

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 12 June 2018, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
M George
H Kitajewski
L Mabbett
S Marshall
V Marshall
R Olliver
H Randall

In attendance: Joan Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
Alan Jones - Consultant

F 4201 Appointment of Committee Chairman (Vice-Chairman of the Council in the Chair)

Cllr Randall proposed, and Cllr George seconded that Cllr Samantha Marshall be nominated as Committee Chairman. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Chairman of the Finance & General Purposes Committee for the Municipal Year 2018/19.

F 4202 Appointment of Committee Vice-Chairman

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

RESOLVED: that Cllr Helen Kitajewski be elected Vice - Chairman of the Finance & General Purposes Committee for the Municipal Year 2018/19.

F 4203 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Biggs, Etheridge and Powell be accepted, for reasons as specified in the Attendance Register.

F 4204 Disclosable Pecuniary Interests and Non-Pecuniary Interests

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

RESOLVED: noted.

F 4205 Public Forum

No members of the public were present.

RESOLVED: noted.

**F 4206 Approval of Minutes
Finance & General Purposes Committee, 1 May 2018**

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 4207 Acceptance of Card Payments

The Clerk advised that the month's trial using the provider SumUp was ongoing and proving to be successful. The matter would be reviewed by the Internal Auditor, before cancelling the HSBC Global Payments unit.

RESOLVED: noted.

Appointments to Sub-Committees and Outside Bodies

F 4208 RESOLVED: that the appointments be approved (Details are appended to the minutes of the Annual Meeting held on 15 May 2018.)

F 4209 Members also approved the appointment of Cllr Samantha Marshall as the representative to the Horley Vimy Twinning Association, subject to the Association recognising the Town Council as an Outside Body. At this point Cllr Samantha Marshall reported that, at a recent Twinning event she had accepted a framed presentation from the Mayor of Vimy on behalf of the Town Council.

RESOLVED: noted.

F 4210 Audit Matters

RESOLVED: that the Councillors' Audit Certificate for April & May 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)

F 4211 Financial Reports for April 2018

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £203,813.06 (No VAT)**
(includes payment of £196,685 from RBBC for 50% of Precept, Council Tax Support Grant & Section 136 Agreement Payment)
- iii) Payments List totalling £22,631.11 plus VAT (£23,988.23)**

F 4212 Financial Reports for May 2018

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £5,612.12 plus VAT (£11,721.68)**
(Includes VAT refund from HMRC of £6,109.56)
- iii) Payments List totalling £68066.28 plus VAT (£70,195.86)**
- iv) Summary of Receipts and Payments compared with Estimates.**

F 4213 Communications

Cllr Baird updated members on the recent meeting of the Communications Sub-Committee, minutes of which are appended.

RESOLVED: noted.

General Data Protection Regulations (GDPR)

F 4214 The Clerk reported that General Data Protection Regulation (GDPR) as well as the Data Protection Act 2018 came into force on 25 May 2018. The Clerk confirmed that the Town Council had complied with the new regulations and that all data protection issues and polices would be kept under regular review.

RESOLVED: noted

F 4215 **RECOMMEND:** that the following Policies be referred for adoption at the Full Council meeting on 26 June 2018:

Privacy Notice

Retention of Documents Policy

Information & Data Protection Policy 2018

F 4216 Appointment of Data Protection Officer (DPO)

Alan Jones explained that Clause 7 (3) of the Regulations had, at a late stage of drafting the legislation, exempted local councils from the requirement to appoint a Data Protection Officer. It was noted however that SSALC and NALC had both advised that despite the exemption, their advice remained unchanged, and they stated that "it is more than good

F 4216) practice for a Council to appoint a DPO”.

After some discussion, members requested that a Briefing Paper be prepared stating an outline of the DPO’s duties and the financial implications, for consideration at the Full Council meeting on 26 June.

RECOMMEND: that Consultant Alan Jones be appointed as Data Protection Officer for Horley Town Council for a twelve-month period, the recommendation to be considered by Full Council on 26 June 2018

F 4217 **Members’ GDPR Briefing**

Members were updated on the Briefing held at Reigate Town Hall on 6 June, presentations from which had been circulated to members.

RESOLVED: noted.

F 4218 **Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

Cllr Olliver advised that he had attended no further meetings since the last meeting of this Committee. He said that he would be attending a Surrey ALC Information Evening on 13 June, along with Cllrs George and Powell, and would be attending a Surrey ALC meeting in July and a SERCAF meeting and the NALC Assembly in August.

RESOLVED: noted.

F 4219 Receipt was noted of the latest Surrey ALC Bi-Monthly Bulletin. The Clerk also advised that there was a new SSALC website, details of which had been circulated to members.

RESOLVED: noted.

**Local Government Boundary Commission
Draft Recommendations for Ward Boundaries in Reigate & Banstead**

F 4220 The Clerk advised that draft recommendations for ward boundaries had been published by the Commission. Whilst being in favour of the proposals for the Borough wards themselves, members expressed their concerns about the confusing names being proposed.

Suggested names put forward for Borough wards were:

Horley North West and Sidlow

Horley North East and Salfords

Horley South

RESOLVED: noted.

F 4221 Whilst welcoming proposals for the Town wards to be co-terminus with the Borough wards, members expressed their concern at the disproportionate number of Town Councillors in some wards. In particular, they did not see a one-member ward as being desirable.

RESOLVED: that the proposals for Borough and Town Wards be considered by the Boundary Commission Working Group at a meeting on 21 June and its recommendations be considered by the F&GP Committee on 31 July (Membership of the Working Group to comprise Cllrs Baird, George, Mabbett, Samantha Marshall and Olliver.)

F 4222 **Photocopier/ Printer Upgrade**

The Clerk provided estimates provided by SOS Copiers to either upgrade the existing copier or replace with a new copier, with the aim of making the machine GDPR compliant. Option 1 (to upgrade the existing machine), would cost a total of £976.88 per quarter, (current cost, £793.88 per quarter) compared with Option 2 (to upgrade to the latest machine to include all security features), which would cost £615 per quarter in total.

RESOLVED: that Option 2 be approved at a cost of £615 per quarter and the photocopier/printer be upgraded accordingly.

F 4223 **Charges for Football Pitches, Court Fields, for 2018/2019 Season**

RESOLVED: that football charges for the 2018/19 season (as appended) be approved.

F 4224 **Westvale Park Neighbourhood Watch**

Cllr George explained that he had recently attended a meeting of the launch of the Westvale Park Neighbourhood Watch Scheme. The Co-ordinator of the Scheme was currently seeking funding for promotional signs for new roads within the development, as well as supporting a community event for new residents to the neighbourhood. The Head of Leisure explained that the Co-ordinator had been made aware of both the Surrey Community Foundation funds and the Town Council's Grant Scheme.

RESOLVED: that full details of the Town Council's Grant Scheme be made available to the Co-ordinator of the Westvale Park Neighbourhood Watch.

F 4225 **Letters Received**

The Head of Leisure reported receipt of correspondence from Historic England, explaining that the Organisation had received an application for the Horley War Memorial to be added to the List of Buildings of Special Architectural or Historic Interest. Recommendations would in due course be made to the Secretary of State.

F 4225) *RESOLVED: noted.*

F 4226 Diary Dates

RESOLVED: that upcoming events be noted, in particular the Horley Carnival the following weekend, where help would always be needed.

Meeting Closed at 8.41 pm. Date of Next Meeting: 31 July 2018



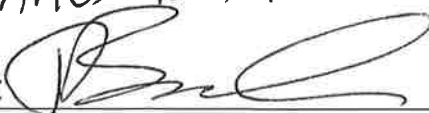
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

APRIL 2018 + MAY 2018

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

Observations (Councillors)	Clerk's action
No payment receipt for vouchers 65 (100), 9 (Fazy collect) + 38 (Fazy collect) and 87 (100)	Receipts to be reprinted - Now Printed 7:30pm 12/6/18
Name: SAMANTHA MARSHALL	Signature: 
Signature: 	
Name: JAMES BAIRD	
Signature: 	
Date: 12/6/18	Date 12/6/18

Horley Town Council

Bank Reconciliation at 30/04/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 30/04/2018		203,813.06
	SUBTRACT		
	Payments 01/04/2018 - 30/04/2018		23,988.93
A	Cash in Hand 30/04/2018 (per Cash Book)		589,893.55
Cash in hand per Bank Statements			
	Cash 30/04/2018	150.00	
	HSBC Current 30/04/2018	38,190.62	
	HSBC Deposit 30/04/2018	836.39	
	HSBC Payroll 30/04/2018	11,008.97	
	Barclays 10 Day 30/04/2018	0.00	
	Nationwide Intl 30/04/2018	22,066.35	
	Barclays Direct Access 30/04/2018	383.30	
	FairFX Bank Debit Card 30/04/2018	1,273.73	
	Handelsbanken 30/04/2018	515,984.19	
	Less unrepresented cheques		589,893.55
	As attached		0.00
	Plus unrepresented receipts		589,893.55
	As attached		0.00
B	Adjusted Bank Balance		589,893.55
A = B Checks out OK			

APRIL 2018

**Horley Town Council
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
1	03/04/2018		HSBC Current		Banner Display	Various	Z	40.00	0.00	40.00
2	03/04/2018		HSBC Current		Allotment Rent	Various	Z	65.00	0.00	65.00
3	04/04/2018		HSBC Current		Football pitch hire	Horley Athletic	Z	171.00	0.00	171.00
4	06/04/2018		HSBC Current		Allotment Rent	Various	Z	135.00	0.00	135.00
5	07/04/2018		HSBC Current		Allotment Rent	Various	Z	90.00	0.00	90.00
6	08/04/2018		HSBC Current		Allotment Rent	Various	Z	45.00	0.00	45.00
7	09/04/2018		HSBC Current		Allotment Rent	Various	Z	135.00	0.00	135.00
8	09/04/2018		HSBC Current		Precept	Reigate & Banstead Borough	Z	196,685.00	0.00	196,685.00
9	09/04/2018		HSBC Current		Football pitch hire	Horley Town Council	Z	76.00	0.00	76.00
10	09/04/2018		HSBC Current		Hall Hire Fee	C Huggins	Z	175.00	0.00	175.00
11	10/04/2018		HSBC Current		Allotment Rent	Various	Z	45.00	0.00	45.00
12	11/04/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	Z	771.00	0.00	771.00
13	11/04/2018		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	Z	100.00	0.00	100.00
14	11/04/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	Z	40.00	0.00	40.00
15	11/04/2018		HSBC Current		Allotment Rent	Various	Z	340.00	0.00	340.00
16	13/04/2018		HSBC Current		Allotment Rent	Various	Z	135.00	0.00	135.00
17	15/04/2018		HSBC Current		Allotment Rent	Various	Z	45.00	0.00	45.00
18	16/04/2018		HSBC Current		Allotment Rent	Various	Z	45.00	0.00	45.00
19	16/04/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	Z	92.00	0.00	92.00
20	17/04/2018		HSBC Current		Football pitch hire	Horley Town FC U17's	Z	33.98	0.00	33.98
21	18/04/2018		HSBC Current		Allotment Rent	Various	Z	200.00	0.00	200.00
22	18/04/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	Z	120.00	0.00	120.00
23	18/04/2018		HSBC Current		Market car park	Various	Z	20.00	0.00	20.00
24	18/04/2018		HSBC Current		Banner Display	Bobtails Pre-School	Z	30.00	0.00	30.00
25	19/04/2018		HSBC Current		Allotment Rent	Various	Z	445.30	0.00	445.30
26	19/04/2018		HSBC Current		Hall Hire Fee	Art Class	Z	123.00	0.00	123.00
27	19/04/2018		HSBC Current		Hall Hire Fee	Wardrobe Wizards	Z	210.00	0.00	210.00
28	19/04/2018		HSBC Current		Banner Display	Horley Local History Society	Z	20.00	0.00	20.00
29	19/04/2018		HSBC Current		Banner Display	Various	Z	40.00	0.00	40.00
30	23/04/2018		HSBC Current		Community Infrastructure Levy	Reigate & Banstead Borough	Z	2,537.97	0.00	2,537.97
31	23/04/2018		HSBC Current		Allotment Rent	Various	Z	225.00	0.00	225.00
32	26/04/2018		HSBC Current		Allotment Rent	Various	Z	180.00	0.00	180.00
33	30/04/2018		HSBC Current		Allotment Rent	Various	Z	270.00	0.00	270.00
34	03/04/2018		Barclays Direct Access		Bank interest	Barclays	Z	0.07	0.00	0.07
35	30/04/2018		Handelsbanken		Bank interest	HANDELSBANKEN	Z	127.74	0.00	127.74

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
								203,813.06	0.00	203,813.06
					Total			203,813.06	0.00	203,813.06

APRIL 2018

29 May 2018 (2018 -2019)

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	03/04/2018		HSBC Current		Cleaning	Asbit	S	114.88	22.98	137.86
2	03/04/2018		HSBC Current		PAYE	HMRC	Z	682.00	0.00	682.00
3	03/04/2018		HSBC Current		NIC Employee	HMRC	Z	582.72	0.00	582.72
4	03/04/2018		HSBC Current		NIC Employer	HMRC	Z	670.13	0.00	670.13
5	03/04/2018		HSBC Current		Pension payments Employee - Prudential LGAVC	Prudential LGAVC	Z	375.00	0.00	375.00
6	03/04/2018		HSBC Current		Gas boiler service	Cowley Group	S	170.00	34.00	204.00
7	03/04/2018		HSBC Current		Pension payments Employer	Surrey Pension Fund	Z	1,211.83	0.00	1,211.83
8	03/04/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	484.48	0.00	484.48
9	03/04/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
10	03/04/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	85.24	0.00	85.24
11	03/04/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	52.80	0.00	52.80
12	09/04/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
13	09/04/2018		HSBC Current		Gas boiler service	British Gas	S	58.45	11.69	70.14
14	11/04/2018		HSBC Current		CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
15	13/04/2018		HSBC Current		Cleaning	Asbit	S	127.38	25.48	152.86
16	13/04/2018		HSBC Current		Cleaning	Asbit	S	130.10	26.02	156.12
17	13/04/2018		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
18	13/04/2018		HSBC Current		Travel expenses	Carol Cavanagh (Rose)	Z	22.20	0.00	22.20
19	13/04/2018		HSBC Current		Office maintenance - hygiene	Constant Hygiene	S	100.00	20.00	120.00
20	13/04/2018		HSBC Current		GDPR	Micro Maintenance Ltd.	S	640.00	128.00	768.00
21	13/04/2018		HSBC Current		Recruitment Assistance	SSALC Ltd	S	350.00	70.00	420.00
22	13/04/2018		HSBC Current		Subscription	SSALC Ltd	Z	2,917.11	0.00	2,917.11
23	13/04/2018		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	26.56	0.00	26.56
24	17/04/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
25	18/04/2018		HSBC Current		Bank charge - debit card inact	Global Payments	X	53.64	4.70	58.34
26	23/04/2018		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	217.50	43.50	261.00
27	24/04/2018		HSBC Current		Gas supply	British Gas	S	166.67	33.33	200.00
28	26/04/2018		HSBC Current		Cleaning	Asbit	S	182.10	36.42	218.52
29	26/04/2018		HSBC Current		Cleaning	Asbit	S	156.60	31.32	187.92
30	26/04/2018		HSBC Current		HR Services	HR Services Partnership	S	395.80	79.16	474.96
31	26/04/2018		HSBC Current		Consultancy	LG Business Consultation	Z	2,044.90	0.00	2,044.90
32	09/04/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
33	09/04/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
34	09/04/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	6.00	0.00	6.00
35	20/04/2018		FairFX Bank Debit Car		Town Meeting	Tesco	Z	86.00	0.00	86.00
36	27/04/2018		HSBC Payroll		Salaries	Horley Town Council	Z	6,068.56	0.00	6,068.56

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	26/04/2018		HSBC Current		Councillor grant	HTC	Z	370.00	0.00	370.00
Total								22,631.11	1,357.82	23,988.93

Horley Town Council

Bank Reconciliation at 31/05/2018			
	Cash in Hand 01/04/2018		410,069.42
	ADD		
	Receipts 01/04/2018 - 31/05/2018		215,534.74
	SUBTRACT		
	Payments 01/04/2018 - 31/05/2018		94,184.79
A	Cash in Hand 31/05/2018 (per Cash Book)		531,419.37
	Cash in hand per Bank Statements		
	Cash 31/05/2018	150.00	
	HSBC Current 31/05/2018	17,694.37	
	HSBC Deposit 31/05/2018	836.39	
	HSBC Payroll 31/05/2018	12,324.02	
	Barclays 10 Day 31/05/2018	0.00	
	Nationwide Intl 31/05/2018	22,066.35	
	Barclays Direct Access 31/05/2018	383.36	
	FairFX Bank Debit Card 31/05/2018	1,830.63	
	Handelsbanken 31/05/2018	476,134.25	
			531,419.37
	Less unrepresented cheques As attached		0.00
			531,419.37
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		531,419.37
	A = B Checks out OK		

MAY 2018

12 June 2018 (2018 -2019)

Horley Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
36	01/05/2018		HSBC Current		Allotment Rent	Various	E	90.00	0.00	90.00
37	01/05/2018		HSBC Current		Banner Display	Various	E	40.00	0.00	40.00
38	03/05/2018		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
39	09/05/2018		HSBC Current		Allotment Rent	Various	E	90.00	0.00	90.00
40	11/05/2018		HSBC Current		Allotment Rent	Various	E	225.00	0.00	225.00
41	18/05/2018		HSBC Current		Allotment Rent	Various	E	135.00	0.00	135.00
42	25/05/2018		HSBC Current		Allotment Rent	Various	E	60.00	0.00	60.00
43	30/05/2018		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
44	31/05/2018		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
45	07/05/2018		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
46	04/05/2018		HSBC Current		Banner Display	Kickboxing - S Reynolds	E	40.00	0.00	40.00
47	11/05/2018		HSBC Current		Banner Display	Various	E	30.00	0.00	30.00
48	23/05/2018		HSBC Current		Banner Display	Various	E	20.00	0.00	20.00
49	15/05/2018		HSBC Current		Banner Display	Various	E	20.00	0.00	20.00
50	Event Income		HSBC Current		Banner Display	Various	E	40.00	0.00	40.00
51	Event Income		HSBC Current		Banner Display	Various	E	10.00	0.00	10.00
52	Innes Pavilion		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	771.00	0.00	771.00
53	Utilities		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	100.00	0.00	100.00
54	Edmonds Hall		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	69.00	0.00	69.00
55	Edmonds Hall		HSBC Current		Hall Hire Fee	RCCG Church	E	341.00	0.00	341.00
56	Edmonds Hall		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
57	Edmonds Hall		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
58	Edmonds Hall		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
59	Edmonds Hall		HSBC Current		Hall Hire Fee	RCCG Church	E	360.00	0.00	360.00
60	Saturday Market		HSBC Current		Market car park	Saturday Market	E	60.00	0.00	60.00
61	Event Income		HSBC Current		Funfair	Beech	E	2,000.00	0.00	2,000.00
62	Football Pitches		HSBC Current		Football pitch hire	Perrywood FC	E	210.00	0.00	210.00
63	Horley/South & SE in Bloom		HSBC Current		Horley in Bloom	Various	E	150.00	0.00	150.00
64	Vat repayments		HSBC Current		Vat Refund	HMRC	R	0.00	6,109.56	6,109.56
65	Langshott Allotments		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
66	Event Income		HSBC Current		Banner Display	Trinity Oaks School	E	40.00	0.00	40.00
67	Bank Interest		Handelsbanken		Bank interest	HANDELSBANKEN	E	150.06	0.00	150.06
68	Bank Interest		Barclays Direct Access		Bank interest	Barclays	E	0.06	0.00	0.06
							Total	5,612.12	6,109.56	11,721.68

MAY 2018

12 June 2018 (2018 -2019)

**Horley Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	01/05/2018		HSBC Current		Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
39	01/05/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	83.00	0.00	83.00
40	01/05/2018		HSBC Current		Rates	Reigate & Banstead Borough	Z	51.00	0.00	51.00
41	01/05/2018		HSBC Current		Utilities	SES BUSINESS WATER	Z	138.16	0.00	138.16
42	01/05/2018		HSBC Current		Utilities	SES BUSINESS WATER	Z	281.38	0.00	281.38
43	01/05/2018		HSBC Current		Utilities	SES BUSINESS WATER	Z	44.34	0.00	44.34
44	01/05/2018		HSBC Current		Utilities	SES BUSINESS WATER	Z	131.04	0.00	131.04
45	01/05/2018		HSBC Current		Utilities	SES WATER	Z	15.25	0.00	15.25
46	08/05/2018		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
47	08/05/2018		HSBC Current		Photocopying - Lease	PEAC (UK) Ltd	S	519.00	103.80	622.80
48	08/05/2018		HSBC Current		Maintenance Contracts	British Gas	S	58.45	11.69	70.14
49	09/05/2018		HSBC Current		Cleaning of hall and office	Asbit	S	138.10	27.62	165.72
50	08/05/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	1,177.00	235.40	1,412.40
51	08/05/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	682.50	136.50	819.00
52	08/05/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
53	08/05/2018		HSBC Current		Stationery	Don Ruffles Ltd.	S	323.79	64.76	388.55
54	08/05/2018		HSBC Current		PAYE	HMRC	E	728.00	0.00	728.00
55	08/05/2018		HSBC Current		NI Employee	HMRC	E	640.80	0.00	640.80
56	08/05/2018		HSBC Current		NI Employer	HMRC	E	736.92	0.00	736.92
57	09/05/2018		HSBC Current		Office Supplies & Equipment	Lexis	E	59.99	0.00	59.99
58	09/05/2018		HSBC Current		SCC Pension Employee	Prudential LGAVC	E	375.00	0.00	375.00
59	09/05/2018		HSBC Current		Football pitches/Grounds	Kickboxing - S Reynolds	E	120.00	0.00	120.00
60	09/05/2018		HSBC Current		Subscriptions & Licences	SSALC Ltd	E	2,917.11	0.00	2,917.11
61	09/05/2018		HSBC Current		SCC Pension Employer	Surrey Pension Fund	E	1,303.65	0.00	1,303.65
62	09/05/2018		HSBC Current		SCC Pension Employee	Surrey Pension Fund	E	521.62	0.00	521.62
63	09/05/2018		HSBC Current		Communications	BT	S	276.51	55.30	331.81
64	11/05/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	21.27	4.25	25.52
65	17/05/2018		HSBC Current		Subscriptions & Licences	ICO	Z	35.00	0.00	35.00
66	17/05/2018		HSBC Current		CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
67	11/05/2018		HSBC Current		Bank charges	HSBC	Z	42.28	0.00	42.28
68	17/05/2018		HSBC Current		Bank charges	Global Payments	X	53.95	4.70	58.65
69	22/05/2018		HSBC Current		IT	Micro Maintenance Ltd.	S	217.50	43.50	261.00
70	24/05/2018		HSBC Current		Utilities	British Gas	S	166.67	33.33	200.00
71	24/05/2018		HSBC Current		Cleaning of hall and office	Asbit	S	318.98	63.80	382.78
72	24/05/2018		HSBC Current		Memorial Gardens	Asbit	S	32.50	6.50	39.00
73	24/05/2018		HSBC Current		Office Supplies & Equipment	Don Ruffles Ltd.	S	109.27	21.86	131.13

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
74 Tree Surgery	24/05/2018		HSBC Current		Tree surgery	Heathlands Tree Care	E	8,575.00	0.00	8,575.00
75 Legal and professional fees	24/05/2018		HSBC Current		HR Services	HR Services Partnership	S	300.00	60.00	360.00
76 Legal and professional fees	24/05/2018		HSBC Current		Consultancy	LG Business Consultation	E	1,357.00	0.00	1,357.00
77 Communications	24/05/2018		HSBC Current		Annual Report	MAD Ideas	S	365.00	73.00	438.00
78 Football pitches/Grounds	24/05/2018		HSBC Current		Football Keyholder	Kickboxing - S Reynolds	E	120.00	0.00	120.00
79 Security Patrols	24/05/2018		HSBC Current		Security Guard Patrol	SmartGuard Security	S	768.70	153.74	922.44
80 Window Cleaning	24/05/2018		HSBC Current		Window cleaning	Michael Stone	Z	55.00	0.00	55.00
81 Subscriptions & Licences	24/05/2018		HSBC Current		GGP	Surrey Wildlife Trust	Z	1,990.00	0.00	1,990.00
82 Fire Equipment & H & S	24/05/2018		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	170.00	34.00	204.00
83 Insurance	24/05/2018		HSBC Current		Insurance	WPS Insurance Ltd	E	7,071.42	0.00	7,071.42
84 Other Grants	24/05/2018		HSBC Current	104382	Donation	Surrey Fire and Rescue Servi	E	100.00	0.00	100.00
85 Utilities	25/05/2018		HSBC Current		Electricity supply	British Gas	X	292.94	14.64	307.58
86 Public Works Loan Board	29/05/2018		HSBC Current		PWLB repayment	PWLB	Z	17,131.52	0.00	17,131.52
87 Subscriptions & Licences	29/05/2018		HSBC Current		Data Protection	ICO	Z	35.00	0.00	35.00
88 Cleaning of hall and office	31/05/2018		HSBC Current		Cleaning	Asbit	S	134.10	26.82	160.92
89 PAYE	31/05/2018		HSBC Current		PAYE	HMRC	E	728.00	0.00	728.00
90 NI Employee	31/05/2018		HSBC Current		NIC Employee	HMRC	E	647.88	0.00	647.88
91 NI Employer	31/05/2018		HSBC Current		NIC Employer	HMRC	E	745.06	0.00	745.06
92 Audit fees	31/05/2018		HSBC Current		Internal Auditor	Paul Hartley	E	804.00	0.00	804.00
93 Langshott Allotments	31/05/2018		HSBC Current		Allotment Refund	Various	E	20.00	0.00	20.00
94 SCC Pension Employee	31/05/2018		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	375.00	0.00	375.00
95 Subscriptions & Licences	31/05/2018		HSBC Current		Scribe Licence	SCRIBE	S	730.50	146.10	876.60
96 SCC Pension Employer	31/05/2018		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,425.15	0.00	1,425.15
97 SCC Pension Employee	31/05/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	563.39	0.00	563.39
98 Net Salaries	25/05/2018		HSBC Payroll		Salaries	Horley Town Council	E	6,884.95	0.00	6,884.95
99 Courier & Postage	08/05/2018		FairFX Bank Debit Car		Postage	Post Office	E	125.00	0.00	125.00
100 IT	08/05/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	120.59	0.00	120.59
101 IT	08/05/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	6.00	0.00	6.00
102 Legal and professional fees	09/05/2018		FairFX Bank Debit Car		Office supplies	Amazon	S	87.49	17.50	104.99
103 Subscriptions & Licences	10/05/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
104 Office Supplies & Equipment	18/05/2018		FairFX Bank Debit Car		Office supplies	SumUp	S	19.00	3.80	22.80
105 Langshott Maintenance	21/05/2018		FairFX Bank Debit Car		Signage	Vistaprint	Z	52.77	0.00	52.77
Total								68,066.28	2,129.58	70,195.86

MAY 2018

12 June 2018 (2018 -2019)

Horley Town Council
Summary of Receipts and Payments
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	351,333.00	196,685.00	-154,648				-154,648
SUB TOTAL		351,333.00	196,685.00	-154,648				-154,648

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	277.93	-472				-472
3	Section 136 LGA	36,000.00		-36,000				-36,000
5	Devolved Powers	1,700.00		-1,700				-1,700
6	Council Tax Support Grant	5,210.00		-5,210				-5,210
141	CIL		2,537.97	2,538				2,538
SUB TOTAL		43,660.00	2,815.90	-40,844				-40,844

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	15,000.00	1,826.00	-13,174				-13,174
8	Football Pitches	10,000.00	486.28	-9,514				-9,514
9	Church Rd Allotments	3,300.00	65.00	-3,235				-3,235
10	Langshott Allotments	3,500.00	3,165.00	-335		20.00	-20	-355
11	Bowls Club	251.00		-251				-251
12	Innes Pavilion	9,000.00	1,542.00	-7,458				-7,458
13	Saturday Market		80.00	80				80
14	Event Income	6,000.00	2,410.00	-3,590				-3,590
15	Meeting Room	220.00		-220				-220
16	Edmonds Hall Deposits							
17	Football Pitch Deposits							
SUB TOTAL		47,271.00	9,574.28	-37,697		20.00	-20	-37,717

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				1,500.00	323.79	1,176	1,176
20	Courier & Postage				400.00	125.00	275	275
21	Office Supplies & Equipment				1,600.00	274.26	1,326	1,326
22	Photocopying	50.00		-50	4,500.00	519.00	3,981	3,931
23	IT				6,000.00	1,201.59	4,798	4,798
24	Website				2,000.00		2,000	2,000
25	Communications				1,800.00	679.51	1,120	1,120
26	Environment Campaign							
SUB TOTAL		50.00		-50	17,800.00	3,123.15	14,677	14,627

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				125,000.00	12,953.51	112,046	112,046
31	PAYE				22,000.00	2,138.00	19,862	19,862
32	NI Employee				3,800.00	1,871.40	1,929	1,929
33	NI Employer				10,600.00	2,152.11	8,448	8,448
34	SCC Pension Employee				10,200.00	3,421.84	6,778	6,778
35	SCC Pension Employer				2,400.00	3,213.28	-813	-813
SUB TOTAL					174,000.00	25,750.14	148,250	148,250

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	170.00	2,830	2,830
39	Cleaning of hall and office				8,500.00	1,402.24	7,098	7,098
40	Utilities				5,000.00	471.50	4,529	4,529
41	Rates				4,500.00	168.24	4,332	4,332
42	Maintenance Contracts				2,600.00	116.90	2,483	2,483
43	Window Cleaning				600.00	55.00	545	545
44	Security Alarm system							
45	Fire Equipment & H & S				1,060.00	170.00	890	890
46	Market rates and utilities							
SUB TOTAL					25,260.00	2,553.88	22,706	22,706

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	17,131.52	2,413	2,413
51	Bank charges				1,350.00	176.43	1,174	1,174
52	Insurance				7,500.00	7,071.42	429	429
53	Legal and professional fees				22,250.00	4,535.19	17,715	17,715
54	Audit fees				2,200.00	804.00	1,396	1,396
55	Subscriptions & Licences				6,800.00	8,768.02	-1,968	-1,968
56	Advertising							
57	Newsletter				400.00		400	400
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00	370.00	30	30
63	Cllr Expenses				250.00		250	250
64	Cllr Training				750.00		750	750
65	Staff Expenses				500.00	22.20	478	478
66	Staff Training				1,000.00		1,000	1,000
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL					63,445.00	38,878.78	24,566	24,566

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	9,573.18	40,427	40,427
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00		8,300	8,300
73	Playground Repairs				5,000.00		5,000	5,000
74	Litter Bins				400.00		400	400
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	8,575.00	-575	-575
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL					75,550.00	18,148.18	57,402	57,402

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

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	32.50	3,468	3,468
80	Ornamental Gardens				1,500.00		1,500	1,500
81	Skatepark & MUGA							
82	Footpaths & Car park							
123	Grounds				2,000.00		2,000	2,000
SUB TOTAL					7,000.00	32.50	6,968	6,968

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				1,000.00	240.00	760	760
87	Buildings				6,000.00		6,000	6,000
88	Utilities		200.00	200	2,500.00	423.98	2,076	2,276
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,050.00		2,050	2,050
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00		14,718	14,718
130	Refurbishment							
131	Maintenance Contracts				820.00		820	820
132	Innes Communications				288.00		288	288
133	Rates				2,000.00		2,000	2,000
134	Security Patrols				1,500.00		1,500	1,500
135	Insurance							
139	Innes Cleaning							
SUB TOTAL			200.00	200	30,877.00	663.98	30,213	30,413

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				700.00	148.14	552	552
121	Buildings and Grounds				1,550.00		1,550	1,550
140	Scout Hut Demolition							
SUB TOTAL					2,250.00	148.14	2,102	2,102

Cost Centre EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds				500.00		500	500
SUB TOTAL					500.00		500	500

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance					52.77	-53	-53
97	Church Rd Maintenance				1,700.00		1,700	1,700
98	Church Rd Utilities				450.00	281.38	169	169
99	Langshott Utilities				900.00	15.25	885	885
SUB TOTAL					3,050.00	349.40	2,701	2,701

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		-1,000	8,500.00		8,500	7,500
101	Horley/South & SE in Bloom		150.00	150	2,100.00		2,100	2,250
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		1,000.00	150.00	-850	12,500.00		12,500	11,650
Cost Centre SECURITY								
		Receipts			Payments			Net Position
Code	Title	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	768.70	1,831	1,831
106	CCTV Installation				2,500.00		2,500	2,500
107	CCTV Maintenance				2,100.00		2,100	2,100
108	CCTV Broadband Connections				880.00	160.54	719	719
SUB TOTAL					8,080.00	929.24	7,151	7,151
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		1,000	1,000
111	Churchyards				6,000.00		6,000	6,000
112	Cllr Initiative grants							
113	Other Grants					100.00	-100	-100
SUB TOTAL					7,000.00	100.00	6,900	6,900
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		443,314.00	209,425.18	-233,889	427,312.00	90,697.39	336,615	102,726
V.A.T.			6,109.56			3,487.40		
GROSS TOTAL			215,534.74			94,184.79		

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held at the
Town Council Offices, 92 Albert Road, Horley on 1 May 2018 at 6.45 pm

Present Cllrs James Baird (JB), Chairman
Mike George (MG)
Samantha Marshall (SM)

In Attendance Joan Walsh (JW) - Town Clerk
Alan Jones (AJJ) - Consultant

1 Apologies and Reasons for Absence

Apologies were received from Linda Mabbett (LM), Adrian Kitajewski (AK) and Helen Kitajewski (HK).

2 Declarations of Interest

None were raised.

3 Minutes of Previous Meeting (held on 13 February 2018)

'Parish Online' - Mapping Software Provider for Parish Councils

The Committee agreed that the web-based mapping service offered by 'Parish Online' to assist public authorities should be pursued as a potential benefit to the Town Council, such as, the Neighbourhood Plan. MG advised that a blanket licence for Parish and Town Councils county-wide might be possible and this should be pursued with SSALC in due course.

4 General Data Protection Regulations (GDPR)

The Committee received an update on further progress made on GDPR. An Action Plan had been set up to determine next steps and a full data audit was underway to evaluate personal data currently held and viable measures to retain it. This information would be documented in a Data Register with a mapping system to determine why and how data was being processed. Data Privacy Notices had also been developed for staff and councillors and consents were being sought from existing eNewsletter subscribers with invitations to opt back in to continue receiving it. The requirement for a Data Protection Officer (DPO) would be considered in due course. It was hoped that a Members' Briefing session would be arranged by RBBC at a later date.

5 eNewsletter

JW advised that in view of GDPR requirements in the run up to compliance by 25 May, issue of the eNewsletter had to be postponed in March and April. However, two issues with regular updates would be sent out in May, including a separate update on GDPR (subsequently sent).

6 HTC Website

JW advised that Jarrett & Lam were in the process of setting up Data Privacy Notices on the website with a disclaimer pertaining to compliance on data protection. A data cleansing exercise was also in progress by staff to remove out-of-date information on the website.

7. Office 365 Email

JW reported that recent technical problems on staff email accounts had since been resolved by Microsoft Office and all HTC members were now set up with 'Office 365' accounts.

8. Other Communications Matters

Canon Printer

The Committee received an update on a recent meeting with the current provider of the Council's Canon Printer & Copier to discuss new requirements compliant with GDPR. It would be possible to purchase two bolt-on kits to encrypt and secure private data on the existing equipment. An alternative option would be to replace the current model with a Canon IRC5540j which would achieve the same objectives but could also erase data, leaving a blank footprint. It was agreed that quotes for both options should be provided for discussion at the next meeting and recommendations made for the F&GP Committee to consider.

9. Next Meeting

The next meeting will take place on Tuesday, 29 May, at 6.45 pm.

Football Charges Review

CHARGES FOR USE OF HORLEY TOWN COUNCIL FACILITIES

FOOTBALL PITCHES AT COURT LODGE PLAYING FIELDS 2018/2019 SEASON (AUGUST BOOKINGS ONWARDS)

Regular Teams	16/17	17/18	Proposed 18/19	
Senior Teams, (including changing rooms)	£65.00	£66.00	£67.50	
Junior Teams (including changing rooms)	£40.00	£41.00	£41.50	
Junior Teams (excluding changing rooms)	£35.00	£35.00	£35.50	
Casual Teams				
Senior Teams (including changing rooms)	£87.00	£90.00	£92.00	+ VAT
Senior Teams (excluding changing rooms)	£57.00	£60.00	£61.00	+ VAT
Junior Teams (including changing rooms)	£41.00	£43.00	£44.00	+ VAT
Junior Teams (excluding changing rooms) 19*2.4/100	£36.00	£38.00	£38.50	+ VAT
Mini Pitch Hire Charges				
9v9 and 7v7 Pitches (excluding changing rooms)	£18.00	£19.00	£19.00	

(2.4% increase applied in 50p increments – i.e. less than 50p no increase; all other increases rounded down to the nearest 50p)