

HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
info@horleysurrey-tc.gov.uk
www.horleysurrey-tc.gov.uk



AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 29 October 2024 at 7.30 pm

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

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 29 October 2024, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joan Walsh'.

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, 29 October 2024, at 7.30 pm

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

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 September 2024.
- 5 **Full Council Updates**
- 6 **Committee Reports**
To receive the Minutes of the **Planning & Development Committee** held on 24 September 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 September 2024 (*attached*).
- 8 **Internal Audit Matters**
 - i) **Internal Audit:** To note arrangements for the first internal audit for 2024/25 on 26 November 2024.
 - ii) To receive the Councillors' Audit Certificates for July, August, and September 2024. (*attached*)
 - iii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 September 2024.
- 9 **HTC Neighbourhood CIL:** To receive the latest quarterly CIL report from R&B Borough Council for 16/06/24-15/09/24.
- 10 **Town Council Charges 2024/25:** To consider the recommended draft scale of charges for approval in respect of -
 - i) Pitch Hire, Court Lodge playing fields
 - ii) Allotments Tenancies and Advertisement Banner Displays
 - iii) Community Hall Hire (Edmonds Hall)
 - iv) Land Hire by Event Operators
- 11 **Horley Town Council Precept**
To review the Council's budgets and requirements and make recommendations for the Annual Budget and Precept setting at the Council meeting to be held on 10 December 2024.
- 12 **Innes Pavilion Rent Review:** To consider for approval the Annual Rent Review of the tenancy and inflationary increase.
- 13 **Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)**
 - i) To note receipt of the quarterly HECF Statement for the period 1 April to 30 September 2024.
 - ii) **Grant Application:** To consider an application for funding from 'Men In Sheds' project (supported by Alliance for Better Care CIC) for £1,000 for the purchase of a metal storage shed.
 - iii) **Grant Application:** To consider an application for funding from **Café Milk CIO** for £1,000 to keep the Horley branch running for approximately four months.
 - iv) **Edmonds Fund Grant Application:** To consider an application from Horley for part funding (amount requested £10,000) towards providing support on a twice weekly basis at the local Food Bank and local Food Club.
 - v) To receive an update on any other matters.
- 14 **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.
 - ii) To receive any other updates from the National and County Associations.
- 15 **Borough, County Council and Other Updates**
 - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 21 October 2024.

ii) To note the next meeting of the RBBC/HTC Liaison Meeting will be held on 26 November 2024.

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16 Town Plan Review and Capital Projects by HTC

- i) To receive an update from the Town Plan Working Group (TPWG) Chair on the second review meeting held on 17 October 2024 and any matters arising.
- ii) **RBBC Strategic Infrastructure Programme (SIP) 2023-2027:** To receive an update on the status of live and completed projects in accordance with the Spending Agreements and progress reporting to the RBBC CIL Team.
- iii) **SCC YFS Small Community Projects Fund:** To receive an update on smaller community projects being pursued through the scheme (subject to funding confirmation in each case).

17 Communications Working Group

- i) To receive an update from the working group Chair of the meeting held on 1 October 2024.
- ii) To note completion of the **annual Website Accessibility/Mobile Applications review** and required enhancements at a total cost of £576 plus VAT (covered from Compliance Budget).

18 Horley Royal British Legion

- i) To note the arrangements for the Remembrance Services Programme 2024 in Horley and any other matters.
- ii) To approve the £250 donation to the Royal British Legion Poppy Appeal through the General Power of Competence (GPC).

19 Christmas 2024

To agree the HTC office closure and to note emergency cascade arrangements over the festive period.

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 10 September 2024.

26 Horley Recreation Ground Play Area Flood Alleviation Project

CONFIDENTIAL

To consider for approval the recommendations of the Leisure & Amenities Committee on contractor appointment for the remedial drainage works, as summarised in the report presented to Council.

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

CONFIDENTIAL

- i) To receive an update from the Town Clerk on progress to date.
- ii) To consider for approval changes requested to the Heads of Terms for the Lease Agreement.

28 Town Award Nomination

CONFIDENTIAL

To consider a recent application received.



Signed: Town Clerk, 24 October 2024

Date of Next Meeting – 10 December 2024

List of Mayoral Events 08 September 2024 – 17 October 2024

Date	Event	Location
08 Sept	Mayor of Reigate & Banstead's Civic Service	Banstead Methodist Church
12 Sept	Mayor of Elmbridge Civic Day	Civic Centre, Esher
13 Sept	East Surrey Councillor Session	Trinity Oaks CofE School
14 Sept	Councillor Outreach	Horley Highstreet
27 Sept	Horley In Bloom Awards Evening	Horley Baptist Church
02 Oct	Surrey Civic Network	Surrey County Council HQ
12 Oct	Michael Crescent playground opening	Michael Crescent Centenary Park
12 Oct	African Community Surrey and Sussex Black History Month Celebration	Horley Community Centre Royal Military Academy
17 Oct	Lord-Lieutenant's Awards Ceremony	Sandhurst



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

July 2024

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

Observations (Councillors)	Clerk/ RFO's action
JTR	
Name: MIKE GEORGE Signature: 	Signature:
Name: L E ASKESKROO Signature: 	
Date: 17/10/24	Date:

**Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		45,665.98
			<u>45,665.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			45,665.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			45,665.98
		Balance per Cash Book is :-	45,665.98
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		478,029.27
			<u>478,029.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			478,029.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			478,029.27
		Balance per Cash Book is :-	478,029.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		1,504.16
			<u>1,504.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,504.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,504.16
		Balance per Cash Book is :-	1,504.16
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		874.06
			<u>874.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			874.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			874.06
		Balance per Cash Book is :-	874.06
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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	31/07/2024		609,996.22
			<u>609,996.22</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			609,996.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			609,996.22
		Balance per Cash Book is :-	609,996.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2024
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)	31/07/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
27/06/2024		150.00	
			<hr/> 150.00
			150.00
		Balance per Cash Book is :-	150.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Reigate & Banstead Borough Cou	15633/12/3	104.00		National Non-Domestic Rates
02/07/2024	Amazon Business	GB4RZDABEY	136.23		Office Stationary
02/07/2024	Amazon Business	GB4SO35ABE	43.18		Office Supplies e.g Mousepad
02/07/2024	Amethyst Horticulture	11970.26	11,970.26		Planters at Ct Lodge/Lee St
02/07/2024	Bennetts Builders Ltd	4092/4	1,303.06		Yearly invoice for works
02/07/2024	C.J,Uden & Co Drainage Consult	2912.14	2,912.14		New Gully at the REC
02/07/2024	Heatherlands Tree Care	2226/24	120.00		Tree work at Court Lodge
02/07/2024	Surrey Pensions	BACS	3,956.92		Pensions contributions for Jun
04/07/2024	Idverde Limited	10915972	6,347.70		Ground Maintainance
08/07/2024	SES Water	549095-6	100.00		549095-5/248/SES Water
10/07/2024	LG Business Consultants	1000053	1,087.20		Project Consultancy
10/07/2024	PDC	2404843	67.80		Digital Printed ID card
10/07/2024	Reigate Environmental Services	INV006293	1,684.50		Annual Water Tretments Innes
10/07/2024	Smartguard Security	INV-25522	560.64		Mobile Security Patrols
15/07/2024	Corona Energy	IN00023413	132.20		Electricity Bill July Office
15/07/2024	Corona Energy	IN00023429	110.85		Electricity Innes July
15/07/2024	Corona Energy	IN00023503	812.23		Electricity Cafe July
15/07/2024	HSBC UK Bank PLC	11642359	57.24		Bank Charges
16/07/2024	Sage UK	INV1916811	63.60		Sage 50 Cloud Payroll Software
17/07/2024	SOS Systems Limited	0076724	47.26		Printer printing costs
19/07/2024	Zen Internet Limited	45952012	35.40		Broadband Charges
19/07/2024	Constant Hydiene Ltd	4270	156.00		White Pedal Sani Bin
19/07/2024	Kiasu Fire and Security Ltd	KFS24-R074	150.00		Innes Pavillion CCTV issues
19/07/2024	MVL Architects and Surveyors	INV01523	360.00		Pre-planning submission
19/07/2024	Corona Energy	214.45	214.45		Gas Albert Rooms
19/07/2024	Corona Energy	18509557	266.94		Gas at Innes June 2024
19/07/2024	Amazon Business	GB4TR4IABE	104.61		Cushion covers
19/07/2024	HSBC	BACS	9.00		Bank Charges
19/07/2024	Refund	BACS	18.00		Damage refund
22/07/2024	HSBC Payroll 81345788	To Payroll	10,000.00		Transfer to Payroll Acc
22/07/2024	Micro Maintenance Limited	105745	449.30		Monthly IT Support July
25/07/2024	Refund	BACS	70.00		Refund as paid twice
25/07/2024	Bennetts Builders Ltd	4092-4	1,303.06		Yearly invoice for works
25/07/2024	Spitfire Networking Services L	SBS1235010	142.84		Broadband Charges
25/07/2024	Idverde Limited	10916813	901.15		Supply & Plant summer bedding
25/07/2024	PLG Signs	26777	136.80		A3 Allotment Signs
25/07/2024	HMRC	BACS	3,640.68		PAYE for June
29/07/2024	Everflow Water	3467663	175.53		Water charges
29/07/2024	VIRGIN MEDIA BUSINESS	803039101/	36.00		Broadband for Albert Road
31/07/2024	Refund	BACS	66.75		Horley in Bloom Lunch - Judges
31/07/2024	Active Pump Services Ltd	INV-43633	691.20		Repair to Horley Rec pump
31/07/2024	Amazon Business	GB4X0AKABE	35.45		Office supplies
31/07/2024	Bennetts Builders Ltd	4439	1,118.40		Maintenance at various sites
31/07/2024	L&C Installations Ltd	13280	384.00		Clean/Service Albert Hall Fans
31/07/2024	Surrey County Council	BACS	3,147.56		Pensions for July
31/07/2024	Refund	BACS	15.96		Football Refund

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>55,246.09</u>		

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2024	Email Blaster UK	35741	15.59		2000 Emails per month Newslett
05/07/2024	Milk and More	BACS	5.00		Milk
08/07/2024	Microsoft Ireland Operations L	E0200SK6DA	190.20		Microsoft software licenses
10/07/2024	Florist	BACS	52.00		Condolences Flower
12/07/2024	Milk and More	BACS	5.00		Milk
13/07/2024	Adobe Systems Software Ireland	IEE2024007	60.66		Acrobat pro Licenses
18/07/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
20/07/2024	Milk and More	BACS	5.00		Milk
26/07/2024	Milk and More	BACS	5.00		Milk
28/07/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
28/07/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
28/07/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
30/07/2024	GiffGaff	BACS	6.00		Mobile Phone staff
Total Payments			<u>368.45</u>		

29/08/2024

Horley Town Council

16:10

Sales Ledger Invoices totalling £0.00 or more
for the period 01/07/2024 to 31/07/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	4	01/07/2024	01/07/2024	31/07/2024	899	SCC001	Surrey County Council	138.00	0.00	138.00
1	4	02/07/2024	02/07/2024	02/07/2024	902	CAR001	The Carlton Clinic	96.00	0.00	96.00
1	4	02/07/2024	01/08/2024	05/07/2024	903	BON001	Boni Jenkins - Yoga	64.00	0.00	64.00
1	4	02/07/2024	02/07/2024	03/07/2024	906	CAR002	Carmel Pentecostal Church	52.00	0.00	52.00
1	4	02/07/2024	01/08/2024	05/07/2024	904	HOR001	Horley Society of Artists	114.00	0.00	114.00
1	4	02/07/2024	01/08/2024	29/07/2024	900	CHA002	Charlotte Huggins - Yoga/Pilates	90.00	0.00	90.00
1	4	02/07/2024	02/07/2024	29/07/2024	901	CAI001	Francesca Cain	60.00	0.00	60.00
1	4	02/07/2024	01/08/2024		905	RCC001	RCCG City of Joy	362.00	0.00	362.00
1	4	03/07/2024	03/07/2024	01/08/2024	907	REI001	Reigate & Banstead Borough	200.00	0.00	200.00
1	4	08/07/2024	08/07/2024	10/07/2024	908	LUX001	Laura Luxford	152.00	0.00	152.00
1	4	08/07/2024	07/08/2024	22/07/2024	909	REI004	Reigate Grammer School	45.20	0.00	45.20
1	4	11/07/2024	11/07/2024		910	JM001	Jamie May	30.00	0.00	30.00
1	4	19/07/2024	19/07/2024	15/07/2024	911	MAT002	Ian Mather	13.30	2.66	15.96
1	4	24/07/2024	23/08/2024		912	FUZ001	Fuzion Martial Arts - Sean Reynolds	917.79	4.22	922.01
1	4	25/07/2024	25/07/2024	25/07/2024	913	MS001	Martin Saunders	11.30	0.00	11.30
1	4	29/07/2024	29/07/2024	29/07/2024	915	LOW001	Lowfield Heath Windmill Trust	11.30	0.00	11.30
1	4	29/07/2024	29/07/2024	07/08/2024	914	AC002	Africa Community In Surrey and	13.30	2.66	15.96
1	4	31/07/2024	31/07/2024		916	HOR005	Horley United	33.25	6.65	39.90
1	4	31/07/2024	31/07/2024	02/08/2024	917	GTW001	Gatwick Warriors	33.25	6.65	39.90
2	4	02/07/2024	02/07/2024	02/07/2024	ALT236	ALLMORM001	Mr Michael Morley	76.00	0.00	76.00
2	4	03/07/2024	03/07/2024	05/07/2024	ALT237	ALLJAMS001	Mr Steve James	76.00	0.00	76.00
2	4	03/07/2024	10/07/2024	04/07/2024	ALT238	ALLTULJ001	Ms Jackie Tully	51.00	0.00	51.00
2	4	04/07/2024	04/07/2024	07/07/2024	ALT239	ALLMARD001	Mr Darren Martin	70.00	0.00	70.00
2	4	18/07/2024	18/07/2024	29/07/2024	ALT240	ALLFREM001	Mr Michael Freshwater	70.00	0.00	70.00

29/08/2024

Horley Town Council

16:07

Cashbook transactions totalling £500.00 or more
for the period 01/07/2024 to 31/07/2024

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	4	02/07/2024	11970.26	Amethyst Horticulture	11,970.26
1	HSBC Current 51219138	4	02/07/2024	4092/4	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	4	02/07/2024	2912.14	C.J,Uden & Co Drainage Consult	2,912.14
1	HSBC Current 51219138	4	15/07/2024	IN00023503	Corona Energy	812.23
1	HSBC Current 51219138	4	02/07/2024	BACS	Surrey Pensions	3,956.92
1	HSBC Current 51219138	4	04/07/2024	10915972	Idverde Limited	6,347.70
1	HSBC Current 51219138	4	10/07/2024	1000053	LG Business Consultants	1,087.20
1	HSBC Current 51219138	4	10/07/2024	INV006293	Reigate Environmental Services	1,684.50
1	HSBC Current 51219138	4	10/07/2024	INV-25522	Smartguard Security	560.64
1	HSBC Current 51219138	4	25/07/2024	4092-4	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	4	25/07/2024	10916813	Idverde Limited	901.15
1	HSBC Current 51219138	4	25/07/2024	BACS	HMRC	3,640.68
1	HSBC Current 51219138	4	31/07/2024	INV-43633	Active Pump Services Ltd	691.20
1	HSBC Current 51219138	4	31/07/2024	4439	Bennetts Builders Ltd	1,118.40
1	HSBC Current 51219138	4	31/07/2024	BACS	Surrey County Council	3,147.56
1	HSBC Current 51219138	4	22/07/2024	To Payroll	HSBC Payroll 81345788	10,000.00
3	HSBC Payroll 81345788	4	28/07/2024	BACS	Net Salaries	10,174.39
2	HSBC Deposit 01219154	4	19/07/2024	To current	HSBC Current 51219138	20,000.00

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	4	04/07/2024	929.88
1	HSBC Current 51219138	4	09/07/2024	682.59
3	HSBC Payroll 81345788	4	22/07/2024	10,000.00
1	HSBC Current 51219138	4	19/07/2024	20,000.00
1	HSBC Current 51219138	4	04/07/2024	1,462.86
6	Handelsbanken 50044859	4	31/07/2024	2,142.41



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

August 2024

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

Observations (Councillors)	Clerk/ RFO's action
<p>PAYMENTS OVER £500 PER PAYMENT SHOULD BE TWICE NO IMPACT ON BANK STATEMENTS</p>	
Name: MIKE GEORGE Signature: 	Signature:
Name: L EASTBROOK Signature: 	
Date: 17/10/24	Date:

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		59,902.85
			<u>59,902.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			59,902.85
<u>Unpresented Receipts (Plus)</u>			
29/07/2024		55.00	
29/07/2024 748		-55.00	
			<u>0.00</u>
			59,902.85
		Balance per Cash Book is :-	59,902.85
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		438,029.27
			<u>438,029.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			438,029.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			438,029.27
		Balance per Cash Book is :-	438,029.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		475.77
			<u>475.77</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			475.77
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			475.77
		Balance per Cash Book is :-	475.77
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		436.11
			<u>436.11</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			436.11
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			436.11
		Balance per Cash Book is :-	436.11
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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	31/08/2024		612,146.38
			<u>612,146.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			612,146.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			612,146.38
		Balance per Cash Book is :-	612,146.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2024
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)	31/08/2024		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
27/06/2024		150.00	
			<u>150.00</u>
			150.00
		Balance per Cash Book is :-	150.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

11/09/2024

Horley Town Council

14:52

Cashbook transactions totalling £500.00 or more
for the period 01/08/2024 to 31/08/2024

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	5	28/08/2024	BACS	Surrey Pensions	3,147.56
1	HSBC Current 51219138	5	07/08/2024	4459	Bennetts Builders Ltd	2,040.00
1	HSBC Current 51219138	5	07/08/2024	10920839	Idverde Limited	6,347.70
1	HSBC Current 51219138	5	07/08/2024	1000054	LG Business Consultants	1,816.20
1	HSBC Current 51219138	5	20/08/2024	10000	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	5	23/08/2024	BACS	HMRC	5,745.58
1	HSBC Current 51219138	5	23/08/2024	4092-5	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	5	23/08/2024	26759	PLG Signs	1,068.00
2	HSBC Deposit 01219154	5	28/08/2024	PW509789_	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	5	07/08/2024	BACS	Grant Donation	1,000.00
1	HSBC Current 51219138	5	28/08/2024	PWLB	HSBC Deposit 01219154	13,797.82
2	HSBC Deposit 01219154	5	02/08/2024	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	5	28/08/2024	To Current	HSBC Current 51219138	20,000.00
3	HSBC Payroll 81345788	5	28/08/2024	BACS	Net Salaries	11,020.39

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	5	01/08/2024	928.04
1	HSBC Current 51219138	5	06/08/2024	19,790.72
1	HSBC Current 51219138	5	22/08/2024	1,700.00
3	HSBC Payroll 81345788	5	20/08/2024	10,000.00
2	HSBC Deposit 01219154	5	28/08/2024	13,797.82
1	HSBC Current 51219138	5	02/08/2024	20,000.00
1	HSBC Current 51219138	5	28/08/2024	20,000.00
6	Handelsbanken 50044859	5	30/08/2024	2,150.16

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2024	Milk and More	BACS	5.00		Milk
03/08/2024	Email Blaster UK	EBUK-CC-36	15.59		Email 2000 per month
07/08/2024	Milk and More	BACS	5.00		Milk
07/08/2024	Microsoft Ireland Operations L	E0200SXAVE	190.20		Microsoft licence
13/08/2024	Adobe Systems Software Ireland	IEE2024000	60.66		Adobe IAcrobat
15/08/2024	GiffGaff	BACS	6.00		Mobile Phone
16/08/2024	Milk and More	BACS	5.00		Milk
23/08/2024	Milk and More	BACS	5.00		Milk and More
28/08/2024	GiffGaff	BACS	6.00		Mobile Phone
28/08/2024	GiffGaff	BACS	6.00		Mobile Phone
28/08/2024	GiffGaff	BACS	6.00		Mobile Phone
29/08/2024	Royal Mail	BACS	127.50		Stamps

Total Payments	<u>437.95</u>
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List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Reigate & Banstead Borough Cou	15633/126A	104.00		National Non-Domestic Rates
07/08/2024	Bennetts Builders Ltd	4459	2,040.00		Cleaned graffiti, apply paint
07/08/2024	Idverde Limited	10920839	6,347.70		Ground Maintenance July
07/08/2024	Kiasu Fire and Security Ltd	KFS24-R090	420.00		Albert Room Alarm repairs
07/08/2024	LG Business Consultants	1000054	1,816.20		Consultancy & Project work
07/08/2024	Society of Local Council Clerk	MEM249652-	416.00		Membership fee Town Clerk
07/08/2024	Michael Stone Window Cleaning	01242	55.00		Window cleaning Albert Rooms
07/08/2024	Refund	BACS	5.10		Refund for Water for Meeting
07/08/2024	Refund	BACS	100.00		Damage Refund
07/08/2024	Grant Donation	BACS	1,000.00		Stripey Stork
08/08/2024	SES Water	549095-8	100.00		549095-5/248/SES Water
12/08/2024	HSBC UK Bank PLC	11730338	58.20		Bank Charges
14/08/2024	Corona Energy	IN00023971	134.92		Electricity Charges Albert Rd
14/08/2024	Corona Energy	IN00024031	114.83		Electricity Charges Innes
14/08/2024	Corona Energy	IN0002403	84.25		Electricity charges Cafe
16/08/2024	Sage UK	INV1933157	66.00		Sage 50 Cloud Payroll Software
16/08/2024	SOS Systems Limited	0077682	50.56		Photocopying costs
18/08/2024	HSBC	BACS	8.50		Bank Charges
19/08/2024	Zen Internet Limited	45591288	35.40		Broadband at Bowls Club
20/08/2024	HSBC Payroll 81345788	10000	10,000.00		Transfer to Payroll
22/08/2024	Micro Maintenance Limited	105825	479.30		Monthly IT Support
23/08/2024	Spitfire Networking Services L	SBS1240221	137.62		Broadband Charges
23/08/2024	HMRC	BACS	5,745.58		PAYE to HMRC
23/08/2024	Bennetts Builders Ltd	4092-5	1,303.06		Yearly invoice for works
23/08/2024	Corona Energy	18571384	104.13		Gas supply at Albert Rooms
23/08/2024	Corona Energy	18571383	260.96		Gas supply at Innes
23/08/2024	Firetronics Limited	INV-13302	138.00		Fire alarm inspection Innes
23/08/2024	Heatherlands Tree Care	2258/24	120.00		Removal of snapped limb at REC
23/08/2024	PLG Signs	26759	1,068.00		Emlyn Meadows Sign
28/08/2024	Surrey Pensions	BACS	3,147.56		Pension contributions August
28/08/2024	Amazon Business	1PWPTG7TC4	95.98		Office supplies
28/08/2024	Mulberry & Co	INV-0462	54.00		Roles Training - Sophie
28/08/2024	JF Environmental Limited	1208	120.00		Asbestos check on Shed
28/08/2024	VIRGIN MEDIA BUSINESS	803039101/	72.00		Broadband for Albert Rd
28/08/2024	Everflow Water	3549590	168.18		Water Charges
28/08/2024	HSBC Deposit 01219154	PWLB Payme	13,797.82		PWLB payment entered in wrong
Total Payments			49,768.85		

11/09/2024

Horley Town Council

14:56

Sales Ledger Invoices totalling £0.00 or more
for the period 01/08/2024 to 31/08/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	5	01/08/2024	31/08/2024	20/08/2024	918	CHA002	Charlotte Huggins - Yoga/Pilates	150.00	0.00	150.00
1	5	01/08/2024	01/08/2024	09/08/2024	919	WWI001	Wardrobe Wizards	228.00	0.00	228.00
1	5	01/08/2024	01/08/2024	02/08/2024	920	CAR001	The Carlton Clinic	160.00	0.00	160.00
1	5	01/08/2024	31/08/2024	05/08/2024	921	BON001	Boni Jenkins - Yoga	64.00	0.00	64.00
1	5	01/08/2024	31/08/2024	02/08/2024	922	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	5	01/08/2024	31/08/2024		923	RCC001	RCCG City of Joy	310.00	0.00	310.00
1	5	01/08/2024	01/08/2024		924	CAR002	Carmel Pentecostal Church	0.00	0.00	0.00
1	5	07/08/2024	07/08/2024	10/08/2024	925	HCC001	Horley Cricket and Hockey Club	136.00	0.00	136.00
1	5	08/08/2024	07/09/2024	08/08/2024	927	GAT001	Gatwick United FC	0.01	0.00	0.01
1	5	08/08/2024	08/08/2024		926	JCM001	James Chapman	150.00	0.00	150.00
1	5	12/08/2024	12/08/2024	12/08/2024	928	LOW001	Lowfield Heath Windmill Trust	11.30	0.00	11.30
1	5	13/08/2024	13/08/2024		929	BEA001	Beach's Funfair	135.56	0.00	135.56
1	5	21/08/2024	21/08/2024	22/08/2024	930	CIR001	Circus Worlds Entertainment	1,700.00	0.00	1,700.00
1	5	22/08/2024	22/08/2024	22/08/2024	ALT241	ALLCOYP001	Mr Paul Coyne	15.00	0.00	15.00
1	5	27/08/2024	27/08/2024		931	BEA001	Beach's Funfair	2,250.00	0.00	2,250.00
1	5	28/08/2024	28/09/2024		932	FUZ001	Fuzion Martial Arts - Sean Reynolds	920.82	4.37	925.19
1	5	28/08/2024	28/08/2024	28/08/2024	934	LOW001	Lowfield Heath Windmill Trust	22.60	0.00	22.60
1	5	28/08/2024	28/08/2024	28/08/2024	933	KM001	Katherine Masters	238.00	0.00	238.00
2	5	22/08/2024	22/08/2024	28/08/2024	ALT242	ALLCORC001	Ms Carina Cordina	45.00	0.00	45.00




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

September 2024

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

Observations (Councillors)	Clerk/ RFO's action
	
Name: MIKE GEORGE Signature: 	Signature:
Name: L-EASTERSBROOK Signature: 	
Date: 17/10/24	Date:

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		41,749.73
			<u>41,749.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			41,749.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			41,749.73
		Balance per Cash Book is :-	41,749.73
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		655,187.42
			<u>655,187.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			655,187.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			655,187.42
		Balance per Cash Book is :-	655,187.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		107.38
			<u>107.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			107.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			107.38
		Balance per Cash Book is :-	107.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		24,055.60
			<u>24,055.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			24,055.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			24,055.60
		Balance per Cash Book is :-	24,055.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		68.03
			<u>68.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			68.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			68.03
		Balance per Cash Book is :-	68.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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	30/09/2024		614,234.38
			<u>614,234.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			614,234.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			614,234.38
		Balance per Cash Book is :-	614,234.38
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2024
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)	30/09/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

11/10/2024

Horley Town Council

13:06

Cashbook transactions totalling £500.00 or more
for the period 01/09/2024 to 30/09/2024

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	6	10/09/2024	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	6	27/09/2024	BACS	Horley Lions Club	500.00
1	HSBC Current 51219138	6	05/09/2024	10920839	Idverde Limited	6,347.70
1	HSBC Current 51219138	6	05/09/2024	SB20241355	PKF Littlejohn LLP	2,016.00
1	HSBC Current 51219138	6	10/09/2024	097467	HAGS-SMP Ltd	83,999.99
1	HSBC Current 51219138	6	10/09/2024	INV-25633	Smartguard Security	1,038.54
1	HSBC Current 51219138	6	17/09/2024	MEM250875-	Society of Local Council Clerk	818.00
1	HSBC Current 51219138	6	17/09/2024	1000056	LG Business Consultants	1,318.50
1	HSBC Current 51219138	6	24/09/2024	150493	Nviro Ltd	8,151.28
1	HSBC Current 51219138	6	17/09/2024	10181	Sussex Wildlife Trust	2,235.00
1	HSBC Current 51219138	6	20/09/2024	Transfer	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	6	26/09/2024	BACS	HMRC	2,794.68
1	HSBC Current 51219138	6	04/09/2024	Precept	HSBC Deposit 01219154	324,789.00
2	HSBC Deposit 01219154	6	05/09/2024	Transfer	HSBC Current 51219138	100,000.00
5	FairFX Bank Debit Card	6	27/09/2024	BACS	Planning Portal RBBC	648.00
2	HSBC Deposit 01219154	6	20/09/2024	From Depos	HSBC Current 51219138	10,000.00
1	HSBC Current 51219138	6	27/09/2024	3631528	Everflow Water	815.37
1	HSBC Current 51219138	6	27/09/2024	4092	Bennetts Builders Ltd	1,303.06
1	HSBC Current 51219138	6	27/09/2024	9399	Jarrett & Lam Ltd	925.20
1	HSBC Current 51219138	6	27/09/2024	INV-13301	Firetronics Limited	636.10
1	HSBC Current 51219138	6	05/09/2024	4502	Bennetts Builders Ltd	2,040.00
2	HSBC Deposit 01219154	6	10/09/2024	4502	Earth Anchors Ltd	778.80
1	HSBC Current 51219138	6	10/09/2024	Earth Acho	HSBC Deposit 01219154	778.80
3	HSBC Payroll 81345788	6	27/09/2024	BACS	Net Salaries	10,360.39
7	Safe (unbanked money)	6	30/09/2024	CHQ	Refund	550.00

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	6	03/09/2024	324,789.00
1	HSBC Current 51219138	6	09/09/2024	922.01
5	FairFX Bank Debit Card	6	10/09/2024	1,000.00
3	HSBC Payroll 81345788	6	20/09/2024	10,000.00
2	HSBC Deposit 01219154	6	04/09/2024	324,789.00
1	HSBC Current 51219138	6	05/09/2024	100,000.00
1	HSBC Current 51219138	6	20/09/2024	10,000.00
2	HSBC Deposit 01219154	6	10/09/2024	778.80
2	HSBC Deposit 01219154	6	06/09/2024	2,369.15
6	Handelsbanken 50044859	6	30/09/2024	2,088.00

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2024	Reigate & Banstead Borough Cou	15633/126	104.00		National Non-Domestic Rates
04/09/2024	HSBC Deposit 01219154	Precept	324,789.00		Precept transfered to Deposit
05/09/2024	Refund	BACS	16.98		Horley In Bloom paper cups
05/09/2024	Idverde Limited	10920839	6,347.70		Ground Maintenance Aug 2024
05/09/2024	PKF Littlejohn LLP	SB20241355	2,016.00		Professional services for AGAR
05/09/2024	SES Water	549095-8	100.00		549095-5/248/SES Water
05/09/2024	Refund	BACS	100.00		Damage Refund
05/09/2024	Bennetts Builders Ltd	4502	2,040.00		Works at various sites
10/09/2024	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals Bank
10/09/2024	James Corrigan	HORLEY/10	364.00		VAT only invoice
10/09/2024	HAGS-SMP Ltd	097467	83,999.99		MichaelCrescent new playground
10/09/2024	Smartguard Security	INV-25633	1,038.54		Mobile Security Patrols
10/09/2024	L&C Installations Ltd	13299	252.00		Horley Rec Lights replacement
10/09/2024	IASME Consortium Ltd	78412	384.00		Cyber Essentials purchase
10/09/2024	HSBC UK Bank PLC	11817768	57.24		Bank Charges fr August
10/09/2024	HSBC Deposit 01219154	Earth Acho	778.80		Earth Anchor entered wrongly
16/09/2024	SOS Systems Limited	00078561	84.30		Photocopying costs
16/09/2024	Sage UK	57974000	66.00		Sage Payroll
16/09/2024	Corona Energy	IN00024496	135.76		Electricity Charges at Cafe
16/09/2024	Corona Energy	IN00024418	113.58		Electricity Charges
16/09/2024	Corona Energy	IN00024494	153.22		Electricity Charges
17/09/2024	Refund	BACS	100.00		Damage Refund
17/09/2024	HS Door Systems Ltd	16068	288.00		Cafe door repairs
17/09/2024	Mulberry & Co	INV-0501	216.00		Staff Training
17/09/2024	Society of Local Council Clerk	MEM250875-	818.00		SLCC Membership SA
17/09/2024	LG Business Consultants	1000056	1,318.50		Consultancy & Project work
17/09/2024	Sussex Wildlife Trust	10181	2,235.00		Subscription to Gatwick GP
19/09/2024	HSBC	BACS	9.00		Bank Charges
19/09/2024	Zen Internet Limited	46341839	35.40		Broadband at Bowls club
20/09/2024	HSBC Payroll 81345788	Transfer	10,000.00		Trasnfer to Payroll
24/09/2024	Nviro Ltd	150493	8,151.28		Cleaning Invoice
24/09/2024	Spitfire Networking Services L	SBS1245419	139.20		Broadband charges Rec & Innes
25/09/2024	Micro Maintenance Limited	105844	479.30		Monthly IT Support
26/09/2024	BNP Paribas Leasing Solutions	FLLB594668	180.00		Photo Copier Lease
26/09/2024	HMRC	BACS	2,794.68		PAYE
27/09/2024	Horley Lions Club	BACS	500.00		Grant Payment to Horley Lions
27/09/2024	Fiona Stimpson	BACS	435.00		Horley In Bloom Expenditure
27/09/2024	Amazon Business	GB41772PAB	38.96		Office stationery
27/09/2024	Everflow Water	3631528	815.37		Water Charges
27/09/2024	Bennetts Builders Ltd	4092	1,303.06		Yearly invoce for works
27/09/2024	Jarrett & Lam Ltd	9399	925.20		Accessibility and Support char
27/09/2024	Kiasu Fire and Security Ltd	KFS24-R111	270.00		Albert Road Intruder Alarm
27/09/2024	Firetronics Limited	INV-13301	636.10		Horley Rec
30/09/2024	VIRGIN MEDIA BUSINESS	8030391010	72.00		Broadband at Albert Rd
30/09/2024	SumUp	BACS	4.02		Sum Up charges for Sept
Total Payments			455,705.18		

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2024	Email Blaster UK	EBUK-CC-36	15.59		2000 Emails per month
03/09/2024	FireFlies	BACS	120.00		FireFlies License
03/09/2024	FireFlies	BACS	4.76		Ai Meeting Software error
06/09/2024	Milk and More	BACS	5.00		Milk
11/09/2024	Amazon	BACS	150.00		Horley in Bloom Gift Cards
11/09/2024	Microsoft Ireland Operations L	E0200TA4CF	190.20		Microsoft License
11/09/2024	Adobe Systems Software Ireland	IEE2024010	60.66		Acrobat Pro
12/09/2024	Amazon	BACS	18.75		Horley In Bloom Crisps
13/09/2024	Milk and More	BACS	5.00		Milk
15/09/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
20/09/2024	Milk and More	BACS	5.00		Milk
23/09/2024	Microsoft Ireland Operations L	MISSING1	88.56		Invoice for Teams Calling
24/09/2024	Microsoft Ireland Operations L	MISSING	88.56		Invoice for Teams calling
24/09/2024	Microsoft Ireland Operations L	MISSING1	-88.56		Invoice for Teams paid wrongly
26/09/2024	Florist	BACS	42.00		Horley in Bloom Flowers
27/09/2024	Planning Portal RBBC	BACS	648.00		Office Expansion Planning App
27/09/2024	Milk and More	BACS	5.00		Milk and More
28/09/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
28/09/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
28/09/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
30/09/2024	GiffGaff	BACS	6.00		Mobile Phone Staff
30/09/2024	Milk and More	BACS	5.00		Milk
Total Payments			1,393.52		

11/10/2024

Horley Town Council

13:08

Sales Ledger Invoices totalling £0.00 or more
for the period 01/09/2024 to 30/09/2024

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	6	03/09/2024	03/09/2024	03/09/2024	941	GTW001	Gatwick Warriors	68.34	0.00	68.34
1	6	03/09/2024	03/09/2024	03/09/2024	936	CAR001	The Carlton Clinic	128.00	0.00	128.00
1	6	03/09/2024	03/10/2024	06/09/2024	937	HOR001	Horley Society of Artists	190.00	0.00	190.00
1	6	03/09/2024	03/09/2024	04/09/2024	939	CAR002	Carmel Pentecostal Church	52.00	0.00	52.00
1	6	03/09/2024	03/09/2024		942	HOR005	Horley United	0.00	0.00	0.00
1	6	03/09/2024	03/09/2024		943	HOR005	Horley United	53.34	0.00	53.34
1	6	03/09/2024	03/10/2024		935	CAI001	Francesca Cain	60.00	0.00	60.00
1	6	03/09/2024	03/10/2024		938	RCC001	RCCG City of Joy	345.00	0.00	345.00
1	6	03/09/2024	03/09/2024		940	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	6	03/09/2024	03/09/2024		944	ELT001	El Toro	45.00	0.00	45.00
1	6	03/09/2024	03/10/2024		945	HOR002	Horley AFC	73.00	0.00	73.00
1	6	03/09/2024	03/09/2024		946	MON001	Monotype FC	45.00	0.00	45.00
1	6	04/09/2024	04/09/2024	04/09/2024	947	GAT002	Gatton Trust	33.90	0.00	33.90
1	6	13/09/2024	13/09/2024	13/09/2024	948	MON001	Monotype FC	0.10	0.00	0.10
1	6	16/09/2024	16/09/2024		949	HA001	The Hawthorns School	22.60	0.00	22.60
1	6	16/09/2024	16/09/2024	20/09/2024	950	HCA001	Horley Carnival	30.98	0.00	30.98
1	6	16/09/2024	16/09/2024	16/09/2024	951	MO001	Mostafa Al-Baali	238.00	0.00	238.00
1	6	19/09/2024	19/09/2024		952	CAT001	Caterham School	45.20	0.00	45.20
1	6	24/09/2024	24/10/2024		953	FUZ001	Fuzion Martial Arts - Sean Reynolds	919.87	4.33	924.20
2	6	13/09/2024	13/09/2024	13/09/2024	ALT243	ALLTICL001	Mrs Louise Tickner	45.00	0.00	45.00

	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	22,049	7,800	(14,249)			282.7%	
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	<u>826,187</u>	<u>979,233</u>	<u>657,378</u>	<u>(321,855)</u>			149.0%	<u>307,336</u>
Net Income	<u>826,187</u>	<u>979,233</u>	<u>657,378</u>	<u>(321,855)</u>				
6001 less Transfer to EMR	239,976	307,336						
Movement to/(from) Gen Reserve	<u>586,211</u>	<u>671,897</u>						
<u>120 Albert Rooms</u>								
1210 Edmonds Hall Lettings	13,420	6,557	12,000	5,443			54.6%	
Albert Rooms :- Income	<u>13,420</u>	<u>6,557</u>	<u>12,000</u>	<u>5,443</u>			54.6%	<u>0</u>
4110 Compliance and Regulatory	420	105	0	(105)	(105)		0.0%	
4120 Window Cleaning	275	220	535	315	315		41.1%	
4195 Rates	3,119	(1,040)	1,100	2,140	2,140		(94.5%)	
4215 Maintenance Contracts	1,851	18,674	0	(18,674)	(18,674)		0.0%	16,435
4230 Utilities	5,233	2,208	5,413	3,205	3,205		40.8%	
4340 Signage	65	0	0	0	0		0.0%	
Albert Rooms :- Indirect Expenditure	<u>10,962</u>	<u>20,168</u>	<u>7,048</u>	<u>(13,120)</u>	<u>0</u>	<u>(13,120)</u>	286.2%	<u>16,435</u>
Net Income over Expenditure	<u>2,458</u>	<u>(13,611)</u>	<u>4,952</u>	<u>18,563</u>				
6000 plus Transfer from EMR	0	16,435						
Movement to/(from) Gen Reserve	<u>2,458</u>	<u>2,823</u>						
<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	0	3,537	3,537	3,537		0.0%	
Legal and Statutory :- Indirect Expenditure	<u>14,160</u>	<u>15,288</u>	<u>19,298</u>	<u>4,010</u>	<u>0</u>	<u>4,010</u>	79.2%	<u>0</u>
Net Expenditure	<u>(14,160)</u>	<u>(15,288)</u>	<u>(19,298)</u>	<u>(4,010)</u>				
<u>140 Salaries</u>								
4000 Salaries	184,492	90,901	219,522	128,621	128,621		41.4%	
4010 NIC Employer	15,795	7,593	17,910	10,317	10,317		42.4%	
4020 Superannuation Employer	31,791	15,545	41,479	25,934	25,934		37.5%	
Salaries :- Indirect Expenditure	<u>232,078</u>	<u>114,039</u>	<u>278,911</u>	<u>164,872</u>	<u>0</u>	<u>164,872</u>	40.9%	<u>0</u>
Net Expenditure	<u>(232,078)</u>	<u>(114,039)</u>	<u>(278,911)</u>	<u>(164,872)</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Office Expenditure</u>								
1110 Photocopying Income	33	31	0	(31)			0.0%	
1610 Events Income	0	100	0	(100)			0.0%	
Office Expenditure :- Income	<u>33</u>	<u>131</u>	<u>0</u>	<u>(131)</u>				<u>0</u>
4080 Stationery	491	31	826	795		795	3.8%	
4085 Postage and Couriers	190	128	100	(28)		(28)	127.5%	
4090 Office Supplies and Equipment	3,650	2,224	3,537	1,313		1,313	62.9%	
4095 Website	2,400	1,056	2,800	1,744		1,744	37.7%	
4100 Communication	2,203	1,419	3,500	2,081		2,081	40.5%	
4105 Photocopier Expenditure	1,553	673	2,000	1,327		1,327	33.6%	
4110 Compliance and Regulatory	730	235	0	(235)		(235)	0.0%	
4120 Window Cleaning	55	0	0	0		0	0.0%	
4125 IT and Support	9,508	4,884	10,000	5,116		5,116	48.8%	
4230 Utilities	75	0	0	0		0	0.0%	
Office Expenditure :- Indirect Expenditure	<u>20,855</u>	<u>10,649</u>	<u>22,763</u>	<u>12,114</u>	<u>0</u>	<u>12,114</u>	<u>46.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,822)</u>	<u>(10,518)</u>	<u>(22,763)</u>	<u>(12,245)</u>				
<u>160 Administration</u>								
1140 Reigate & Banstead Income	1,250	0	0	0			0.0%	
1150 SCC Your Councillor Community	35,853	8,543	0	(8,543)			0.0%	8,543
1160 YFS Small Community Projects	1,195	0	0	0			0.0%	
1720 Administration Charge	1	0	0	0			0.0%	
Administration :- Income	<u>38,299</u>	<u>8,543</u>	<u>0</u>	<u>(8,543)</u>				<u>8,543</u>
4140 Bank Charges	1,058	519	1,179	660		660	44.0%	
4145 Professional Fees	27,180	9,491	30,000	20,509		20,509	31.6%	916
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	921	2,000	1,079		1,079	46.0%	
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	9,010	11,000	1,990		1,990	81.9%	
Administration :- Indirect Expenditure	<u>60,473</u>	<u>19,911</u>	<u>47,349</u>	<u>27,438</u>	<u>0</u>	<u>27,438</u>	<u>42.1%</u>	<u>916</u>
Net Income over Expenditure	<u>(22,174)</u>	<u>(11,368)</u>	<u>(47,349)</u>	<u>(35,981)</u>				
6000 plus Transfer from EMR	33,384	916						
6001 less Transfer to EMR	34,783	8,543						
Movement to/(from) Gen Reserve	<u>(23,573)</u>	<u>(18,996)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>170 Compliance & Regulatory</u>								
4110 Compliance and Regulatory	3,221	3,415	5,895	2,480		2,480	57.9%	
4135 Fire System Maintenance	0	350	0	(350)		(350)	0.0%	
4310 Repairs	487	0	0	0		0	0.0%	
Compliance & Regulatory :- Indirect Expenditure	3,708	3,765	5,895	2,130	0	2,130	63.9%	0
Net Expenditure	(3,708)	(3,765)	(5,895)	(2,130)				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	16,614	11,677	22,932	11,255		11,255	50.9%	
4310 Repairs	160	320	5,000	4,680		4,680	6.4%	
Maintenance and Repair :- Indirect Expenditure	16,774	11,997	27,932	15,935	0	15,935	42.9%	0
Net Expenditure	(16,774)	(11,997)	(27,932)	(15,935)				
<u>190 Office Other Running Costs</u>								
4215 Maintenance Contracts	242	0	0	0		0	0.0%	
Office Other Running Costs :- Indirect Expenditure	242	0	0	0	0	0		0
Net Expenditure	(242)	0	0	0				
<u>210 Court Lodge & Innes Pavilion</u>								
1310 Football Pitches Income	6,021	3,197	6,300	3,103			50.7%	
1320 Innes Pavilion Rent Income	10,000	5,000	10,000	5,000			50.0%	
1340 Utilites income	1,293	562	0	(562)			0.0%	
Court Lodge & Innes Pavilion :- Income	17,314	8,759	16,300	7,541			53.7%	0
4110 Compliance and Regulatory	3,028	(131)	0	131		131	0.0%	
4210 Cleaning	3,283	3,165	3,549	384		384	89.2%	
4215 Maintenance Contracts	1,442	570	1,179	609		609	48.3%	
4230 Utilities	4,374	2,708	4,500	1,792		1,792	60.2%	
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	300	1,214	914		914	24.7%	
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	31,088	16,515	(14,573)	0	(14,573)	188.2%	40,703
Net Income over Expenditure	(31,199)	(22,329)	(215)	22,114				
6000 plus Transfer from EMR	15,873	40,703						
Movement to/(from) Gen Reserve	(15,326)	18,374						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220</u> <u>Horley Recreation Ground</u>								
1340 Utilites income	6,561	508	0	(508)			0.0%	
1400 Café in the Park Rent Income	12,400	1,629	12,600	10,971			12.9%	
1600 Bowling Club Lease	0	0	301	301			0.0%	
1610 Events Income	3,300	2,700	7,000	4,300			38.6%	
1620 Banners	1,437	475	1,400	925			33.9%	
Horley Recreation Ground :- Income	<u>23,698</u>	<u>5,311</u>	<u>21,301</u>	<u>15,990</u>			<u>24.9%</u>	<u>0</u>
4110 Compliance and Regulatory	2,486	170	0	(170)		(170)	0.0%	
4215 Maintenance Contracts	2,601	5,324	3,500	(1,824)		(1,824)	152.1%	
4230 Utilities	8,686	2,311	1,440	(871)		(871)	160.5%	
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	10,958	10,382	(576)		(576)	105.5%	
4405 Playground Repairs	27,604	(16,000)	8,756	24,756		24,756	(182.7%)	
4410 Parks Furniture	3,700	1,537	6,255	4,718		4,718	24.6%	
4415 Café in the Park Expenditure	383	450	2,358	1,908		1,908	19.1%	
4420 Memorial & Ornamental Gdns	3,423	1,408	6,072	4,664		4,664	23.2%	
4425 Events expense	428	0	0	0		0	0.0%	
Horley Recreation Ground :- Indirect Expenditure	<u>64,620</u>	<u>7,373</u>	<u>53,413</u>	<u>46,040</u>	<u>0</u>	<u>46,040</u>	<u>13.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(40,922)</u>	<u>(2,061)</u>	<u>(32,112)</u>	<u>(30,051)</u>				
6000 plus Transfer from EMR	9,645	0						
Movement to/(from) Gen Reserve	<u>(31,277)</u>	<u>(2,061)</u>						
<u>230</u> <u>Church Road Allotments</u>								
1500 Allotment Rent Income	3,295	154	3,465	3,311			4.4%	
Church Road Allotments :- Income	<u>3,295</u>	<u>154</u>	<u>3,465</u>	<u>3,311</u>			<u>4.4%</u>	<u>0</u>
4215 Maintenance Contracts	9,020	0	0	0		0	0.0%	
4230 Utilities	89	985	1,000	15		15	98.5%	
4310 Repairs	388	405	2,181	1,776		1,776	18.6%	
Church Road Allotments :- Indirect Expenditure	<u>9,497</u>	<u>1,390</u>	<u>3,181</u>	<u>1,791</u>	<u>0</u>	<u>1,791</u>	<u>43.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,202)</u>	<u>(1,236)</u>	<u>284</u>	<u>1,520</u>				
6000 plus Transfer from EMR	8,975	0						
Movement to/(from) Gen Reserve	<u>2,773</u>	<u>(1,236)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>240 Langshott Allotments</u>								
1500 Allotment Rent Income	8,345	144	3,990	3,846			3.6%	
Langshott Allotments :- Income	<u>8,345</u>	<u>144</u>	<u>3,990</u>	<u>3,846</u>			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	558	2,948	2,390		2,390	18.9%	
4310 Repairs	1,366	438	2,000	1,562		1,562	21.9%	
4340 Signage	0	114	0	(114)		(114)	0.0%	
Langshott Allotments :- Indirect Expenditure	<u>25,896</u>	<u>2,217</u>	<u>6,448</u>	<u>4,232</u>	<u>0</u>	<u>4,232</u>	34.4%	0
Net Income over Expenditure	<u>(17,551)</u>	<u>(2,073)</u>	<u>(2,458)</u>	<u>(386)</u>				
6000 plus Transfer from EMR	22,665	0						
Movement to/(from) Gen Reserve	<u>5,114</u>	<u>(2,072)</u>						
<u>260 Michael Crescent</u>								
4110 Compliance and Regulatory	186	0	0	0		0	0.0%	
4195 Rates	243	0	0	0		0	0.0%	
4215 Maintenance Contracts	62	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	<u>24,375</u>	<u>70,105</u>	<u>1,000</u>	<u>(69,105)</u>	<u>0</u>	<u>(69,105)</u>	7010.5%	70,000
Net Expenditure	<u>(24,375)</u>	<u>(70,105)</u>	<u>(1,000)</u>	<u>69,105</u>				
6000 plus Transfer from EMR	18,970	70,000						
Movement to/(from) Gen Reserve	<u>(5,405)</u>	<u>(105)</u>						
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	280	180	500	320		320	36.0%	
Emlyn Meadows :- Indirect Expenditure	<u>280</u>	<u>180</u>	<u>500</u>	<u>320</u>	<u>0</u>	<u>320</u>	36.0%	0
Net Expenditure	<u>(280)</u>	<u>(180)</u>	<u>(500)</u>	<u>(320)</u>				
<u>280 Town Centre</u>								
1250 Councillors Hospitality Income	150	0	0	0			0.0%	
1300 Devolved Powers RBBC Income	1,700	0	1,700	1,700			0.0%	
Town Centre :- Income	<u>1,850</u>	<u>0</u>	<u>1,700</u>	<u>1,700</u>			0.0%	0

Detailed Income & Expenditure by Budget Heading 01/10/2024

Month No: 6

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	9,975	9,788	(187)		(187)	101.9%	2,378
4620 HTC Events	2,406	1,389	4,000	2,611		2,611	34.7%	
4630 Christmas Tree	509	0	2,000	2,000		2,000	0.0%	
Town Centre :- Indirect Expenditure	14,994	10,476	15,788	5,312	0	5,312	66.4%	2,378
Net Income over Expenditure	(13,145)	(10,476)	(14,088)	(3,612)				
6000 plus Transfer from EMR	0	2,378						
Movement to/(from) Gen Reserve	(13,145)	(8,098)						
290 Security								
4330 Security	7,119	4,213	10,000	5,787		5,787	42.1%	
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	89	2,332	2,244		2,244	3.8%	
Security :- Indirect Expenditure	11,186	4,301	18,201	13,900	0	13,900	23.6%	0
Net Expenditure	(11,186)	(4,301)	(18,201)	(13,900)				
310 Full Council								
4110 Compliance and Regulatory	0	200	0	(200)		(200)	0.0%	
4350 Tree Surgery	1,500	100	0	(100)		(100)	0.0%	
4500 GM Contracts	55,379	31,739	65,000	33,262		33,262	48.8%	
4710 Churchyards Grant	6,750	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	2,150	1,659	3,000	1,341		1,341	55.3%	
Full Council :- Indirect Expenditure	65,779	40,448	74,750	34,302	0	34,302	54.1%	0
Net Expenditure	(65,779)	(40,448)	(74,750)	(34,302)				
320 Loans								
4700 Café in the Park - PWLB	27,596	13,798	27,596	13,798		13,798	50.0%	
4730 Council office - PWLB	19,545	9,772	19,545	9,773		9,773	50.0%	
Loans :- Indirect Expenditure	47,141	23,570	47,141	23,571	0	23,571	50.0%	0
Net Expenditure	(47,141)	(23,570)	(47,141)	(23,571)				

Detailed Income & Expenditure by Budget Heading 01/10/2024

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	1,008,832	716,134	(292,698)			140.9%	
Expenditure	671,533	386,963	646,133	259,170	0	259,170	59.9%	
Net Income over Expenditure	<u>260,907</u>	<u>621,869</u>	<u>70,001</u>	<u>(551,868)</u>				
plus Transfer from EMR	109,512	130,432						
less Transfer to EMR	274,759	315,879						
Movement to/(from) Gen Reserve	<u>95,661</u>	<u>436,422</u>						

Horley Town Council
Council Grant Scheme



INTRODUCTION

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

BACKGROUND

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

GRANT CRITERIA

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

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

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

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

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

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

Grant Application

Organisation Information		
Name & Address: Telephone No: Email Address: Website:	Men In Sheds Project Supported by – Alliance for Better Care CIC 120 Victoria Road Horley RH6 7BL	
Is the organisation a non-profit making body?	Yes, ABC is a Community Interest Company whose articles state it is not for profit. Men In Sheds is an informal group of volunteers and ABC provides support to them including use of estate and access to a bank account	
When was your organisation formed?	Men In Sheds started in August 2023, Alliance for Better Care formed in 2015	
If your organisation is a registered charity please give the registration number		
Number of members in the organisation	Adult Over 50 people on the books who may attend, up to 20 at each session	Junior (Under 16) N/A
What percentage of your membership lives in Horley?	100%	
Is membership restricted in any way?		
No although targeted as Men in Sheds anyone is welcome to attend		
Is there a membership fee or other charges for access to your activities? Please give details		
No attendance is free		
Details of Grant Request		
Purpose for which grant is required.	Purchase of a metal storage shed to sit in the Horley Health Hub garden and enable projects that are being worked on from week to week to be stored in the dry whilst the shed containing tools can still be accessed.	
How will Horley resident's benefit?	This will enable the group to make more items that can then be sold to the public providing them with a small income to cover costs for materials, insurance, refreshments and publicity.	
Is the project open to everyone?	Yes anyone can attend Men in Sheds	
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	This is not a new project	
What is the amount of Grant you are seeking from Horley Town Council?	£1000	

What is the total cost of the project or activity?	£1200 including purchase, extension of concrete base and installation
Please state what contribution your organisation will make towards project (either financial or in kind)	ABC already provide Men In Sheds with use of space, utilities and advertising free of charge, if successful we could cover any additional cost in installation
Funds granted from other bodies (Please give details)	£100 – Lions
Please indicate how you have arrived at the total cost?	Based on quotes for installation of shed (cost of shed circa £900, installation circa £300)
If there is a shortfall, how do you propose to fund the deficiency?	ABC will cover the cost

Previous Applications


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

None

Attachments

Documents	Yes	No
Constitution	Yes	
Annual Report	Yes	
Published Accounts	Yes	
Budget for activity	Yes (Appendix A)	
Budget for organisation		No

Declaration

Name	Katherine Saunders	
Position in Organisation	Chief Executive	
Bank Details	Account Name	Alliance for Better Care CIC
	Account Sort Code	30-94-38
	Account Number	34767660
Signature		
Name (Printed)	Katherine Saunders	
Date	11/09/2024	

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

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

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

Appendix A:

Budget for activity

Total Grant requested	£1000
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Description	Amount £	Remaining Funds after spend
Purchase of shed	£900	£100
Installation including extension of concrete base	£300	-£200**

**ABC have agreed to cover any additional cost in relation to installation (£200 as above).

Horley Town Council
Council Grant Scheme



INTRODUCTION

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BACKGROUND

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

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5. Organisations are not restricted to the number of grant applications which may be made. However, to ensure a fair distribution of funds applications will be limited to one per municipal year and the history of previous applications will be considered in the decision-making process.
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a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.

7. The maximum figure payable for grants will normally be £1,000.
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11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

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

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

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

Grant Application

Organisation Information					
Name & Address: Telephone No: Email Address: Website:	<p>Café Milk 46 HITCHINGS WAY REIGATE RH2 8EW</p> <p>07811 137561</p> <p>cafemilkcio@gmail.com</p> <p>www.cafemilk.org</p>				
Is the organisation a non-profit making body?	Yes				
When was your organisation formed?	<p>Our breastfeeding support groups have been running in Horley, Caterham, and Redhill since 2007/8, when they were first set up under the NCT's Baby Café brand.</p> <p>We lost our funding, venues and brand when the Children's Centres closed in 2018/9.</p> <p>We became a CIC under the name Café Milk in 2019 and converted to charitable status in January 2023.</p>				
If your organisation is a registered charity please give the registration number	1201791				
Number of members in the organisation	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Adult</td> <td style="width: 50%; border: none;">Junior (Under 16)</td> </tr> <tr> <td style="border: none;">N/A</td> <td style="border: none;">N/A</td> </tr> </table>	Adult	Junior (Under 16)	N/A	N/A
Adult	Junior (Under 16)				
N/A	N/A				
What percentage of your membership lives in Horley?	<p>We do not have a membership, but we estimate that approximately 33% of our volunteers and users of our service are in Horley (we have three branches in total). Last year 22% of parents who gave birth in East Surrey attended one of our cafes.</p>				
Is membership restricted in any way?					
We do not have a membership, but offer free drop-in support to any parent in East Surrey that requires our services.					
Is there a membership fee or other charges for access to your activities? Please give details					
No charge for any of our services.					
Details of Grant Request					
Purpose for which grant is required.	<p>Cafe Milk CIO is a charity to support infant feeding in the East Surrey area. We run free, café-style support drop-ins facilitated by qualified breastfeeding counsellors, healthcare professionals and peer supporters. Currently we have weekly Cafe Milk sessions in Horley, Caterham and Redhill during term time. We also regularly train breastfeeding mothers to become peer supporters.</p>				

	<p>Families face various challenges as they adapt to parenthood. Historically, although breastfeeding has been <i>promoted</i> in the UK (due to its significant health benefits for both mother and baby) it has not been <i>supported</i> or <i>normalised</i>. 81% of new mothers in the UK initiate breastfeeding. However, eight out of ten say that they then had to stop breastfeeding before they wanted to do so. Café Milk supports and welcomes all families however they feed their babies, but we focus on specialist breastfeeding support due to the gap that currently exists in provision.</p> <p>As a small charity, we rely solely on grants and donations to run our cafes. All our trustees and peer supporters are volunteers and our venues are provided free of charge by YMCA Horley, The Light Redhill and Oakhall Church Caterham. The Health Visitors who support at our cafes are supplied free of charge through a close partnership with First Community Health and Care.</p> <p>We contract qualified breastfeeding councillors to facilitate our sessions and to train our network of peer supporters. This makes up the bulk of our funding requirements, with other funding used for things like promotional materials, website hosting, accounting and insurance.</p> <p>It costs approximately £3,000 per year to run one of our cafes. To date we have been funded through a variety of grants but securing funding to keep us running has proved more difficult this year. A grant of £1,000 from Horley Town Council would help us to keep the Horley branch of Café Milk running for approximately four months.</p>
<p>How will Horley resident's benefit?</p>	<p>Last year our cafes were attended by 467 mothers (22% of all new mothers in East Surrey), so we would estimate a similar number of direct beneficiaries next year across our three cafes. We also provide volunteer opportunities for local mothers and train between 20 and 30 volunteers each year. These mothers not only support in our cafes but also help to share knowledge of breastfeeding and its benefits within the wider community.</p> <p>We support families with all aspects of infant feeding, but we also offer support for any other challenges they may face as parents. We work in close partnership with the health visiting team and have a health visitor at all of our sessions, and we regularly signpost parents to the right services to support with challenges such as child development and mental health.</p> <p>Our cafes provide a safe place for new parents to meet and support each other. In our latest parent support survey, 100% of parents said they would recommend Cafe Milk to a friend.</p>
<p>Is the project open to everyone?</p>	<p>Our cafés offer support to all parents in the area.</p>

If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	
What is the amount of Grant you are seeking from Horley Town Council?	£1,000
What is the total cost of the project or activity?	£9,000 per annum to run our three cafes.
Please state what contribution your organisation will make towards project (either financial or in kind)	We will secure the remainder of the funding by applying for grants and donations from other supporters.
Funds granted from other bodies (Please give details)	Grants secured this year: £2,000 - Tandridge Together Lottery Fund Grants secured in 2023: £446 - Alliance for Better Care / Growing Health Together £2,000 - Surrey County Council £5,000 - Community Foundation for Surrey
Please indicate how you have arrived at the total cost?	The total cost is calculated using our running costs from previous years and is to cover remuneration for our trained breastfeeding counsellor, training for new peer supports and ongoing training sessions throughout the year, insurance, publicity, website hosting, accounting, refreshments at our cafes and any other expenses.
If there is a shortfall, how do you propose to fund the deficiency?	Through grants and donations from other supporters.

Previous Applications

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

--

Attachments

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

Declaration

Name	Aimee Shields	
Position in Organisation	Trustee	
Bank Details	Account Name	Lloyds Bank Cafe Milk CIO
	Account Sort Code	30-99-50
	Account Number	53753160
Signature		

Name (Printed)	Aimee Shields (Trustee)
Date	30/09/24

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

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

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Funding for help for individuals in Horley in difficult situations for support with their winter fuel payments.

Total cost:	£40,000	Geography:	HORLEY SURREY
Funding requested:	£10,000	Primary beneficiaries:	Those in poverty
		Number of beneficiaries:	500

Reviewer's comments

The reviewer is aware of Horley Lions's incredible work in recent years to ensure that some of the towns most in need can access additional support with the high cost of electricity and gas.

Horley Lions' robust system enables them to directly pass funds to the service suppliers and work on referrals from a local foodbank, ensuring only those most in need are reached.

While mindful that this does little to address the underlying issue of fuel poverty, the reviewer recognises it helps those most in need at a moment of crisis. Other avenues through other agencies, such as CAB, are explored to help those in receipt of help to access all benefits and debt advice needed.

The reviewer recommends that this application is fully supported.

Income in last FY: £75,000

Financial position: According to the Annual Accounts 23/24, Horley Lions has £10,000 in unrestricted funds, equating to a month's running costs. However, Horley Lions is an entirely volunteer-run organisation, where reserves are kept to a minimum and are used as required. They fundraise and spend as much as possible each year. Their accounts show they understand restricted funding and hold a separate account for the WOW project; last year, it raised £26k, plus a surplus from the previous year, which enabled £33k to be allocated to those in need, with £7k in the balance carried forward.

Previous grant awards: Horley Lions has had two grants from CFSurrey since 2021, totalling £15,000. The most recent grant of £10,000 was awarded towards last year's WOW campaign, and reporting was to a high standard.

Amount recommended: £10,000

The application – in the words of the applicant

About the organisation

The Lions Club International was formed in the USA in 1917. Thanks to the Queen Mother the first Lions Club in London was founded in 1950. This has now grown to encompass 1.4million members globally and hundreds of members belonging to a key number of Lions Clubs throughout the UK. The aim of the Lions International is to be a Global leader in community and humanitarian service. Lions International work with the United Nations, Blind Veterans UK, Sightsavers, Marie Curie, Unicef UK as well as supporting many other charities across the world. In 1976 members of the Lions Clubs International founded LIBRA which is the official charity for the Haematology Department at Kings college Hospital in London. LIBRA stands for Lions International Blood Research Appeal.

The Horley Lions Club was formed in 1963 and has served the communities of Horley, Redhill, Reigate and other surrounding villages for many years. Horley Lions have a total of around 34 volunteers who are committed to supporting many fundraising events throughout the year that not only bring local communities together but also help raise funds for other local charities and local household communities in need. The Annual events we hold and support are the Ifield Fete, Horley Carnival, Skittles week, Dog Show, Bonfire night and our many Santa rounds. All of our events are very well received and are aimed at bringing our communities together and to have fun. As well as holding many fundraising events throughout the year we also have our Book Case based at Gatwick Airport Platform 4 which we restock on a regular basis as well as hold a regular Book Stall sale on the Horley High Street which also helps with our fundraising. The Lions are also keen to promote the "message in a bottle" which is all about encouraging people to keep their personal and medical details on a standard form in a common location such as the fridge. That way this information can be found in the event on an emergency. To date more than 5 million bottles have been distributed across the UK by local Lions Clubs. These are free and anyone can contact their local Lions Club.

In 2022 the Horley Lions have been able to provide donations to over 20 local charities. Here is some of the Charities we have helped this year. The KSS Air Ambulance, SERV S&L Bloodrunners, Young Epilepsy Research, Surrey Young Carers, Lucy Rayner, Stripey Stork, Parkinsons UK, PARA Teddies (local paramedic we lost through COVID), Ukraine Relief as well as helping to pay money onto Gas & Electric bills via our campaign known as the WOW campaign which

stands for Warm Over Winter. This is a campaign that was set-up in 2021 where we were able to raise just over £8k which resulted in the Lions working with the Churches of Horley Food Bank & Food Club who would refer those households in need to the Lions. Those referrals resulted in the Horley Lions being able to help 238 adults & children across 86 households over a 16 week period. The Horley Lions volunteers running the campaign were able to use the hall in the Horley Food Bank Church where we were able to then put money directly onto Gas & Electric cards or we were able to make BACS payments directly onto their supplier account if they were on a DD service. The Horley Food Club at Regents Hall in Horley were also able to provide us with a table whereby we could then help & support the Elderly who were choosing between "heating or eating" so by working between both the Food Bank and the Food Club of Horley we were able to help both the Elderly & Younger family households.

0 full time staff, 0 part time staff, 36 volunteers, 10 Trustees

What problems do the people you work with face?

The households being supported will be experiencing hardship due to ill health, being out of work, caring for the elderly, not having enough money to live on so seeking support from local Food Banks. These households will also be receiving numerous benefits such as Universal Credit and Attendance Allowance.

Project and activity details

We provide support on a twice weekly basis at the local Food Bank and local Food Club where they can come and receive help from us in the way of us topping up their Gas and or Electric Meters. The local schools & local money support teams from housing can make referrals to us and again we will do all we can to support them.

What difference will your project make and how will this be measured?

This support means that these households can go home and put their heating on. It means they can have a shower or a bath. They can eat a meal. This support means they do not have to go without.

We keep an excel spreadsheet of everyone we support so that we can see how much each household is receiving at any given time.

Case study

Households have told us how much this helps them. We had one individual who told us that by putting money onto his Electric he was able to go home and make himself something to eat. We have received thanks from houses who have said that they have been able to give the children a bath in hot water. One male individual told us that he was able to have a shave & shower in hot water which made him feel so much better in himself.