System Maintenance	0	490	0	(490)		(490)	0.0%	
4310 Repairs	487	379	0	(379)		(379)	0.0%	
Compliance & Regulatory :- Indirect Expenditure	3,708	5,971	5,895	(76)	0	(76)	101.3%	0
Net Expenditure	(3,708)	(5,971)	(5,895)	76				
180 Maintenance and Repair								
4210 Cleaning	16,614	17,843	22,932	5,089		5,089	77.8%	
4310 Repairs	160	653	5,000	4,347		4,347	13.1%	
Maintenance and Repair :- Indirect Expenditure	16,774	18,496	27,932	9,436	0	9,436	66.2%	0
Net Expenditure	(16,774)	(18,496)	(27,932)	(9,436)				
190 Office Other Running Costs								
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				
210 Court Lodge & Innes Pavilion								
1310 Football Pitches Income	6,021	6,957	6,300	(657)			110.4%	
1320 Innes Pavilion Rent Income	10,000	7,528	10,000	2,472			75.3%	
1340 Utilities income	1,293	719	0	(719)			0.0%	
Court Lodge & Innes Pavilion :- Income	17,314	15,204	16,300	1,096			93.3%	0
4110 Compliance and Regulatory	3,028	(131)	0	131		131	0.0%	
4125 IT and Support	0	465	0	(465)		(465)	0.0%	
4210 Cleaning	3,283	3,165	3,549	384		384	89.2%	
4215 Maintenance Contracts	1,442	892	1,179	287		287	75.7%	
4230 Utilities	4,374	3,383	4,500	1,117		1,117	75.2%	
4300 Rent to RBBC Expenditure	0	1	1	0		0	100.0%	
4305 Refurbishment	725	40,583	6,072	(34,511)		(34,511)	668.4%	40,703
4310 Repairs	702	9,096	1,214	(7,882)		(7,882)	749.2%	8,543
4330 Security	0	(80)	0	80		80	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	41,345	16,515	(24,830)	0	(24,830)	250.3%	49,246
Net Income over Expenditure	(31,199)	(26,141)	(215)	25,926				
6000 plus Transfer from EMR	15,873	49,246						
Movement to/(from) Gen Reserve	(15,326)	23,105						

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
220 Horley Recreation Ground								
1340 Utilites income	6,561	508	0	(508)			0.0%	
1400 Café in the Park Rent Income	12,400	(3,767)	12,600	16,367			(29.9%)	
1600 Bowling Club Lease	0	602	301	(301)			200.0%	
1610 Events Income	3,300	1,700	7,000	5,300			24.3%	
1620 Banners	1,437	882	1,400	518			63.0%	
1630 Cafe Contents Sold (In Trust)	0	10,000	0	(10,000)			0.0%	
Horley Recreation Ground :- Income	23,698	9,924	21,301	11,377			46.6%	0
4110 Compliance and Regulatory	2,486	170	0	(170)		(170)	0.0%	
4125 IT and Support	0	163	0	(163)		(163)	0.0%	
4215 Maintenance Contracts	2,601	5,797	3,500	(2,297)		(2,297)	165.6%	
4230 Utilities	8,686	2,561	1,440	(1,121)		(1,121)	177.8%	
4310 Repairs	54	0	0	0		0	0.0%	
4340 Signage	695	955	5,000	4,045		4,045	19.1%	
4345 Pest control	0	0	650	650		650	0.0%	
4350 Tree Surgery	11,350	260	9,000	8,740		8,740	2.9%	
4400 Playground Inspections	3,210	11,258	10,382	(876)		(876)	108.4%	
4405 Playground Repairs	27,604	(16,000)	8,756	24,756		24,756	(182.7%)	
4410 Parks Furniture	3,700	2,489	6,255	3,766		3,766	39.8%	
4415 Café in the Park Expenditure	383	1,561	2,358	797		797	66.2%	
4420 Memorial & Ornamental Gdns	3,423	2,078	6,072	3,994		3,994	34.2%	
4425 Events expense	428	0	0	0		0	0.0%	
Horley Recreation Ground :- Indirect Expenditure	64,620	11,291	53,413	42,122	0	42,122	21.1%	0
Net Income over Expenditure	(40,922)	(1,367)	(32,112)	(30,745)				
6000 plus Transfer from EMR	9,645	0						
Movement to/(from) Gen Reserve	(31,277)	(1,367)						
230 Church Road Allotments								
1500 Allotment Rent Income	3,295	154	3,465	3,311			4.4%	
Church Road Allotments :- Income	3,295	154	3,465	3,311			4.4%	0
4215 Maintenance Contracts	9,020	0	0	0		0	0.0%	
4230 Utilities	89	1,167	1,000	(167)		(167)	116.7%	
4310 Repairs	388	780	2,181	1,401		1,401	35.8%	
Church Road Allotments :- Indirect Expenditure	9,497	1,947	3,181	1,234	0	1,234	61.2%	0
Net Income over Expenditure	(6,202)	(1,793)	284	2,077				
6000 plus Transfer from EMR	8,975	0						
Movement to/(from) Gen Reserve	2,773	(1,793)						

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
240 Langshott Allotments								
1500 Allotment Rent Income	8,345	144	3,990	3,846			3.6%	
Langshott Allotments :- Income	8,345	144	3,990	3,846			3.6%	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	673	2,948	2,275		2,275	22.8%	
4310 Repairs	1,366	858	2,000	1,142		1,142	42.9%	
4340 Signage	0	114	0	(114)		(114)	0.0%	
Langshott Allotments :- Indirect Expenditure	25,896	2,751	6,448	3,697	0	3,697	42.7%	0
Net Income over Expenditure	(17,551)	(2,607)	(2,458)	149				
6000 plus Transfer from EMR	22,665	0						
Movement to/(from) Gen Reserve	5,114	(2,607)						
260 Michael Crescent								
4110 Compliance and Regulatory	186	0	0	0		0	0.0%	
4195 Rates	243	0	0	0		0	0.0%	
4215 Maintenance Contracts	62	105	0	(105)		(105)	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	70,000	0	(70,000)		(70,000)	0.0%	70,000
4550 Buildings & Grounds	17,624	0	1,000	1,000		1,000	0.0%	
Michael Crescent :- Indirect Expenditure	24,375	70,105	1,000	(69,105)	0	(69,105)	7010.5%	70,000
Net Expenditure	(24,375)	(70,105)	(1,000)	69,105				
6000 plus Transfer from EMR	18,970	70,000						
Movement to/(from) Gen Reserve	(5,405)	(105)						
270 Emlyn Meadows								
4215 Maintenance Contracts	280	300	500	200		200	60.0%	
Emlyn Meadows :- Indirect Expenditure	280	300	500	200	0	200	60.0%	0
Net Expenditure	(280)	(300)	(500)	(200)				
280 Town Centre								
1250 Councillors Hospitality Income	150	147	0	(147)			0.0%	
1300 Devolved Powers RBBC Income	1,700	0	1,700	1,700			0.0%	
Town Centre :- Income	1,850	147	1,700	1,553			8.6%	0

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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
4110 Compliance and Regulatory	1,903	(800)	0	800		800	0.0%	
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	10,725	9,788	(937)		(937)	109.6%	2,378
4620 HTC Events	2,406	2,444	4,000	1,556		1,556	61.1%	
4630 Christmas Tree	509	1,163	2,000	838		838	58.1%	
Town Centre :- Indirect Expenditure	14,994	13,444	15,788	2,344	0	2,344	85.2%	2,378
Net Income over Expenditure	(13,145)	(13,297)	(14,088)	(791)				
6000 plus Transfer from EMR	0	2,378						
Movement to/(from) Gen Reserve	(13,145)	(10,919)						
<u>290 Security</u>								
4330 Security	7,119	6,149	10,000	3,851		3,851	61.5%	
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	546	2,332	1,786		1,786	23.4%	
Security :- Indirect Expenditure	11,186	6,695	18,201	11,506	0	11,506	36.8%	0
Net Expenditure	(11,186)	(6,695)	(18,201)	(11,506)				
<u>310 Full Council</u>								
4110 Compliance and Regulatory	0	200	0	(200)		(200)	0.0%	
4350 Tree Surgery	1,500	220	0	(220)		(220)	0.0%	
4500 GM Contracts	55,379	47,608	65,000	17,392		17,392	73.2%	
4710 Churchyards Grant	6,750	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	2,150	2,659	3,000	341		341	88.6%	
Full Council :- Indirect Expenditure	65,779	57,437	74,750	17,313	0	17,313	76.8%	0
Net Expenditure	(65,779)	(57,437)	(74,750)	(17,313)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	27,596	13,798	27,596	13,798		13,798	50.0%	
4730 Council office - PWLB	19,545	19,545	19,545	0		0	100.0%	
Loans :- Indirect Expenditure	47,141	33,343	47,141	13,798	0	13,798	70.7%	0
Net Expenditure	(47,141)	(33,343)	(47,141)	(13,798)				

Detailed Income & Expenditure by Budget Heading 15/01/2025

Month No: 9

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	1,126,379	716,134	(410,245)			157.3%	
Expenditure	671,533	517,082	646,133	129,051	0	129,051	80.0%	
Net Income over Expenditure	260,907	609,297	70,001	(539,296)				
plus Transfer from EMR	109,512	141,278						
less Transfer to EMR	274,759	409,143						
Movement to/(from) Gen Reserve	95,661	341,432						

Proposed Calendar of Meetings 25/26

Date	Meeting
2025 06-May	Annual Council
2025 16-May	Annual Town Public Forum
2025 13-May	Planning Full
2025 03-Jun	Environment Working Group 6 pm (Remote)
2025 10-Jun	Planning (Interim)
2025 17-Jun	Full Council (AGAR)
2025 01-Jul	Leisure
2025 08-Jul	Communications Working Group 6.30pm (Remote)
2025 15-Jul	Planning (Full)
2025 29-Jul	Full Council
2025 19-Aug	Planning (Interim)
2025 02-Sep	Environment Working Group 6 pm (Remote)
2025 09-Sep	Full Council
2025 23-Sep	Planning (Full)
2025 30-Sep	Communications Working Group 6.30pm (Remote)
2025 14-Oct	Leisure
2025 21-Oct	Planning (Interim)
2025 28-Oct	Full Council
2025 18-Nov	Planning (Full)
2025 02-Dec	Environment Working Group 6 pm (Remote)
2025 09-Dec	Full Council (Precept)
2025 16-Dec	Planning (Interim)
2026 06-Jan	Communications Working Group 6.30pm (Remote)
2026 13-Jan	Planning (Full)
2026 20-Jan	Leisure
2026 27-Jan	Full Council
2026 10-Feb	Planning (Interim)
2026 10-Mar	Planning (Full)
2026 17-Mar	Full Council
2026 24-Mar	Environment Working Group 6 pm (Remote)
2026 31-Mar	Communications Working Group 6.30pm (Remote)
2026 07-Apr	Planning (Interim)
2026 21-Apr	Leisure
2026 05-May	Annual Council
2026 15-May	Annual Town Public Forum

Report: Webex Recording and Live Webcasting Council Meetings

1. Overview

A proposal for the Webex recording and live webcasting of Full Council meetings and meetings of the Leisure and Planning Committees. Members of the public, council members, or officers who wish to view the live stream of meetings remotely can access the online meeting link provided on the council's website meetings page

Recorded content after the meeting will be uploaded to a cloud server and a link added to the council's website for public access. The equipment needed for this has been purchased with the help of Cllr Saunders and test recording and broadcast of the Council meetings have been carried out successfully.

This report sets out the practical and legal steps needed to implement the recording and webcasting of Council meetings and seeks the council's approval to record and live webcast its meetings. As highlighted in Section 5, this will be implemented in the new municipal year.

2. Legal and Practical Considerations

[NALC's legal guidance on Parish council meetings in England outlines](#) key points that must be considered when recording or webcasting council meetings. These include ensuring the protection of personal privacy, accommodating attendees who do not wish to be filmed, and managing sensitive data.

3. Implementation

3.1 Right to Film

NALC's primary position is that those who attend public meetings should expect to be filmed, recorded, photographed or otherwise reported about. However, councils may wish to consider adopting a policy which allows the filming, recording, photographing or other reporting of children and the vulnerable only with the consent of a responsible adult,

Where members of the public are attending remotely, a council should ensure that they can remotely contribute to public participation. However, as the Council's meetings are being live-streamed only this requirement does not apply, as the public will be viewing the meeting rather than actively attending or participating.

If the Council agrees to proceed with live streaming of its Council meetings, the recordings will be uploaded to the Meetings page on the Council Website for a period of 12 months.

3.2 Designated Areas for Non-Participants

A specific area within the meeting venue i.e. should be set aside for:

- **Non-participating members of the public:** Members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about.

- **Children and vulnerable adults:** When consent for filming has not been provided by their responsible adult.

3.3 Notification of Filming

At the start of each meeting, the Chair should remind all attendees, including both in-person and remote participants, that subject to the paragraphs above, the meeting may be filmed, recorded, photographed, or reported on. This serves as a notification that the meeting could be documented for public viewing.

Additionally, the Chair should remind anyone wishing to film, record, photograph, or report on the proceedings about the applicable restrictions regarding vulnerable adults or children.

The Chair should also ensure that individuals wishing to film or document the meeting avoid capturing any participants seated in designated separate areas.

These measures balance transparency with individuals' right to privacy.

4. Review and Update of Council Policies

The following Council policies

4.1 Standing Orders

Section 3j of the council's standing orders will be revised to explicitly provide for the protection of privacy. The provision must address:

- Excluding non-participating individuals and sensitive groups from being filmed, recorded, or reported without consent.
- Clearly defining the processes for managing such objections during meetings.

4.2 Retention Policy

The council's retention policy must reflect the requirements for managing video recordings, ensuring compliance with data protection regulations. Considerations include:

- Specifying the duration for which recordings are retained.
- Secure storage and controlled access to the recordings to prevent misuse e.g. being deleted.
- Procedures for the timely disposal of recordings once the retention period ends.

4.3 Freedom of Information (FOI) Publication Scheme

As recordings made publicly accessible will constitute publications, the FOI publication scheme should outline:

- How recordings can be accessed by the public.

- Any associated costs (if applicable).
- Processes for requesting additional information related to the recordings.

The policies will be reviewed in May.

5. Implementation Date

If the Council approves the use of Webex for recording and live webcasting of Council meetings, this will be implemented in the 2025/26 municipal year. This timeline will allow for the necessary updates to policies (as mentioned above) and for arrangements to be made with Jarret & Lam, the Council's website provider.

6. Proposal for approval:

- i) Proposal for the council to spend £411 one off and £162 per year for the Webex equipment
- ii) Proposal that the council live streams and provides for recordings of all Full Council, Leisure and Amenities and Planning and Development meetings apart from items of a confidential nature.