

HORLEY TOWN COUNCIL
Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council
Offices, Albert Road, Horley on Tuesday 2 May 2017, at 7.30 pm

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

In Attendance: A Jones – Town Clerk
C Fenton – Deputy Town Clerk
C Cavanagh – RFO
One local resident

F 4011 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Baker, Jackson, Helen Kitajewski and Mabbett be accepted, for reasons as specified in the attendance register.

F 4012 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: noted.

F 4013 Public Forum

Local resident Roy Sherwin expressed his concern about the difficulties being encountered by the Chairman of the Strawson Hall Management Committee, regarding the re-building of the Hall, following its destruction by fire, after an arson attack two years ago. He explained that funding by Surrey Early Years for an extension of the re-built Hall to be used by the Horley Community Pre-School had been withdrawn following funding cuts, requiring new plans for a reduced size building to be submitted to Reigate & Banstead Borough Council. An application for funding to the Surrey Community Buildings Scheme (administered by Surrey Community Action) had failed as it had not been supported by the Borough Council. Mr Sherwin added that the situation was greatly exacerbated by Surrey County Council demanding payment of the full rental for the site (£4,500 per annum) on an ongoing basis. After some discussion, the following was resolved:

RESOLVED: that Horley Town Council write to Surrey County Council, expressing its concerns about the present loss of a community facility

F 4013) *in Horley and the impact of continued rental demands for the site on the ability of the Management Committee to raise the remaining funds for the re-build.*

F 4014 **Approval of Minutes**
Finance & General Purposes Committee, 14 March 2017

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

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

F 4015 **Surrey County Council Pension Fund**

The Clerk told members that the rates of contribution by Horley Town Council had been confirmed as 16% of payroll and an annual deficit payment of zero.

RESOLVED: noted.

F 4016 **Audit Matters**

RESOLVED: that the Councillors' Audit Certificate for March 2017 and Clerk's responses, where applicable, be received. (A copy is appended.)

F 4017 **Financial Reports for March 2017:**

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

- i) Bank Reconciliations**
- ii) Summary of Receipts and Payments compared with Estimates**
- iii) Receipts List totalling £6,478.31 (no VAT)**
- iii) Payments List totalling £62,950.69 plus VAT (£71, 891.88)**
(Includes payment of £23,100 plus VAT to Bendcrete Leisure)

F 4018 **Council Offices – Business Rates**

The Clerk reported a significant reduction in Business Rates payable for 2017/2018

RESOLVED: that thanks be recorded to the Responsible Financial Officer for work undertaken.

Communications

F 4019 Cllr Baird updated members on the meeting held earlier. He told members that an analysis of visits to the Town Council website had

F 4019) shown a large proportion to be via smart phones. It was noted that there had been a significant increase on the day of the recent St George's Fayre.

RESOLVED: noted

F 4020 The Clerk advised that the installation of the new workstations and office laptop computer by Micro Maintenance was due to take place on 23 May.

RESOLVED: noted.

F 4021 Cllr Biggs asked whether it might be possible to have some form of facility at the Town Council Offices to enable members of the public to access Borough and County websites. The Clerk replied that there was still equipment (now unused) at Regent Hall, however it was rather cumbersome and very outdated. He added that this was a matter regularly discussed at the HTC / RBBC Liaison Committee meetings, where the possibility of having dedicated RBBC phone access at the HTC Offices had been discussed.

RESOLVED: noted.

F 4022 **Borough Standards Committee**

There were no updates to report.

RESOLVED: noted.

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

F 4023 Cllr Olliver reported that he had chaired a recent meeting of the South East Region County Association Forum (SERCAF), which had welcomed attendance by the new NALC Chairman. He had also attended a Sussex & Surrey Associations of Local Councils Board Meeting, where there had been promotion of the use of gov.uk emails for Parish and Town Councillors. Cllr Olliver would also be attending a meeting of Surrey ALC on 11 May. It was noted that the SSALC Finance and Office Manager had recently resigned.

RESOLVED: noted.

Town Meeting, 28 April 2017

F 4024 Members reviewed the recent meeting. The Clerk confirmed that a letter of thanks had been sent to Alison Addy, Head of Community Engagement at Gatwick Airport Ltd, who, assisted by Andy Sinclair, Head of Airspace Strategy and Engagement, had given a presentation to those present, as well as answering the many questions that followed. Thanks

F 4024) were also recorded to Town Council staff for their organisation of the meeting.

RESOLVED: noted.

F 4025

The Clerk reminded members that a Resolution regarding Gatwick Departure Route 4 had been passed at the meeting, which whilst not legally binding, the Town Council was required to consider. Cllr George added that he was seeking further background information about this Route.

RESOLVED: that the Resolution passed at the Town Meeting on 28 April 2017 be considered at the Annual Meeting of the Council on 16 May 2017.

F 4026 Henry Smith Charity

RESOLVED: that the appointment of David Yates as a fifth Trustee of the Charity be noted.

F 4027 East Surrey Domestic Abuse Services (ESDAS) – request for funding

RESOLVED: that an application to the Town Council's Grant Scheme for £500 to deliver additional counselling be approved in full.

Horley Edmonds Community Fund

F 4028 **RESOLVED: that receipt be noted of the Annual Fund Statement, 1st April 2016 – 31st March 2017. (A copy is appended.)**

F 4029 **RESOLVED: that the Clerk seek further clarification regarding administration fees of £1,626.32 paid by the Town Council to the Community Foundation for Surrey.**

F 4030 It was noted that Wendy Varcoe would be stepping down from her role as Executive Director at the end of May and that Laura Thurlow would be the Interim Chief Executive during the recruitment process.

RESOLVED: noted.

F 4031 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Horley Carnival on 17 June and Horley Lions Skittles Tournament, week commencing 10 July.

F 4032 Confidential Business

RESOLVED: that, "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."

F 4033 Repairs / Improvements at the Innes Pavilion CONFIDENTIAL

Members considered quotations received and approved the appointment of Mitchells of Horley Ltd to carry out the work.

Prior to the end of the meeting members thanked the Committee Chairman and Vice-Chairman for their leadership during the past Municipal Year.

**Meeting Closed at 8.25 pm.
Date of Next Meeting: 13 June 2017**

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

March 2017

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

Observations (Councillors)	Clerk's action
No comments .	
Name: SAMANTHA MARSHALL	Signature:
Signature: <u>S Marshall</u>	
Name: Helen Kitajewski	
Signature: HLA Kitajewski	
Date: 26 th April 2017	Date

Horley Town Council

Bank Reconciliation at 31/03/2017			
	Cash in Hand 01/04/2016		326,187.14
	ADD		
	Receipts 01/04/2016 - 31/03/2017		483,323.65
	SUBTRACT		
	Payments 01/04/2016 - 31/03/2017		436,605.47
A	Cash in Hand 31/03/2017 (per Cash Book)		372,905.32
Cash in hand per Bank Statements			
	Cash	31/03/2017	150.00
	HSBC Current	31/03/2017	32,700.19
	HSBC Deposit	31/03/2017	836.00
	HSBC Payroll	31/03/2017	1,951.78
	Barclays 10 Day	31/03/2017	263,663.84
	Nationwide Intl	31/03/2017	21,804.69
	Barclays Direct Access	31/03/2017	50,710.80
	FairFX Corporate Bank (Debit	31/03/2017	1,088.02
			372,905.32
	Less unrepresented cheques As attached		0.00
			372,905.32
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		372,905.32
A = B Checks out OK			

Horley Town Council

Summary of Receipts and Payments March 17

All Cost Centres and Codes

Cost Centre PRECEPT

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

Cost Centre INCOME

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2 Bank Interest	3,000.00	4,234.97	1,235				1,235
3 Section 136 LGA	35,400.00	35,400.00					
5 Devolved Powers							
6 Council Tax Support Grant	15,630.00	15,630.00					
SUB TOTAL	54,030.00	55,264.97	1,235				1,235

Cost Centre LETTINGS AND RENT

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7 Edmonds Hall	19,000.00	16,538.81	-2,461		50.00	-50	-2,511
8 Football Pitches	10,000.00	9,522.30	-478		329.75	-330	-807
9 Church Rd Allotments	3,200.00	3,373.45	173		100.00	-100	73
10 Langshot Allotments	3,500.00	3,778.00	278		45.00	-45	233
11 Bowls Club	251.00	251.00					
12 Innes Pavilion	9,000.00	9,000.00					
13 Saturday Market	1,500.00	1,460.00	-40				-40
14 Event Income	3,500.00	9,452.00	5,952		1,530.00	-1,530	4,422
15 Meeting Room	220.00	265.00	45				45
16 Edmonds Hall Deposits		1,100.00	1,100		400.00	-400	700
17 Football Pitch Deposits		300.00	300		200.00	-200	100
SUB TOTAL	50,171.00	55,040.56	4,870		2,654.75	-2,655	2,215

Cost Centre OFFICE EXPENDITURE

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19 Stationery				2,000.00	1,532.20	468	468
20 Courier & Postage				400.00	328.00	72	72
21 Office Supplies & Equipment		50.00	50	1,000.00	1,544.63	-545	-495
22 Photocopying	80.00	143.00	63	4,500.00	2,920.36	1,580	1,643
23 IT		2.03	2	3,500.00	4,542.05	-1,042	-1,040
24 Website				2,000.00	2,677.47	-677	-677
25 Communications				1,800.00	1,528.63	271	271
26 Environment Campaign							
SUB TOTAL	80.00	195.03	115	15,200.00	15,073.34	127	242

Cost Centre SALARIES AND PENSIONS

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30 Net Salaries				78,000.00	79,085.83	-1,086	-1,086
31 PAYE				22,000.00	22,309.80	-310	-310
32 NI Employee				3,800.00	4,318.07	-518	-518
33 NI Employer				9,300.00	10,464.33	-1,164	-1,164
34 SCC Pension Employee				10,200.00	10,365.36	-165	-165
35 SCC Pension Employer				39,000.00	38,458.51	541	541
SUB TOTAL				162,300.00	165,001.90	-2,702	-2,702

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,629.37	371	371
39	Cleaning of hall and office				8,300.00	7,389.61	910	910
40	Utilities				4,600.00	3,494.71	1,105	1,105
41	Rates				1,900.00	1,895.05	5	5
42	Maintenance Contracts				2,000.00	1,155.00	845	845
43	Window Cleaning				450.00	385.00	65	65
44	Security Alarm system							
45	Fire Equipment & H & S				460.00	1,331.78	-872	-872
46	Market rates and utilities							
SUB TOTAL					20,710.00	18,280.52	2,429	2,429

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges		4.00	4	1,350.00	1,137.00	213	217
52	Insurance		156.81	157	7,100.00	6,928.22	172	329
53	Legal and professional fees				2,250.00	781.00	1,469	1,469
54	Audit fees				2,100.00	1,750.00	350	350
55	Subscriptions & Licences				6,000.00	6,106.67	-107	-107
56	Advertising							
57	Newsletter				250.00	228.00	22	22
58	Town Guide				500.00	85.00	415	415
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	476.10	-76	-76
63	Cllr Expenses		183.33	183	250.00	652.08	-402	-219
64	Cllr Training		25.00	25	750.00	521.66	228	253
65	Staff Expenses				500.00	249.60	250	250
66	Staff Training				1,000.00	445.00	555	555
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL			369.14	369	41,995.00	38,905.25	3,090	3,459

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,000.00	54,880.62	-8,881	-8,881
71	Contractors' Maint (Agency)					386.00	-386	-386
72	Playground Inspections				7,700.00	7,283.00	417	417
73	Playground Repairs				8,500.00	3,742.98	4,757	4,757
74	Litter Bins				400.00		400	400
75	Signage				1,500.00	35.00	1,465	1,465
76	Pest Control				520.00	20.00	500	500
77	Tree Surgery				7,000.00	4,931.00	2,069	2,069
125	Project Expenditure		15,000.00	15,000		25,665.00	-25,665	-10,665
126	Himalayan Balsam				500.00		500	500
SUB TOTAL			15,000.00	15,000	72,120.00	96,943.60	-24,824	-9,824

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				4,500.00	5,753.55	-1,254	-1,254
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA				500.00		500	500
82	Footpaths & Car park							
123	Grounds		1,439.15	1,439	1,500.00	4,893.01	-3,393	-1,954
SUB TOTAL			1,439.15	1,439	8,000.00	10,646.56	-2,647	-1,207

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Football pitches/Grounds		382.00	382	1,000.00	2,900.91	-1,901	-1,519
87	Buildings				6,000.00	1,149.50	4,851	4,851
88	Utilities		908.00	908	2,500.00	2,365.81	134	1,042
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,025.00	2,275.30	-250	-250
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0
130	Refurbishment							
131	Maintenance Contracts				770.00	795.35	-25	-25
132	Innes Communications				288.00	352.95	-65	-65
133	Rates				2,000.00		2,000	2,000
134	Security Patrols				1,500.00	1,027.00	473	473
135	Insurance							
139	Innes Cleaning							
SUB TOTAL			1,290.00	1,290	30,802.00	25,585.94	5,216	6,506

Cost Centre MICHAEL CRESCENT

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

Cost Centre EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds		850.00	850	500.00	1,251.80	-752	98
SUB TOTAL			850.00	850	500.00	1,251.80	-752	98

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance					2,502.73	-2,503	-2,503
97	Church Rd Maintenance		5.00	5	1,700.00	1,072.50	628	633
98	Church Rd Utilities				450.00	19.59	430	430
99	Langshott Utilities				900.00		900	900
SUB TOTAL			5.00	5	3,050.00	3,594.82	-545	-540

Cost Centre TOWN CENTRE

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

Horley Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

100	Baskets and planting	1,000.00	4,266.75	3,267	7,000.00	8,994.71	-1,995	1,272
101	Horley/South & SE in Bloom		990.00	990	2,100.00	2,006.55	93	1,083
102	Christmas				1,900.00	1,115.00	785	785
SUB TOTAL		1,000.00	5,256.75	4,257	11,000.00	12,116.26	-1,116	3,140
Cost Centre SECURITY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	2,586.00	14	14
106	CCTV Installation				1,550.00	3,135.00	-1,585	-1,585
107	CCTV Maintenance				2,100.00	635.00	1,465	1,465
108	CCTV Broadband Connections					864.48	-864	-864
SUB TOTAL					6,250.00	7,220.48	-970	-970
Cost Centre GRANTS AND DONATIONS								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00	437.50	563	563
111	Churchyards				6,000.00	5,200.00	800	800
112	Cllr Initiative grants							
113	Other Grants		1,000.00	1,000				1,000
SUB TOTAL			1,000.00	1,000	7,000.00	5,637.50	1,363	2,363
Cost Centre VAT RECLAIM								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
120	Vat repayments							
SUB TOTAL								
Cost Centre CONTINGENCY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
122	Contingency							
SUB TOTAL								
NET TOTAL		421,163.00	451,592.60	30,430	391,163.00	403,464.77	-12,302	18,128
V.A.T.			31,731.05			33,140.70		
GROSS TOTAL			483,323.65			436,605.47		

Horley Town Council RECEIPTS LIST March 2017

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
444 Football Pitches	01/03/2017	L&A	HSBC Current		Football pitch hire	Perrywood FC	Z	124.75	0.00	124.75
445 Football Pitches	01/03/2017	L&A	HSBC Current		Football pitch hire	Border Wanderers FC	Z	121.88	0.00	121.88
446 Football Pitches	01/03/2017	L&A	HSBC Current		Football pitch hire	Reigate Old Boys FC	Z	121.88	0.00	121.88
447 Football Pitches	01/03/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	328.55	0.00	328.55
448 Church Rd Allotments	02/03/2017	L&A	HSBC Current		Allotment Rent	Allotment Holder	Z	45.00	0.00	45.00
449 Edmonds Hall	03/03/2017	L&A	HSBC Current	46	Edmonds Hall hire fee	Silver Moon Dancing	Z	120.00	0.00	120.00
450 Church Rd Allotments	03/03/2017	L&A	HSBC Current	46	Allotment Rent	Allotment Holder	Z	30.00	0.00	30.00
451 Church Rd Allotments	03/03/2017	L&A	HSBC Current	46	Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00
452 Edmonds Hall	03/03/2017	L&A	HSBC Current	46	Edmonds Hall hire fee	Horley Flower Club	Z	115.00	0.00	115.00
453 Edmonds Hall	03/03/2017	L&A	HSBC Current	46	Edmonds Hall hire fee	Tai-Chi	Z	29.00	0.00	29.00
454 Edmonds Hall	03/03/2017	L&A	HSBC Current	46	Edmonds Hall hire fee	Art Class	Z	164.00	0.00	164.00
455 Football Pitches	03/03/2017	L&A	HSBC Current		Football pitch hire	Horley Town FC	Z	121.88	0.00	121.88
456 Football Pitches	03/03/2017	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	88.81	0.00	88.81
457 Innes Pavilion	07/03/2017	L&A	HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	Z	750.00	0.00	750.00
458 Event Income	07/03/2017	L&A	HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
459 Edmonds Hall	11/03/2017	L&A	HSBC Current		Edmonds Hall hire fee	Pointe School of Dance	Z	104.00	0.00	104.00
460 Football Pitches	11/03/2017	L&A	HSBC Current		Football pitch hire	Horley AFC	Z	88.00	0.00	88.00
461 Edmonds Hall	12/03/2017	L&A	HSBC Current		Edmonds Hall hire fee	Yoga - Charlotte Huggins	Z	75.00	0.00	75.00
462 Edmonds Hall	14/03/2017	L&A	HSBC Current		Edmonds Hall hire fee	National Childbirth Trust	Z	200.00	0.00	200.00
463 Football Pitches	16/03/2017	L&A	HSBC Current		Football pitch hire	RH123 FC	Z	88.81	0.00	88.81
464 Other Grants	20/03/2017	F&GP	HSBC Current		Grant Received	Surrey County Council	E	1,000.00	0.00	1,000.00
465 Edmonds Hall Deposits	21/03/2017	L&A	HSBC Current		Edmonds Hall deposit	National Childbirth Trust	Z	150.00	0.00	150.00
466 Saturday Market	22/03/2017	L&A	HSBC Current	47	Market Income	Saturday Market	Z	20.00	0.00	20.00
467 Edmonds Hall	22/03/2017	L&A	HSBC Current	47	Edmonds Hall hire fee	Silver Moon Dancing	Z	160.00	0.00	160.00
468 Event Income	22/03/2017	L&A	HSBC Current	47	Banner Display	Horley Lawn Club	Z	20.00	0.00	20.00
469 Edmonds Hall	22/03/2017	L&A	HSBC Current	47	Edmonds Hall hire fee	Tai-Chi	Z	87.00	0.00	87.00
470 Edmonds Hall	22/03/2017	L&A	HSBC Current	47	Edmonds Hall hire fee	Ad Hoc Hirer	Z	80.00	0.00	80.00
471 Edmonds Hall	22/03/2017	L&A	HSBC Current	47	Edmonds Hall hire fee	Art Class	Z	164.00	0.00	164.00
472 Football Pitches	22/03/2017	L&A	HSBC Current	47	Football pitch hire	Perrywood FC	Z	35.00	0.00	35.00
473 Utilities	28/03/2017	L&A	HSBC Current		Electricity supply	Kickboxing - S Reynolds	X	259.67	0.00	259.67
474 Saturday Market	29/03/2017	L&A	HSBC Current	1	Market Income	Saturday Market	Z	20.00	0.00	20.00
475 Edmonds Hall	29/03/2017	L&A	HSBC Current	1	Edmonds Hall hire fee	RCCG Church	Z	588.00	0.00	588.00
476 Edmonds Hall	29/03/2017	L&A	HSBC Current	1	Edmonds Hall hire fee	RCCG Church	Z	308.00	0.00	308.00
477 Edmonds Hall	29/03/2017	L&A	HSBC Current	1	Edmonds Hall hire fee	Church Group	Z	80.00	0.00	80.00
478 Edmonds Hall Deposits	29/03/2017	L&A	HSBC Current	1	Edmonds Hall deposit	Church Group	Z	150.00	0.00	150.00
479 Church Rd Allotments	29/03/2017	L&A	HSBC Current	1	Allotment Rent	Allotment Holder	Z	50.00	0.00	50.00

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
480 Baskets and planting	29/03/2017	L&A	HSBC Current	1	South & SE in Bloom	Reigate & Banstead	Z	500.00	0.00	500.00
481 Bank Interest	03/03/2017	F&GP	HSBC Deposit		Interest	HSBC	E	0.08	0.00	0.08
Total								6,478.31	0.00	6,478.31

Horley Town Council PAYMENTS LIST March 17

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
672	01/03/2017	L&A	HSBC Current	DD	Water Rates	Sutton & ES Water	Z	9.73	0.00	9.73
673	01/03/2017	F&GP	HSBC Current	DD	Newsletter	In Touch CRM (Eazy	S	19.00	3.80	22.80
674	02/03/2017	F&GP	HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
675	03/03/2017	F&GP	HSBC Current	DD	Electricity supply	British Gas	S	438.60	87.72	526.32
676	08/03/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
677	13/03/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
678	13/03/2017	F&GP	HSBC Current	68974UP01PWH	Cleaning	Asbit	S	126.10	25.22	151.32
679	13/03/2017	F&GP	HSBC Current	68974UP01PWH	Cleaning	Asbit	S	141.32	28.26	169.58
680	13/03/2017	F&GP	HSBC Current	68974UP01PWH	Cleaning	Asbit	S	141.32	28.26	169.58
681	13/03/2017	F&GP	HSBC Current	68974UP01PWH	Repairs/Maintenance	Asbit	S	55.20	11.04	66.24
682	13/03/2017	L&A	HSBC Current	60364UP0062Q	Skatepark Repairs	Bendcrete Leisure Ltd	S	23,100.00	4,620.00	27,720.00
683	13/03/2017	L&A	HSBC Current	35014UP01Q6G	Emlyn Meadows	Bennetts Builders Ltd	S	495.00	99.00	594.00
684	13/03/2017	L&A	HSBC Current	35054UP00L7A	Grounds Maintenance	Burleys	S	7,169.54	1,433.90	8,603.44
685	13/03/2017	F&GP	HSBC Current	47944UP01TSM	PAYE	HMRC	E	1,855.60	0.00	1,855.60
686	13/03/2017	F&GP	HSBC Current	47944UP01TSM	NIC Employee	HMRC	E	358.56	0.00	358.56
687	13/03/2017	F&GP	HSBC Current	47944UP01TSM	NIC Employer	HMRC	E	880.16	0.00	880.16
688	13/03/2017	F&GP	HSBC Current	85974UP000YT	Advertising	JGP Resourcing Limited	S	545.00	109.00	654.00
689	13/03/2017	F&GP	HSBC Current	53254UP0235L	Office supplies	Various	S	33.76	1.17	34.93
690	13/03/2017	F&GP	HSBC Current	89834Up01VZ8	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
691	13/03/2017	F&GP	HSBC Current	34934UP01SPR	Professional Fees	Paul Hartley	Z	236.00	0.00	236.00
692	13/03/2017	L&A	HSBC Current	67434UP01WYS	Wildflower Seeds	Pictorial Meadows Ltd	S	653.12	130.62	783.74
693	13/03/2017	L&A	HSBC Current	67434UP01WYS	Wildflower Seeds	Pictorial Meadows Ltd	S	435.41	87.09	522.50
694	13/03/2017	F&GP	HSBC Current	07714UP01NF3	Pension payments	Prudential LGAVC	E	200.00	0.00	200.00
695	13/03/2017	L&A	HSBC Current	58024UP00EWJ	Football Keyholder	Kickboxing - S Reynolds	Z	95.00	0.00	95.00
696	13/03/2017	L&A	HSBC Current	50394VP023EJ	South & SE in Bloom	South & South East in	Z	20.00	0.00	20.00
697	13/03/2017	F&GP	HSBC Current	88854UP01LZ7	Councillor training	SSALC Ltd	S	40.00	8.00	48.00
698	13/03/2017	F&GP	HSBC Current	69134UP01NTG	Pension payments	Surrey Pension Fund	E	663.78	0.00	663.78
699	13/03/2017	F&GP	HSBC Current	69134UP01NTG	Pension payments	Surrey Pension Fund	E	3,204.83	0.00	3,204.83
700	13/03/2017	F&GP	HSBC Current	DD	Bank charge	HSBC	Z	28.28	0.00	28.28
701	16/03/2017	F&GP	HSBC Current	DD	Bank charge	Global Payments	S	49.17	4.70	53.87
702	17/03/2017	F&GP	HSBC Current	DD	Photocopying	SOS Systems Ltd	S	129.97	25.99	155.96
703	17/03/2017	F&GP	HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
704	22/03/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	S	90.69	69.31	160.00
705	22/03/2017	F&GP	HSBC Current	DD	Gas supply	British Gas	X	134.65	0.00	134.65
706	28/03/2017	F&GP	HSBC Current	47664V301LJT	Cleaning	Asbit	S	122.10	24.42	146.52
707	28/03/2017	F&GP	HSBC Current	47664V301LJT	Cleaning	Asbit	S	141.32	28.26	169.58

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
708	28/03/2017	F&GP	HSBC Current	47664V301LJT	Flagpole	Asbit	S	22.50	4.50	27.00
709	28/03/2017	F&GP	HSBC Current	47664V301LJT	Allotment maintenance	Asbit	S	533.20	106.64	639.84
710	28/03/2017	L&A	HSBC Current	1048V300105	Grounds Maintenance	Burleys	S	3,584.77	716.95	4,301.72
711	28/03/2017	L&A	HSBC Current	1048V300105	Grounds Maintenance	Burleys	S	170.04	34.01	204.05
712	28/03/2017	F&GP	HSBC Current	88734V306KV3	Staff Expenses	Staff Member A	Z	22.50	0.00	22.50
713	28/03/2017	F&GP	HSBC Current	02844V300F0C	Repairs/Maintenance	Firetronics Limited	S	289.58	57.92	347.50
714	28/03/2017	F&GP	HSBC Current	86834V301H2H	Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
715	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	240.00	48.00	288.00
716	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
717	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
718	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	48.00	9.60	57.60
719	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	48.00	9.60	57.60
720	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	86.00	17.20	103.20
721	28/03/2017	F&GP	HSBC Current	04344V301HP0	Security Guard Patrol	Lion Security	S	105.00	21.00	126.00
722	28/03/2017	F&GP	HSBC Current	04344V301HP0	CCTV	Lion Security	S	2,090.00	418.00	2,508.00
723	28/03/2017	L&A	HSBC Current	51154V300LZL	Subscription	Surrey County Playing	Z	10.00	0.00	10.00
724	28/03/2017	F&GP	HSBC Current	28554V900M2K	Staff Expenses	Staff Member A	E	41.40	0.00	41.40
725	28/03/2017	F&GP	HSBC Current	DD	Telephone charges	BT	S	97.35	19.47	116.82
726	31/03/2017	L&A	HSBC Current	779324V900NH3	Allotment maintenance	Bennetts Builders Ltd	S	535.00	107.00	642.00
727	31/03/2017	L&A	HSBC Current	779324V900NH3	Horley Recreation Ground	Bennetts Builders Ltd	S	695.00	139.00	834.00
728	31/03/2017	L&A	HSBC Current	779324V900NH3	Repairs/Maintenance	Bennetts Builders Ltd	S	272.50	54.50	327.00
729	31/03/2017	L&A	HSBC Current	779324V900NH3	Repairs/Maintenance	Bennetts Builders Ltd	S	65.00	13.00	78.00
730	31/03/2017	L&A	HSBC Current	779324V900NH3	Cleaning	Bennetts Builders Ltd	S	213.20	42.64	255.84
731	31/03/2017	L&A	HSBC Current	779324V900NH3	Inspections	Bennetts Builders Ltd	S	150.00	30.00	180.00
732	31/03/2017	L&A	HSBC Current	779324V900NH3	Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
733	31/03/2017	L&A	HSBC Current	779324V900NH3	Playground Inspection	Bennetts Builders Ltd	S	324.00	64.80	388.80
734	31/03/2017	F&GP	HSBC Current	31664V90181W	Pension payments	Prudential LGAVC	E	200.00	0.00	200.00
735	31/03/2017	F&GP	HSBC Current	23914V9003KL	Pension payments	Surrey Pension Fund	E	663.78	0.00	663.78
736	31/03/2017	F&GP	HSBC Current	23914V9003KL	Pension payments	Surrey Pension Fund	E	3,204.83	0.00	3,204.83
737	22/03/2017	F&GP	Cash	104372	Imprest Cash	Post Office	Z	119.00	0.00	119.00
738	22/03/2017	F&GP	Cash	104372	Imprest Cash	Dapper Shoes	Z	27.50	0.00	27.50
739	08/03/2017	F&GP	FairFX Corporate	DC	Office supplies	Amazon	S	44.98	9.00	53.98
740	09/03/2017	F&GP	FairFX Corporate	DC	IT Software	Adobe Systems Software	Z	9.52	0.00	9.52
741	17/03/2017	F&GP	FairFX Corporate	DC	IT Software	Microsoft	Z	106.00	0.00	106.00
742	28/03/2017	F&GP	HSBC Payroll		Salaries	Horley Town Council	E	6,287.69	0.00	6,287.69
Total								62,950.69	8,941.19	71,891.88

Report for the Period: 01 April 2016 to 31 March 2017
Horley Edmonds Endowment Fund

	Receipts	Payments	
Market Value of fund at 31 March 2016			£108,420.93
Capital Revaluation	£13,228.86		
TOTAL	£13,228.86	£0.00	
Total Fund at 31 March 2017			£121,649.79

Horley Edmonds Fund

	Receipts	Payments	
Opening Balance at 01 April 2016			£1,995.92
Dividend receipts and cash distributions from Endowment Fund	£4,336.83		
Contribution to Community Foundation		£1,626.32	
Grant Payments		£2,000.00	
Grant Payment Returns*	£241.25		
TOTAL	£4,578.08	£3,626.32	

Balance available for grant making at 31 March 2017 **£2,947.68**

Statement of Grants Given

01 April 2016 to 31 March 2017

Date	Applicant	Amount	Note
18/04/2016	Guildford Shakespeare Company	£500.00	Provision of interactive sessions on GCSE Shakespeare text for schools which have an above average number of students eligible for free school meals and fewer than the average of students achieving 5 A-C GCSEs (including Maths and English).
02/09/2016	The Lucy Rayner Foundation	£500.00	Workshops about mental health resilience for young people delivered in schools
09/02/2017	Horley Bowling Club	£1,000.00	Remove and replace an existing shed in order to provide hard standing for mobility scooters at a bowling club.

3 grants given to the value of £2,000.00

*Grant Payment Returns:

£1,000 was awarded to the Delta Club in 2015 to support the costs of specialised transport to enable disabled members to meet together. In May 2016, £241.25 was returned by the Club and credited back into the Horley Edmonds Fund, representing unspent monies from the grant – due to the Club closing down.