

# HORLEY TOWN COUNCIL

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## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday 16 June 2026 at 7.30pm

Venue: Horley Baptist Church, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG

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#### 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 16 June 2026, at the Horley Baptist Church, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Chief Executive Officer

<b>Members' Apologies:</b>	If required, a Member must submit their apologies for this meeting by sending an email to: <a href="mailto:info@horleysurrey-tc.gov.uk">info@horleysurrey-tc.gov.uk</a> or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.
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<b>Public Forum:</b>	<b><i>Members of the Public and Press are welcome to attend this meeting in person.</i></b>
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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 Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair 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 Horley Baptist Church, Ramsey Room, 289 Court Lodge Road, Horley RH6 8RG on Tuesday 16 June 2026 at 7.30pm

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 Annual Council Meeting held on [5 May 2026](#).
- 5 Office of Town Councillor (Horley West Ward), filled by Co-option on 5 May 2026 (Maggie Evans duly co-opted)**  
To receive the elected Member's Declaration of Disclosable Pecuniary and Non-Pecuniary Interests.
- 6 Full Council Updates**
- 7 Committee Reports**
  - i) To receive the unapproved Minutes of the meetings of the following Committee:  
**Leisure Committee** held on [21 April 2026](#) and [5 May 2026](#)  
**Planning and Development Committee** held on [5 May 2026](#) and [12 May 2026](#)
  - ii) To receive the approved Minutes of the meetings of the following Committee:  
**Planning and Development Committee** held on [7 April 2026](#)
- 8 Council Chair's Report**  
To receive a report of events attended by the Chair or representative since the Full Council meeting held on 5 May 2026 (attached).
- 9 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To receive any updates from Cllr Mike George as the HTC representative on the SALC Board.
  - ii) To receive any other updates from the National and County Associations.
- 10 East Surrey Shadow Authority, Borough and County Councils**
  - i) To receive an update on the ESSA/SCC/RBBC/HTC Joint Council meeting, held on 1 June 2026.
  - ii) To receive an update on the RBBC/HTC Liaison meeting, held on 8 June 2026.
- 11 Internal Audit Matters**
  - i) **Internal Audit 2025/26:** To receive the Final Report from the Internal Auditor and responses from the CEO/RFO, as necessary (attached).
  - ii) To receive the Councillors' Audit Certificates for January, February, and March 2026 (attached).
  - iii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 March 2026 (attached).
  - iv) To agree the Councillor Audit Rota for 2026/27 (attached).
  - v) To consider the independence and competence of Mulberry & Co and to appoint them as the Council's internal auditors for three years (2026/27 -2028/29) on a fixed price contract.
- 12 Annual Audit for the Year Ending 31 March 2026**
  - i) To approve the unaudited Balance Sheet and Reserve Analysis as of 31 March 2026 (attached).
  - ii) To approve the Annual Governance Statement 25/26 (Section 1) (attached).
  - iii) To approve the Accounting Statement 25/26 (Section 2) and the Annual Internal Audit Report (attached).
- 13 Community Foundation for Surrey - Horley Edmonds Community Fund (HECF)**
  - i) To consider an application from Citizens Advice Reigate & Banstead towards its Community Outreach Programme in Horley.
  - ii) To ratify the CFS Trustees' Drawdown Recommendations and the Town Council's response.
  - iii) To receive the HECF Statement for the period 1 April 2025 to 31 March 2026 and an update on any other matters.

To: Cllrs Avery, Baird, Beech, Blacker, Burnham, Chester, Easterbrook, Evans, Fagan, George, Hudson, Hughes, Marr, Marshall, Mearing, Saunders, Turner, Wotton

- 14 **HTC Grants Scheme – Funding Applications**
- i) To consider an application from St Bart’s Church, for £800 towards a tree survey in the New Churchyard.
  - ii) To consider an application from Horley Town Women’s FC for £1,000 towards their running costs.
  - iii) To consider an application from Langshott Allotments Tenants Association (LATA) for £554 to help fund replacement garden tools (following a theft from its lock-up) and a 240v inverter for its community shelter.
- 15 **Operational Matters**
- i) **Innes Pavilion Refurbishment:** To agree a Working Group to take forward proposals for the capital project.
  - ii) **Café In The Park:** To ratify expenditure of £4,242.60 plus VAT to replace the fire blanket at the café.
  - iii) **General Power of Competence (GPC):** To ratify a donation of £500 through the GPC to the Horley Lions, with representation as guest speaker at the Annual Town Public Forum on 15 May 2026.
- 16 **Section 32A of the Localism Act 2011:** To note legislative changes to be introduced on 29 June 2026, in regard to the publication of Councillors' home addresses on public Registers of Interest and council website.
- 17 **Town Council Commercial Combined Insurance Renewal 2026/27 totalling £15,989.63**
- i) To ratify the annual Combined Insurance Premium from Aviva, in the total sum of £14,361.88 (including IPT and administration charge).
  - ii) To ratify the annual Personal Accident Premium from Aviva, in the total sum of £489.59 (including IPT and administration charge).
  - iii) To ratify the Town Council’s separate annual Cyber Protection Policy for 2026/27 in the total sum of £1,138.16 (including IPT and administration charge).
- 18 **Working Groups:** To receive an update from the **Chair of the Environment Working Group** at its 2 June 2026 meeting.
- 19 **Outside Bodies**  
To receive any updates from the Town Council representatives on the following outside bodies:
- i) Borough Standards Committee
  - ii) Royal British Legion
- 20 **CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project:** To receive an update on the project.
- 21 **Communications Received**
- 22 **Diary Dates**
- 23 **Items for Future Consideration:** To note urgent business for inclusion on future agenda.
- 24 **Press Release:** To agree items for inclusion.
- 25 **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.”**
- 26 **Confidential Minutes** **CONFIDENTIAL**  
To approve the confidential minutes of the Ordinary Meeting of the Council held on 5 May 2026.
- 27 **R&BBC Community Assets Transfer (CATs) Scheme and Innes Pavilion Refurbishment Grant** **CONFIDENTIAL**
- i) To consider the Committee Decision Report; and to consider for approval the five Officer Recommendations relating to Community Asset Transfers, associated Commuted Sums, acceptance of the proposed Borough Council Grant Funding for the Innes Pavilion project and the Council’s contribution towards the project from Neighbourhood CIL funds.
  - ii) **Innes Pavilion Refurbishment Project:** To approve expenditure of £1,240 + VAT to MVL Architects, to undertake a comprehensive Sketch Scheme on potential layouts and design options for the Innes Pavilion, to support the Innes Pavilion refurbishment.



Signed: Chief Executive Officer  
11 June 2026

Date of Next Meeting – 28 July 2026



# HORLEY TOWN COUNCIL

## Minutes of the Annual Meeting of Horley Town Council held on Tuesday 5 May 2026 at 7.30pm

<b>Present</b>	<b>Cllrs</b>	Hannah Avery	Emma Fagan (Vice Chair)	Samantha Marshall
		Jante Baird	Mike George	Sam Mearing
		Jordan Beech	Jerry Hudson	Martin Saunders
		Lynne Burnham	Cecilia Hughes	Tom Turner
		Victoria Chester	Robert Marr	Steve Wotton
		Lynnette Easterbrook (Chair)		

**In Attendance**

J Walsh (Chief Executive Officer - CEO)  
S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)  
J Stay (Planning Officer and PA Support)

### C 6335 Election of the Chair of the Council

Cllr George proposed and Cllr Saunders seconded that Cllr Lynnette Easterbrook be nominated as Chair of the Council and Town Mayor. Members were asked by the CEO if there were any further nominations. There were no other nominations for the post. This was put to the vote and Cllr Easterbrook was unanimously elected.

**RESOLVED: that Cllr Lynnette Easterbrook be elected Chair of Horley Town Council and Town Mayor for the Municipal Year 2026/27.**

### C 6336 Receipt of the Incoming Chair's Declaration of Acceptance of Office

**RESOLVED: that receipt by the CEO of the signed Declaration of Acceptance of Office as Council Chair from Cllr Lynnette Easterbrook, for the Municipal Year 2026/27, be noted.**

### C 6337 Election of the Vice-Chair of the Council

Cllr Fagan proposed and Cllr Burnham seconded that Cllr Samantha Mearing be nominated as Vice-Chair of the Council and Deputy Town Mayor. The Members were asked by the Council Chair if there were any further nominations, to which Cllr Marshall proposed, and Cllr Baird seconded that Cllr Hannah Avery be nominated as Vice-Chair of the Council and Deputy Town Mayor. Cllr Sam Mearing was declared elected by a simple majority vote with 10 votes.

**RESOLVED: that Cllr Samantha Mearing be elected Vice-Chair of Horley Town Council and Deputy Town Mayor for the Municipal Year 2026/27.**

### C 6338 Apologies and Reasons for Absence

**RESOLVED: that apologies received from Cllr Blacker, be approved with officer recommendations that they be accepted.**

**Office of Town Councillor (Horley West Ward) – Vacancy to be filled by Co-Option**

### C 6339 Eligibility for Co-Option

The Chair welcomed the two candidates, Maggie Evans and Richard Greaves. The CEO confirmed that both candidates were eligible for co-option and that a third application had unfortunately been withdrawn. Members received an oral presentation from both

C 6339) candidates when invited to address the Committee separately and were asked questions in regard to their statement.

***RESOLVED: that the two candidates for the Horley West Ward Town Councillor presented their oral statements, be noted.***

C 6340 Voting Process

The CEO explained the voting process: both candidates were eligible for co-option and an absolute majority would be required for the election as stated in the Council's Co-Option Policy.

***RESOLVED: that the explanation from the CEO prior to voting, be noted.***

C 6341 Vacancy (Horley West Ward) Results

Following the voting process and verification by officers, the Council Chair announced the result. The Chair thanked both candidates for their interest in Horley Town Council. She explained that the co-opted member plus the other candidate were welcome to remain in the Public Forum for the public session of this meeting. The co-opted member would be able to formally attend meetings once the CEO had received their signed Declaration of Acceptance of Office.

***RESOLVED: that Maggie Evans be duly co-opted to Horley Town Council, representing Horley West Ward.***

C 6342 Declaration

***RESOLVED: that the signed Declaration of Acceptance of Office of Maggie Evans, be received.***

C 6343 Ordinary Meeting of the Council, 17 March 2026

***RESOLVED: that the Minutes of the Council Meeting held on [17 March 2026](#), be approved.***

C 6344 Receipt of any amendments to Members' Notification of Disclosable Pecuniary Interests

The CEO confirmed that the Members' Register of Interests were up to date with accurate records held as custodian for the Council and no Disclosable Pecuniary Interests had been declared.

***RESOLVED: noted.***

C 6345 Confirmation of Inspection of Town Council Deeds and Trust Instruments

The CEO confirmed that all Town Council Deeds and Trust Instruments had been inspected and were in order. She added that they were stored in a secure fire-proof cabinet, in addition to a digital legal document archive and index with links to the documents for extra resilience.

***RESOLVED: that the annual inspection of Town Council Deeds and Trust Instruments with no issues arising, be noted.***

- C 6346 **Council Appointments 2026/27**  
**RESOLVED: that the appointment of Members to the following Committees:**
- *Leisure and Amenities Committee*
  - *Planning and Development Committee*
  - *Staff Committee*
- for the Municipal Year 2026/27 and appended to the signed copy of these minutes, be approved.*
- C 6347 **Appointment of a Finance Lead Member**
- Cllr Turner proposed and Cllr George seconded that Cllr Martin Saunders be nominated as Finance Lead Member. Members were asked by the Council Chair if there were any further nominations. There were no other nominations for the post. This was put to the vote and Cllr Saunders was declared elected as Finance Lead Member by a simple majority.
- RESOLVED: that the appointment of Cllr Martin Saunders as Finance Lead Member for the Municipal year 2026/27, be approved.**
- Members' Appointments to Committees, Sub-Committees, Outside Bodies and Working Groups 2026/27**
- Members' Appointments for the Municipal Year 2026/27 were considered and agreed. It was noted that the election of Chair and Vice-Chair to the Standing Committees would be made at the first of each of these meetings to be held immediately after the Annual Council Meeting.
- C 6348 **RESOLVED: that the appointment of Members to serve on Committees, Sub-Committees, Outside Bodies and Working Groups for the Municipal Year 2026/27 and appended to the signed copy of these minutes, be approved.**
- C 6349 **RESOLVED: that Cllr Maggie Evans be appointed to serve on the Leisure and Amenities Committees of Horley Town Council.**
- C 6350 **RESOLVED: that an addition to the Workings Groups 2026/27 list, to include the Community Foundation for Surrey's Area Panel Meetings, represented by Cllr Mike George and Cllr Martin Saunders, be approved.**
- C 6351 **Calendar of Council Meetings 2026/27**  
**RESOLVED: that the amended Calendar of Meetings for the Municipal Year 2026/27 and appended to the signed copy of these Minutes, be approved.**
- Council Governance: Annual Review**
- C 6352 **Standing Orders:**
- The CEO reported that Standing Orders has been amended in line with the Model Standing Orders 2026 Update (England). She explained that an addition was made to Meetings Generally on page 6, '*subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting*' as a mandatory requirement.
- RESOLVED: that the Town Council's Standing Orders, as amended in the NALC Model Standing Orders 2026, be adopted published on the Town Council website, with the following addition:**
- i) *That SO 3p (Meetings Generally), stating that "subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting", be approved.*

- C 6353**                    **Financial Regulations:**
- The Assistant CEO/RFO reported that the Financial Regulations had been reviewed by officers and there were no amendments contained in the Model Financial Regulations for Local Councils (March 2026).
- RESOLVED: that that Town Council's Financial Regulations, be readopted with no changes and published on the Town Council website.**
- C 6354**                    **RESOLVED: that the Town Council's Scheme of Delegation (former version adopted on 6 May 2025), subject to any changes required in the LGR transition year leading up to April 2027 being made to the Scheme accordingly and published on the Town Council website.**
- C 6355**                    **Review of Council spending under the General Power of Competence (GPC)**
- RESOLVED: that the list of payments approved by Town Council under the General Power of Competence (GPC) for 2025/26, be noted.**
- C 6356**                    **Members' Allowance Scheme**
- RESOLVED: that**
- i) the arrangements for the payment of Members allowances for the 2026/27 Municipal year, be noted.**
  - ii) the procedural arrangements by Members for opting out of the Members' Allowance Scheme for 2026/27, be noted.**
- C 6357**                    **HTC Grants Scheme – Funding Application (Upfield and Cheyne Walk Resident Group)**
- Cllr Samantha Mearing declared a non-pecuniary interest as she is a member of the Upfield and Cheyne Walk Resident Group.
- RESOLVED: noted.**
- C 6358**                    The grant application from the Upfield and Cheyne Walk Resident Group for £100 for further plants and bulbs for the roundabout was ratified; proposed by Cllr Saunders and seconded by Cllr Avery.
- RESOLVED: that a grant application from the Upfield and Cheyne Walk Resident Group for £100 for further plants and bulbs for the roundabout, be ratified.**
- C 6359**                    **Community Foundation for Surrey (CFS) – Horley Edmonds Community Fund (HECF)**
- The CEO explained that the year-end statement is yet to be received from the CFS and will be included in the Annual Report. The CEO of the Foundation had agreed to provide a report over the past year and the latest progress of the fund at the Annual Town Public Forum on 15 May 2026.
- RESOLVED: noted.**
- C 6360**                    **HTC Neighbourhood CIL**
- The Assistant CEO/RFO gave an update on the HTC Neighbourhood CIL Report from RBBC.
- RESOLVED: that receipt of the latest quarterly CIL Report from Reigate and Banstead Borough Council, for the period 16/12/25-15/03/26, be noted.**

**C 6361 Communications Received**

There were no communications received.

**RESOLVED: noted.**

**C 6362 Diary Dates**

12 May 2026: Planning Committee (Full)

15 May 2026: Annual Town Public Forum

**RESOLVED: noted.**

**C 6363 Items for Future Consideration**

Progress of the Asset Transfer negotiations between the Borough and Town Councils.

**RESOLVED: noted.**

**C 6364 Press Release**

- Appointments of Council Chair and Town Mayor (Cllr Lynnette Easterbrook) re-elected together with Vice-Chair and Deputy Town Mayor (Cllr Samantha Mearing).
- Announcement of new co-opted Town Councillor, Cllr Maggie Evans.

**RESOLVED: noted.**

**C 6365 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."**

**C 6366 Confidential Minutes**

**CONFIDENTIAL**

**RESOLVED: that the Confidential Minutes of the Council Meeting held on 17 March 2026, be approved.**

**C 6367 Website Design, Development and Hosting**

**CONFIDENTIAL**

Members considered officer recommendations to appoint a specialist provider for a new, compliant Council website and hosting service for a two-year contract at £3,248 (Year 1) and £748 (Year 2) excluding VAT, as summarised in the Committee Decision report.

**RESOLVED: noted.**

**Meeting closed at 8.41pm.**

**Date of next meeting: 16 June 2026**

## List of Mayoral Events 30 April 2026 to 11 June 2026

<b>Date</b>	<b>Event</b>	<b>Location</b>
30/04/2026	Africa Day Event	Horley Recreation Ground
05/06/2026	Surrey Mayors' Association Welcome Party	Reigate Town Hall



Clerk to Horley Town Council  
Horley Town Council  
The Council Offices  
92 Albert Road  
Horley, Surrey  
RH6 7HZ

3<sup>rd</sup> June 2026

Dear Cllrs,

**Re: Horley Town Council**  
**Internal Audit Report for Financial Year Ended 31 March 2026**

**Executive summary**

Following completion of our final internal audit on 3rd June 2026 we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the full financial year.

Some assertions, as noted in this report, were tested at the interim internal audit completed on the 1st December 2025 and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of any kind of system error. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework and is indeed a model of good practice.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

### **Independence and competence**

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years’ experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### **Engagement Letter and inherent risk assessment**

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from [anna@mulberrylas.co.uk](mailto:anna@mulberrylas.co.uk)

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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**INTRODUCTION**

The audit was conducted on site with the council's Clerk and Responsible Financial Officer (RFO). The Clerk and RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the team and a review of the council website

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## UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

### **Internal Audit – Summary of recommendations**

Audit Point	Interim Audit Findings	Council comments
Assertion 10	<p>The council has demonstrated that it has taken robust steps towards compliance with Assertion 10. The Clerk understood the requirements, and I am under no doubt this council will continue to maintain best practice compliance. I recommend a data audit is carried out to summarise the data points. I have sign posted the Clerk &amp; RFO to a council web site where a data audit can be seen in practice.</p>	Completed see O: Below

## A. BOOKS OF ACCOUNT

*Internal audit requirement: Appropriate accounting records have been properly kept throughout the financial year.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

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**CONCLUSION:** I am satisfied this control objective has been met.

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## B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

*Internal audit requirement: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

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**CONCLUSION:** I am satisfied this control objective has been met.

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## C. RISK MANAGEMENT AND INSURANCE

*Internal audit requirement: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

*“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”*

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

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**CONCLUSION:** I am satisfied this control objective has been met.

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## D. BUDGET, PRECEPT AND RESERVES

*Internal audit requirement: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

### Budget

The Clerk & RFO produces regular, detailed budget monitoring reports drawn from the accounting software and supplemented in Excel. The layout is clear and accessible, enabling councillors to interrogate the figures and make informed decisions.

Councillors receive sufficient information to scrutinise performance and to question the accounts. No matters were identified to suggest that the budget had not been properly set or monitored during the year.

### Precept

Full council set a precept of £623,148 in the meeting on the 10<sup>th</sup> of December 2024 minute ref C 5969. I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The Clerk confirmed that the 2026/27 budget & precept were approved on the 9<sup>th</sup> December and precept of £649,146 was agreed (minute ref C 6245f).

### Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

*5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.*

*5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.*

*5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.*

*5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.*

*5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.*

At the year-end, the council held £1,109,139 in reserves.

- Capital/ringfenced EMR      £102,005

- CIL EMR £372,862
- S.106 £Nil
- Earmarked EMR £82,929
- General Reserves £551,343

I have reviewed the purpose of each earmarked reserve and am satisfied they relate to legitimate future projects of the council.

The general reserve balance is a little high when compared to the recommended threshold per the SAPP Proper Practices Guidance, which states a reasonable balance to be in the region of 3 to 12 months of net revenue expenditure, which I calculate to be in the range of £35k to £400k.

**Recommendation:** Council review the level of general reserve requirement at next budget setting cycle.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

**E. INCOME**

*Internal audit requirement: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

The precept has been correctly posted to Box 2 of the AGAR with all other income in box 3.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

**F. PETTY CASH**

*Internal audit requirement: Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report

-----  
**CONCLUSION:** The council has no petty cash.  
 -----

**G. PAYROLL**

*Internal audit requirement: Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

## H. ASSETS AND INVESTMENTS

*Internal audit requirement: Asset and investments registers were complete and accurate and properly maintained.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) of £2,656,997 on the Accounting Statements. There were net additions and disposals, of £96,013 agreed to the register and underlying documentation. Council was aware of the disposals.

The council has no long-term investments.

The council has PWLB borrowing agreed to the statement.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

## I. BANK AND CASH

*Internal audit requirement: Periodic bank account reconciliations were properly carried out during the year.*

### Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

I noted continued evidence of the bank reconciliations being signed in accordance with Finance Regulations.

The council has seven bank accounts at the year-end all of which agreed to the statements and reconciliations.

HSBC Current	£171,105.88
HSBC Deposit	£348,627.86
HSBC Payroll	£575.47
Nationwide Intl	£25,940.87
FairFX Bank Debit Card	£689.50
Handelsbanken	£345,469.49
Handelsbanken FT	£257,226.69
Petty Cash	-
<b>Total</b>	<b>£1,149,635.76</b>

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

## J. YEAR END ACCOUNTS

*Internal audit requirement: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

### Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- Review and consider the Annual Internal Audit Report
- Complete Section 1 – Annual Governance Statement
- Complete Section 2 – Accounting Statements

### Section 1 – Annual Governance Statement

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1 We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	<b>YES</b> – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2 We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	<b>YES</b> – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3 We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	<b>YES</b> – the Clerk advises the council in respect of its legal powers.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	<b>YES</b> – the requirements and timescales for 202/25 year-end were followed.
5 We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	<b>YES</b> – the council has a risk management scheme and appropriate external insurance.
6 We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls</i>	<b>YES</b> – the council has appointed an independent and competent internal auditor.

		<i>meet the needs of this smaller authority.</i>	
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	<b>YES</b> – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	<b>YES</b> – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	<b>N/A</b> the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so</i>	<b>YES</b> the requirements of Governance Assertion 10 have been met

**Section 2 – Accounting Statements**

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	676,428	1,195,819	Agrees to 2024/25 carry forward (box 7) -
2	Precept or rates and levies	604,096	623,148	Figure confirmed to central precept record – adjusted by £1 to agree to record and application
3	Total other receipts	583,459	422,338	Agrees to underlying accounting records
4	Staff costs	222,521	230,912	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	47,141	47,141	Agrees to PWLB remittance advices
6	All other payments	398,502	854,113	Agrees to underlying accounting records – adjusted by £1 as above
7	Balances carried forward	1,195,819	1,109,139	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,237,239	1,149,636	Agrees to bank reconciliation for all accounts

<b>9</b>	Total fixed assets plus long- term investments and assets	2,560,984	2,656,997	Matches asset register total
<b>10</b>	Total borrowings	546,643	514,416	Agrees to PWLB statement

For local Councils Only		Yes	No	
<b>11</b>	Do the figures in the accounting statements above exclude any trust transactions	✓		Yes – trust transactions are excluded from the stated figures / No – trust transactions are included in the stated figures - typo in original AGAR

**Audit findings**

The year-end accounts have been correctly prepared on an income and expenditure basis, with the Box 7 to Box 8 reconciliation duly completed and supported by a robust audit trail.

The AGAR casts and cross-casts correctly, and the prior-year comparatives agree to the 2024/25 figures submitted to the external auditor and published on the council's website.

A variance analysis has been prepared; however, the detail listed as an explanation for box 3 does not tie up with the actual difference. The detailed AGAR provides the detail which in summary is as shown below – there is also a typo in the body of the text. The CIL income receipt is £343,239 not £323,239 as written.

- Decrease in interest, (5,632.00)
- Decrease in CIL, (117,542.00)
- Decreases in Grants, (55,772.00)
- Decrease in Lettings, (7,561.00)
- Increase in allotments, 8,449.00
- Increase in Café, 10,324.00
- Other aggregated small changes in events income, allotments, utilities and sponsorships, 6,613.00
- Total Variance (161,121.00)

In the box 6 explanation the £14,580 is not described

**Recommendation:** Review and update the variance analysis.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

**K. LIMITED ASSURANCE REVIEW**

*Internal audit requirement: If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

**CONCLUSION:** The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

**L: PUBLICATION OF INFORMATION**

*Internal audit requirement: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.*

**Audit findings**

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

**13(1)** An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

**13(2)** Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

*Confirm that the council is compliant with the relevant transparency code*

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit. However, the council does publish some of the required information on its finance page which was up to date at the date of the final audit. [Finance - Horley Town Council](#)

I confirmed that the council has a Publication Scheme in place adopting the ICO’s Model Publication Scheme, are published on the council’s website. [template-parish-councils-20211029.doc](#)

**CONCLUSION:** I am satisfied this control objective has been met.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**

*Internal audit requirement: In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – Key Dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	17 <sup>th</sup> June	16 <sup>th</sup> June 2026
Date inspection notice issued	20 <sup>th</sup> June	19 <sup>th</sup> June 2026

Inspection period begins	23 <sup>rd</sup> June	22 <sup>nd</sup> June 2026
Inspection period ends	1 <sup>st</sup> August	31 <sup>st</sup> July 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
 -----

## N: PUBLICATION REQUIREMENTS

*Internal audit requirement: The authority complied with the publication requirements for the prior year AGAR.*

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

*Before 1 July 2025 authorities must publish:*

- *Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited*
- *Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4*
- *Section 2 - Accounting Statements 2024/25, approved and signed, page 5*

*Not later than 30 September 2025 authorities must publish:*

- *Notice of conclusion of audit*
- *Section 3 - External Auditor Report and Certificate*
- *Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.*

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

### **Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

I was able to confirm that the Notice of Conclusion of Audit and External Auditor Report and Certificate were published on the council's website before 30 September 2025.

The council has therefore met the publication requirements for 2024/25 have been met.

-----  
**CONCLUSION:** I am satisfied this control objective has been met.  
-----

## O. DIGITAL AND DATA COMPLIANCE

*Internal audit requirement: The authority has complied with laws, regulations and proper practices relating to digital and data compliance.*

### **Audit findings**

*Website accessibility (WCAG 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018)*

I confirmed that the council operates a free-to-access website and that an Accessibility Statement is published, last reviewed on in August 2025, referencing the level of compliance with Web Content Accessibility Guidelines 2.2 AA and identifying only partial compliance.

*Data protection — UK GDPR 2016 and the Data Protection Act 2018*

I confirmed that the council is registered with the Information Commissioner's Office (registration number Z5338392, current to May 2027). I sighted the council's Privacy Notice published on the website, the Data Protection Policy and supporting Records Retention and Disposal Schedule. Arrangements for handling Subject Access Requests and Freedom of Information Requests are documented and published.

*Email*

I confirmed that Council operates a generic email account hosted on an authority-owned domain in the correct format, and that this account is in active use. I inspected a sample of incoming and outgoing correspondence routed through the generic account during the year. The use of an authority-owned domain provides a clear audit trail, supports compliance with data minimisation, integrity and confidentiality principles under UK GDPR, and ensures that authority business is segregated from any personal communications of the Clerk and members.

*IT Policy (Practitioners' Guide para 1.54)*

I confirmed that the council has adopted an IT Policy covering the use of authority-owned and personal equipment by the Clerk, members and any other staff. The policy was last reviewed and approved by full council in December 2025 and a periodic review cycle is in place.

---

**CONCLUSION:** I am satisfied this control objective has been met.

---

**P. TRUSTEESHIP**

*Internal audit requirement: Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

Testing conducted at the interim audit and findings included in the interim audit report.

---

**CONCLUSION:** The council has no trusts this test does not apply

---

**Achievement of control assertions at final internal audit date**

Based on the internal audit tests conducted during the year, our conclusions on the achievement of the internal control objectives are summarised in the table below.

Ref	Internal Control Objective	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year.	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	✓		
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for.			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis, supported by an adequate audit trail from underlying records.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for the prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance.	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on [mark@mulberrylas.co.uk](mailto:mark@mulberrylas.co.uk)

Yours sincerely

**Mark Mulberry**  
**Director, Mulberry Local Authority Services Ltd**

#### Internal Audit – Summary of recommendations




Audit Point	Internal Audit Findings	Council comments
<b>J: Year End Accounts</b>	Review and update the variance analysis.	
<b>D Budgets &amp; reserves.</b>	Council review the level of general reserve requirement at next budget setting cycle.	

# HORLEY TOWN COUNCIL

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

**January 2026**

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




Observations (Councillors)	Clerk/ RFO's action
None	
Name: MARTIN SAUNDERS Signature: 	Signature: 
Signature:  ED	
Date: 28/5/2026	Date: 28/5/25

# HORLEY TOWN COUNCIL

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

**February 2026**

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


Observations (Councillors)	Clerk/ RFO's action
Name: MARTIN SANDERS Signature: 	Signature: 
Name: JANIE BAIRD Signature: 	
Date: 28/5/2026.	Date: 28/5/26

# HORLEY TOWN COUNCIL

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

**March 2026**

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

Observations (Councillors)	Clerk/ RFO's action
NONE	
Name: MARTIN SANDERS Signature: _____	Signature: 
Name: JANET BAIRD Signature: _____	
Date: 28/5/2026	Date: 28/5/21

**Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		83,859.67
			<u>83,859.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,859.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,859.67
		<b>Balance per Cash Book is :-</b>	<b>83,859.67</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		250,669.87
			<u>250,669.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,669.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,669.87
		Balance per Cash Book is :-	250,669.87
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		317.47
			<u>317.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			317.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			317.47
		Balance per Cash Book is :-	317.47
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		25,061.62
			<u>25,061.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,061.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,061.62
		Balance per Cash Book is :-	25,061.62
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		455.36
			<u>455.36</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			455.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			455.36
		Balance per Cash Book is :-	455.36
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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	31/01/2026		642,920.39
			<u>642,920.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			642,920.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			642,920.39
		Balance per Cash Book is :-	642,920.39
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
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)	31/01/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/01/2026  
for Cashbook 8 - Handelsbanken FT 3786859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 3786859	31/01/2026		255,909.98
			<u>255,909.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			255,909.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			255,909.98
		Balance per Cash Book is :-	255,909.98
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Cashbook transactions totalling £0.00 or more  
for the period 01/01/2026 to 31/01/2026

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>
2	HSBC Deposit 01219154	10	08/01/2026	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	10	22/01/2026	To current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	10	20/01/2026	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	10	28/01/2026	BACS	Net Salaries	11,370.80
1	HSBC Current 51219138	10	02/01/2026	106262	SOS Systems Limited	126.00
1	HSBC Current 51219138	10	02/01/2026	0140026540	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	10	14/01/2026	INV-48686	Active Pump Services Ltd	222.00
1	HSBC Current 51219138	10	14/01/2026	GB52S1ERA	Amazon Business	36.16
1	HSBC Current 51219138	10	14/01/2026	260104	Horley Baptist Church	1,500.00
1	HSBC Current 51219138	10	14/01/2026	19791731	Corona Energy	206.20
1	HSBC Current 51219138	10	14/01/2026	95624	Fire Protection Services Surre	195.56
1	HSBC Current 51219138	10	14/01/2026	10958858	Idverde Limited	6,347.70
1	HSBC Current 51219138	10	14/01/2026	INV1802	JOSPEPH NOBLETT	2,400.00
1	HSBC Current 51219138	10	14/01/2026	13546/47	L&C Installations Ltd	595.09
1	HSBC Current 51219138	10	14/01/2026	6511074	Reigate & Banstead Borough Cou	133.25
1	HSBC Current 51219138	10	14/01/2026	INV-27257	Smartguard Security	616.97
1	HSBC Current 51219138	10	16/01/2026	21978714	Sage UK	69.00
1	HSBC Current 51219138	10	21/01/2026	GB62XWAB	Amazon Business	73.77
1	HSBC Current 51219138	10	21/01/2026	4979/10	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	10	21/01/2026	4795	Designs & Lines Ltd	1,020.00
1	HSBC Current 51219138	10	21/01/2026	13549	L&C Installations Ltd	96.00
1	HSBC Current 51219138	10	21/01/2026	1000071	LG Business Consultants	909.00
1	HSBC Current 51219138	10	21/01/2026	23672	Reigate Environmental Services	282.00
1	HSBC Current 51219138	10	09/01/2026	13066341	HSBC UK Bank PLC	46.96
1	HSBC Current 51219138	10	16/01/2026	003371618	Corona Energy	316.71
1	HSBC Current 51219138	10	16/01/2026	003354305	Corona Energy	202.06
1	HSBC Current 51219138	10	26/01/2026	SBS133453	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	10	28/01/2026	001/0126	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	10	28/01/2026	64CHX/653Y	Amazon Business	53.77
1	HSBC Current 51219138	10	28/01/2026	HTC-003	ARAZU Construction Ltd	47,942.89
1	HSBC Current 51219138	10	28/01/2026	2718/25	Heatherlands Tree Care	240.00
5	FairFX Bank Debit Card	10	03/01/2026	CC-42188	Email Blaster UK	15.59
5	FairFX Bank Debit Card	10	07/01/2026	E0200Y4PM	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	10	25/01/2026	G136800463	Microsoft Ireland Operations L	99.07
5	FairFX Bank Debit Card	10	13/01/2026	000773096	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	10	19/01/2026	258203	Sage UK HR	38.64
1	HSBC Current 51219138	10	22/01/2026	106715	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	10	18/01/2026	DD	HSBC	1.00
1	HSBC Current 51219138	10	28/01/2026	TRANSFER	Refund	29.95
5	FairFX Bank Debit Card	10	07/01/2026	BACS	Lawsons	109.80
5	FairFX Bank Debit Card	10	07/01/2026	BACS	Foxhill Timber	156.27
5	FairFX Bank Debit Card	10	05/01/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	10	05/01/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	10	05/01/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	10	05/01/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	10	29/01/2026	DD	GiffGaff	6.00
1	HSBC Current 51219138	10	23/01/2026	BACS	HMRC	4,472.23
1	HSBC Current 51219138	10	31/01/2026	BACS	SumUp	1.15

Cashbook transactions totalling £0.00 or more  
for the period 01/01/2026 to 31/01/2026

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	10	09/01/2026	185.40	Sales Recpts Page 1197
1	HSBC Current 51219138	10	09/01/2026	508.40	Sales Recpts Page 1198
1	HSBC Current 51219138	10	09/01/2026	168.02	Sales Recpts Page 1199
1	HSBC Current 51219138	10	09/01/2026	46.00	Sales Recpts Page 1200
1	HSBC Current 51219138	10	15/01/2026	75.00	Sales Recpts Page 1201
1	HSBC Current 51219138	10	17/01/2026	1,500.00	Sales Recpts Page 1202
1	HSBC Current 51219138	10	20/01/2026	150.00	Sales Recpts Page 1203
1	HSBC Current 51219138	10	20/01/2026	72.00	Sales Recpts Page 1204
1	HSBC Current 51219138	10	20/01/2026	3.00	Sales Recpts Page 1205
1	HSBC Current 51219138	10	20/01/2026	38.34	Sales Recpts Page 1206
1	HSBC Current 51219138	10	08/01/2026	20,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	10	22/01/2026	30,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	10	20/01/2026	11,000.00	HSBC Current 51219138
1	HSBC Current 51219138	10	28/01/2026	686.46	Sales Recpts Page 1207
1	HSBC Current 51219138	10	28/01/2026	711.66	Sales Recpts Page 1208
1	HSBC Current 51219138	10	12/01/2026	26,749.00	Surrey County Council
1	HSBC Current 51219138	10	19/01/2026	11,189.00	Surrey County Council
1	HSBC Current 51219138	10	20/01/2026	68.00	Sales Recpts Page 1209
1	HSBC Current 51219138	10	22/01/2026	15.00	Sales Recpts Page 1210
1	HSBC Current 51219138	10	23/01/2026	0.25	FSSL Client Division
1	HSBC Current 51219138	10	26/01/2026	68.00	Sales Recpts Page 1211
1	HSBC Current 51219138	10	30/01/2026	40.00	Sales Recpts Page 1212
1	HSBC Current 51219138	10	30/01/2026	68.00	Sales Recpts Page 1213
1	HSBC Current 51219138	10	30/01/2026	68.00	Sales Recpts Page 1214
1	HSBC Current 51219138	10	30/01/2026	68.00	Sales Recpts Page 1215
1	HSBC Current 51219138	10	30/01/2026	40.00	Sales Recpts Page 1216
1	HSBC Current 51219138	10	30/01/2026	68.00	Sales Recpts Page 1217
1	HSBC Current 51219138	10	30/01/2026	68.00	Sales Recpts Page 1218
1	HSBC Current 51219138	10	31/01/2026	68.00	Sales Recpts Page 1219
1	HSBC Current 51219138	10	31/01/2026	68.00	Sales Recpts Page 1220
1	HSBC Current 51219138	10	31/01/2026	68.00	Sales Recpts Page 1221
1	HSBC Current 51219138	10	31/01/2026	68.00	Sales Recpts Page 1222
1	HSBC Current 51219138	10	31/01/2026	68.00	Sales Recpts Page 1223
1	HSBC Current 51219138	10	31/01/2026	992.16	Sales Recpts Page 1224
6	Handelsbanken 50044859	10	30/01/2026	1,579.76	Handelsbanken
8	Handelsbanken FT	10	30/01/2026	4,393.34	Handelsbanken

24/02/2026

## Horley Town Council

12:52

Cashbook transactions totalling £500.00 or more  
for the period 01/01/2026 to 31/01/2026

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>
2	HSBC Deposit 01219154	10	08/01/2026	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	10	22/01/2026	To current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	10	20/01/2026	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	10	28/01/2026	BACS	Net Salaries	11,370.80
1	HSBC Current 51219138	10	14/01/2026	260104	Horley Baptist Church	1,500.00
1	HSBC Current 51219138	10	14/01/2026	10958858	Idverde Limited	6,347.70
1	HSBC Current 51219138	10	14/01/2026	INV1802	JOSPEPH NOBLETT	2,400.00
1	HSBC Current 51219138	10	14/01/2026	13546/47	L&C Installations Ltd	595.09
1	HSBC Current 51219138	10	14/01/2026	INV-27257	Smartguard Security	616.97
1	HSBC Current 51219138	10	21/01/2026	4979/10	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	10	21/01/2026	4795	Designs & Lines Ltd	1,020.00
1	HSBC Current 51219138	10	21/01/2026	1000071	LG Business Consultants	909.00
1	HSBC Current 51219138	10	28/01/2026	HTC-003	ARAZU Construction Ltd	47,942.89
1	HSBC Current 51219138	10	22/01/2026	106715	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	10	23/01/2026	BACS	HMRC	4,472.23

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	10	09/01/2026	508.40	Sales Recpts Page 1198
1	HSBC Current 51219138	10	17/01/2026	1,500.00	Sales Recpts Page 1202
1	HSBC Current 51219138	10	08/01/2026	20,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	10	22/01/2026	30,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	10	20/01/2026	11,000.00	HSBC Current 51219138
1	HSBC Current 51219138	10	28/01/2026	686.46	Sales Recpts Page 1207
1	HSBC Current 51219138	10	28/01/2026	711.66	Sales Recpts Page 1208
1	HSBC Current 51219138	10	12/01/2026	26,749.00	Surrey County Council
1	HSBC Current 51219138	10	19/01/2026	11,189.00	Surrey County Council
1	HSBC Current 51219138	10	31/01/2026	992.16	Sales Recpts Page 1224
6	Handelsbanken 50044859	10	30/01/2026	1,579.76	Handelsbanken
8	Handelsbanken FT	10	30/01/2026	4,393.34	Handelsbanken

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		86,808.60
			<u>86,808.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			86,808.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			86,808.60
		Balance per Cash Book is :-	86,808.60
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		210,669.87
			<u>210,669.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			210,669.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			210,669.87
		Balance per Cash Book is :-	210,669.87
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		946.27
			<u>946.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			946.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			946.27
		Balance per Cash Book is :-	946.27
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		25,061.62
			<u>25,061.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,061.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,061.62
		Balance per Cash Book is :-	25,061.62
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		1,385.41
			<u>1,385.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,385.41
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,385.41
		Balance per Cash Book is :-	1,385.41
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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	28/02/2026		644,324.23
			<u>644,324.23</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			644,324.23
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			644,324.23
		Balance per Cash Book is :-	644,324.23
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
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)	28/02/2026		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:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 28/02/2026  
for Cashbook 8 - Handelsbanken FT 3786859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 3786859	28/02/2026		255,909.98
			<u>255,909.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			255,909.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			255,909.98
		Balance per Cash Book is :-	255,909.98
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2026 to 28/02/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	11	10/02/2026	BACS	Interflora	49.00
5	FairFX Bank Debit Card	11	03/02/2026	CC-42534	Email Blaster UK	15.59
5	FairFX Bank Debit Card	11	05/02/2026	19431843	Currys Business	604.99
5	FairFX Bank Debit Card	11	07/02/2026	E0200YDTM	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	11	24/02/2026	G142603290	Microsoft Ireland Operations L	99.07
5	FairFX Bank Debit Card	11	13/02/2026	6002785154	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	11	19/02/2026	264928	Sage UK HR	38.64
5	FairFX Bank Debit Card	11	05/02/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	11	05/02/2026	DD	GiffGaff	6.00
1	HSBC Current 51219138	11	04/02/2026	66RY9ABEY	Amazon Business	44.27
1	HSBC Current 51219138	11	04/02/2026	13558 /577	Firetronics Limited	448.20
1	HSBC Current 51219138	11	04/02/2026	10960376	Idverde Limited	6,347.70
1	HSBC Current 51219138	11	11/02/2026	204/21D/	Horley Baptist Church	1,609.30
1	HSBC Current 51219138	11	11/02/2026	1000072	LG Business Consultants	1,309.00
1	HSBC Current 51219138	11	11/02/2026	27306/356	Smartguard Security	766.01
1	HSBC Current 51219138	11	11/02/2026	5963-65	The Great Outdoor Gym Company	19,122.90
1	HSBC Current 51219138	11	17/02/2026	19863938	Corona Energy	415.14
1	HSBC Current 51219138	11	16/02/2026	22134268	Sage UK	69.00
1	HSBC Current 51219138	11	17/02/2026	258215-1	Society of Local Council Clerk	35.00
1	HSBC Current 51219138	11	18/02/2026	0070014	Bernard Simms Associates	540.00
1	HSBC Current 51219138	11	18/02/2026	INV01739	MVL Architects and Surveyors	7,944.00
1	HSBC Current 51219138	11	23/02/2026	106775	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	11	25/02/2026	305634227	Amazon Business	29.41
1	HSBC Current 51219138	11	25/02/2026	HTC-004	ARAZU Construction Ltd	78,268.98
1	HSBC Current 51219138	11	25/02/2026	38594	RH Uncovered (Mantra Magazines)	258.00
1	HSBC Current 51219138	11	17/02/2026	BACS	Refund	118.00
1	HSBC Current 51219138	11	10/02/2026	13142859	HSBC UK Bank PLC	47.92
1	HSBC Current 51219138	11	13/02/2026	03442224	Corona Energy	118.04
1	HSBC Current 51219138	11	16/02/2026	03452965	Corona Energy	273.28
1	HSBC Current 51219138	11	23/02/2026	SBS133976	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	11	19/02/2026	5212949	Everflow Water	70.30
1	HSBC Current 51219138	11	04/02/2026	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	11	04/02/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	11	04/02/2026	BACS	Grant Donation	100.00
1	HSBC Current 51219138	11	04/02/2026	BACS	Deposit Return	15.00
1	HSBC Current 51219138	11	17/02/2026	To Equals	FairFX Bank Debit Card	1,000.00
2	HSBC Deposit 01219154	11	19/02/2026	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	11	19/02/2026	To Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	11	20/02/2026	To payroll	HSBC Payroll 81345788	1,000.00
1	HSBC Current 51219138	11	25/02/2026	BACS	HMRC	4,472.43
3	HSBC Payroll 81345788	11	28/02/2026	BACS	Net Salaries	11,370.80
2	HSBC Deposit 01219154	11	26/02/2026	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	11	28/02/2026	BACS	SumUp	1.15
3	HSBC Payroll 81345788	11	28/02/2026	BACS	Net Salaries	0.40
1	HSBC Current 51219138	11	19/02/2026	To Payroll	HSBC Payroll 81345788	1,000.00

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2026 to 28/02/2026

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	11	09/02/2026	53,013.00	Reigate & Banstead BC
1	HSBC Current 51219138	11	01/02/2026	68.00	Sales Recpts Page 1225
1	HSBC Current 51219138	11	01/02/2026	68.00	Sales Recpts Page 1226
1	HSBC Current 51219138	11	02/02/2026	68.00	Sales Recpts Page 1227
1	HSBC Current 51219138	11	02/02/2026	68.00	Sales Recpts Page 1228
1	HSBC Current 51219138	11	02/02/2026	136.00	Sales Recpts Page 1229
1	HSBC Current 51219138	11	02/02/2026	68.00	Sales Recpts Page 1230
1	HSBC Current 51219138	11	03/02/2026	68.00	Sales Recpts Page 1231
1	HSBC Current 51219138	11	03/02/2026	68.00	Sales Recpts Page 1232
1	HSBC Current 51219138	11	03/02/2026	118.00	Sales Recpts Page 1233
1	HSBC Current 51219138	11	02/02/2026	68.00	Sales Recpts Page 1234
1	HSBC Current 51219138	11	05/02/2026	68.00	Sales Recpts Page 1235
1	HSBC Current 51219138	11	05/02/2026	68.00	Sales Recpts Page 1236
1	HSBC Current 51219138	11	05/02/2026	68.00	Sales Recpts Page 1237
1	HSBC Current 51219138	11	06/02/2026	136.00	Sales Recpts Page 1238
1	HSBC Current 51219138	11	08/02/2026	68.00	Sales Recpts Page 1239
1	HSBC Current 51219138	11	09/02/2026	38.34	Sales Recpts Page 1240
1	HSBC Current 51219138	11	09/02/2026	111.66	Sales Recpts Page 1241
1	HSBC Current 51219138	11	09/02/2026	40.00	Sales Recpts Page 1242
1	HSBC Current 51219138	11	09/02/2026	68.00	Sales Recpts Page 1243
1	HSBC Current 51219138	11	09/02/2026	68.00	Sales Recpts Page 1244
1	HSBC Current 51219138	11	09/02/2026	40.00	Sales Recpts Page 1245
1	HSBC Current 51219138	11	10/02/2026	46.00	Sales Recpts Page 1246
1	HSBC Current 51219138	11	11/02/2026	40.00	Sales Recpts Page 1247
1	HSBC Current 51219138	11	12/02/2026	68.00	Sales Recpts Page 1248
1	HSBC Current 51219138	11	12/02/2026	68.00	Sales Recpts Page 1249
1	HSBC Current 51219138	11	12/02/2026	47.50	Sales Recpts Page 1250
1	HSBC Current 51219138	11	12/02/2026	9.50	Sales Recpts Page 1251
1	HSBC Current 51219138	11	13/02/2026	68.00	Sales Recpts Page 1252
1	HSBC Current 51219138	11	13/02/2026	68.00	Sales Recpts Page 1253
1	HSBC Current 51219138	11	15/02/2026	1,500.00	Sales Recpts Page 1254
1	HSBC Current 51219138	11	16/02/2026	68.00	Sales Recpts Page 1255
1	HSBC Current 51219138	11	18/02/2026	68.00	Sales Recpts Page 1256
1	HSBC Current 51219138	11	19/02/2026	276.00	Sales Recpts Page 1257
1	HSBC Current 51219138	11	23/02/2026	46.00	Sales Recpts Page 1258
1	HSBC Current 51219138	11	23/02/2026	68.00	Sales Recpts Page 1259
1	HSBC Current 51219138	11	24/02/2026	68.00	Sales Recpts Page 1260
1	HSBC Current 51219138	11	26/02/2026	118.00	Sales Recpts Page 1261
1	HSBC Current 51219138	11	27/02/2026	68.00	Sales Recpts Page 1262
1	HSBC Current 51219138	11	25/02/2026	0.25	FSSL Client Division
5	FairFX Bank Debit Card	11	04/02/2026	1,000.00	HSBC Current 51219138
5	FairFX Bank Debit Card	11	17/02/2026	1,000.00	HSBC Current 51219138
1	HSBC Current 51219138	11	19/02/2026	20,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	11	19/02/2026	10,000.00	HSBC Current 51219138
3	HSBC Payroll 81345788	11	20/02/2026	1,000.00	HSBC Current 51219138
1	HSBC Current 51219138	11	02/02/2026	46,197.27	HMRC
1	HSBC Current 51219138	11	26/02/2026	20,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	11	19/02/2026	1,000.00	HSBC Current 51219138

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02/04/2026

Horley Town Council

09:54

Cashbook transactions totalling £0.00 or more  
for the period 01/02/2026 to 28/02/2026

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Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
6	Handelsbanken 50044859	11	28/02/2026	1,403.84	Handelsbanken

02/04/2026

## Horley Town Council

09:55

Cashbook transactions totalling £500.00 or more  
for the period 01/02/2026 to 28/02/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	11	05/02/2026	19431843	Currys Business	604.99
1	HSBC Current 51219138	11	04/02/2026	10960376	Idverde Limited	6,347.70
1	HSBC Current 51219138	11	11/02/2026	204/21D/	Horley Baptist Church	1,609.30
1	HSBC Current 51219138	11	11/02/2026	1000072	LG Business Consultants	1,309.00
1	HSBC Current 51219138	11	11/02/2026	27306/356	Smartguard Security	766.01
1	HSBC Current 51219138	11	11/02/2026	5963-65	The Great Outdoor Gym Company	19,122.90
1	HSBC Current 51219138	11	18/02/2026	0070014	Bernard Simms Associates	540.00
1	HSBC Current 51219138	11	18/02/2026	INV01739	MVL Architects and Surveyors	7,944.00
1	HSBC Current 51219138	11	23/02/2026	106775	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	11	25/02/2026	HTC-004	ARAZU Construction Ltd	78,268.98
1	HSBC Current 51219138	11	04/02/2026	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	11	04/02/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	11	17/02/2026	To Equals	FairFX Bank Debit Card	1,000.00
2	HSBC Deposit 01219154	11	19/02/2026	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	11	19/02/2026	To Payroll	HSBC Payroll 81345788	10,000.00
1	HSBC Current 51219138	11	20/02/2026	To payroll	HSBC Payroll 81345788	1,000.00
1	HSBC Current 51219138	11	25/02/2026	BACS	HMRC	4,472.43
3	HSBC Payroll 81345788	11	28/02/2026	BACS	Net Salaries	11,370.80
2	HSBC Deposit 01219154	11	26/02/2026	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	11	19/02/2026	To Payroll	HSBC Payroll 81345788	1,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	11	09/02/2026	53,013.00	Reigate & Banstead BC
1	HSBC Current 51219138	11	15/02/2026	1,500.00	Sales Recpts Page 1254
5	FairFX Bank Debit Card	11	04/02/2026	1,000.00	HSBC Current 51219138
5	FairFX Bank Debit Card	11	17/02/2026	1,000.00	HSBC Current 51219138
1	HSBC Current 51219138	11	19/02/2026	20,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	11	19/02/2026	10,000.00	HSBC Current 51219138
3	HSBC Payroll 81345788	11	20/02/2026	1,000.00	HSBC Current 51219138
1	HSBC Current 51219138	11	02/02/2026	46,197.27	HMRC
1	HSBC Current 51219138	11	26/02/2026	20,000.00	HSBC Deposit 01219154
3	HSBC Payroll 81345788	11	19/02/2026	1,000.00	HSBC Current 51219138
6	Handelsbanken 50044859	11	28/02/2026	1,403.84	Handelsbanken

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		171,105.88
			<u>171,105.88</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			171,105.88
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			171,105.88
		Balance per Cash Book is :-	171,105.88
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		348,627.86
			<u>348,627.86</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			348,627.86
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			348,627.86
		Balance per Cash Book is :-	348,627.86
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		575.47
			<u>575.47</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			575.47
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			575.47
		Balance per Cash Book is :-	575.47
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		25,940.87
			<u>25,940.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			25,940.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			25,940.87
		Balance per Cash Book is :-	25,940.87
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		689.50
			<u>689.50</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			689.50
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			689.50
		Balance per Cash Book is :-	689.50
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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	31/03/2026		345,469.49
			<u>345,469.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			345,469.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			345,469.49
		Balance per Cash Book is :-	345,469.49
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
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)	31/03/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 8 - Handelsbanken FT 3786859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 3786859	31/03/2026		257,226.69
			<u>257,226.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			257,226.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			257,226.69
		Balance per Cash Book is :-	257,226.69
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

13/05/2026

## Horley Town Council

11:38

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2026 to 31/03/2026

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
5	FairFX Bank Debit Card	12	03/03/2026	CC-42898	Email Blaster UK	15.59
5	FairFX Bank Debit Card	12	07/03/2026	E0200YN5Y	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	12	24/03/2026	G148335494	Microsoft Ireland Operations L	99.07
5	FairFX Bank Debit Card	12	13/03/2026	6004793977	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	12	19/03/2026	271716	Sage UK HR	42.00
5	FairFX Bank Debit Card	12	30/03/2026	7L5HDFV2M	1 Password	264.59
5	FairFX Bank Debit Card	12	05/03/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	12	01/03/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	12	05/03/2026	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	12	29/03/2026	DD	GiffGaff	6.00
1	HSBC Current 51219138	12	17/03/2026	BACS	Vinyl Banners Printing	53.78
1	HSBC Current 51219138	12	02/03/2026	001/0226	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	12	03/03/2026	5446/5447	Bennetts Builders Ltd	2,037.60
1	HSBC Current 51219138	12	03/03/2026	4979/11	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	12	11/03/2026	B6IPGUABE	Amazon Business	33.34
1	HSBC Current 51219138	12	11/03/2026	2010-12260	Blackburn IT Services Ltd	180.00
1	HSBC Current 51219138	12	11/03/2026	10962993	Idverde Limited	6,347.70
1	HSBC Current 51219138	12	11/03/2026	INV-27456	Smartguard Security	467.42
1	HSBC Current 51219138	12	11/03/2026	13217189	HSBC UK Bank PLC	45.28
1	HSBC Current 51219138	12	16/03/2026	03519366	Corona Energy	169.04
1	HSBC Current 51219138	12	16/03/2026	003525754	Corona Energy	201.20
1	HSBC Current 51219138	12	16/03/2026	NV22281541	Sage UK	69.00
1	HSBC Current 51219138	12	17/03/2026	B6KPF9ABE	Amazon Business	96.43
1	HSBC Current 51219138	12	17/03/2026	INV001602	Approved Heating Plumbing	102.00
1	HSBC Current 51219138	12	17/03/2026	260304	Horley Baptist Church	1,500.00
1	HSBC Current 51219138	12	17/03/2026	INV-13592	Firetronics Limited	320.40
1	HSBC Current 51219138	12	17/03/2026	1000073	LG Business Consultants	1,863.50
1	HSBC Current 51219138	12	17/03/2026	INV-2458	Prestige Doors	756.00
1	HSBC Current 51219138	12	23/03/2026	106837	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	12	25/03/2026	SBS134670	Spitfire Networking Services L	128.69
1	HSBC Current 51219138	12	26/03/2026	111064	SOS Systems Limited	126.00
1	HSBC Current 51219138	12	27/03/2026	5331339	Everflow Water	157.74
1	HSBC Current 51219138	12	30/03/2026	001/0326	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	12	25/03/2026	19933133	Corona Energy	192.14
1	HSBC Current 51219138	12	25/03/2026	4979/12	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	12	25/03/2026	HTC-005	ARAZU Construction Ltd	90,436.57
1	HSBC Current 51219138	12	25/03/2026	10485	Jarrett & Lam Ltd	234.00
1	HSBC Current 51219138	12	25/03/2026	001603/4	Knowles Stained Glassworks Ltd	4,041.00
1	HSBC Current 51219138	12	25/03/2026	13579/80	L&C Installations Ltd	534.00
1	HSBC Current 51219138	12	25/03/2026	23862	Reigate Environmental Services	282.00
1	HSBC Current 51219138	12	25/03/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	12	20/03/2026	To Payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	12	25/03/2026	BACS	HMRC	4,472.03
6	Handelsbanken 50044859	12	18/03/2026	To HSBC	HSBC Current 51219138	300,000.00
1	HSBC Current 51219138	12	18/03/2026	To Deposit	HSBC Deposit 01219154	300,000.00
2	HSBC Deposit 01219154	12	18/03/2026	To Current	HSBC Current 51219138	120,000.00

13/05/2026

## Horley Town Council

11:38

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2026 to 31/03/2026

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>
2	HSBC Deposit 01219154	12	26/03/2026	To Current	HSBC Current 51219138	23,000.00
1	HSBC Current 51219138	12	03/03/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	12	02/03/2026	PW509789_	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	12	17/03/2026	BACS	Refund	68.00
2	HSBC Deposit 01219154	12	05/03/2026	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	12	28/03/2026	BACS	Net Salaries	11,370.80
3	HSBC Payroll 81345788	12	27/03/2026	BACS	Net Salaries	11,370.80
1	HSBC Current 51219138	12	31/03/2026	BACS	SumUp	2.97

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	12	02/03/2026	115.00	Sales Recpts Page 1267
1	HSBC Current 51219138	12	04/03/2026	68.00	Sales Recpts Page 1268
1	HSBC Current 51219138	12	05/03/2026	40.00	Sales Recpts Page 1269
1	HSBC Current 51219138	12	05/03/2026	9.93	Sales Recpts Page 1270
1	HSBC Current 51219138	12	06/03/2026	31.88	Sales Recpts Page 1271
1	HSBC Current 51219138	12	06/03/2026	19.17	Sales Recpts Page 1272
1	HSBC Current 51219138	12	06/03/2026	68.00	Sales Recpts Page 1273
1	HSBC Current 51219138	12	07/03/2026	31.14	Sales Recpts Page 1274
1	HSBC Current 51219138	12	08/03/2026	1,500.00	Sales Recpts Page 1275
1	HSBC Current 51219138	12	09/03/2026	150.00	Sales Recpts Page 1276
1	HSBC Current 51219138	12	12/03/2026	1,004.39	Sales Recpts Page 1277
1	HSBC Current 51219138	12	13/03/2026	80.00	Sales Recpts Page 1278
1	HSBC Current 51219138	12	13/03/2026	46.00	Sales Recpts Page 1279
1	HSBC Current 51219138	12	17/03/2026	92.00	Sales Recpts Page 1280
1	HSBC Current 51219138	12	26/03/2026	24.00	Sales Recpts Page 1281
1	HSBC Current 51219138	12	31/03/2026	1,500.00	Sales Recpts Page 1282
1	HSBC Current 51219138	12	04/03/2026	61.00	Sales Recpts Page 1283
1	HSBC Current 51219138	12	16/03/2026	61.00	Sales Recpts Page 1284
1	HSBC Current 51219138	12	31/03/2026	122.00	Sales Recpts Page 1285
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1286
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1287
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1288
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1289
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1290
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1291
1	HSBC Current 51219138	12	31/03/2026	61.00	Sales Recpts Page 1292
1	HSBC Current 51219138	12	25/03/2026	0.24	FSSL Client Division
1	HSBC Current 51219138	12	30/03/2026	65,818.26	Reigate & Banstead BC
4	Nationwide Intl 90036306	12	31/03/2026	879.25	Nationwide Building Society
8	Handelsbanken FT	12	31/03/2026	1,316.71	Handelsbanken
3	HSBC Payroll 81345788	12	20/03/2026	11,000.00	HSBC Current 51219138
1	HSBC Current 51219138	12	18/03/2026	300,000.00	Handelsbanken 50044859
2	HSBC Deposit 01219154	12	18/03/2026	300,000.00	HSBC Current 51219138
1	HSBC Current 51219138	12	18/03/2026	120,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	12	26/03/2026	23,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	12	05/03/2026	20,000.00	HSBC Deposit 01219154
2	HSBC Deposit 01219154	12	06/03/2026	957.99	HSBC

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13/05/2026

Horley Town Council

11:38

Cashbook transactions totalling £0.00 or more  
for the period 01/03/2026 to 31/03/2026

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Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
6	Handelsbanken 50044859	12	31/03/2026	1,145.26	Handelsbanken

13/05/2026

## Horley Town Council

11:39

Cashbook transactions totalling £500.00 or more  
for the period 01/03/2026 to 31/03/2026

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	12	03/03/2026	5446/5447	Bennetts Builders Ltd	2,037.60
1	HSBC Current 51219138	12	03/03/2026	4979/11	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	12	11/03/2026	10962993	Idverde Limited	6,347.70
1	HSBC Current 51219138	12	17/03/2026	260304	Horley Baptist Church	1,500.00
1	HSBC Current 51219138	12	17/03/2026	1000073	LG Business Consultants	1,863.50
1	HSBC Current 51219138	12	17/03/2026	INV-2458	Prestige Doors	756.00
1	HSBC Current 51219138	12	23/03/2026	106837	Micro Maintenance Limited	507.56
1	HSBC Current 51219138	12	25/03/2026	4979/12	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	12	25/03/2026	HTC-005	ARAZU Construction Ltd	90,436.57
1	HSBC Current 51219138	12	25/03/2026	001603/4	Knowles Stained Glassworks Ltd	4,041.00
1	HSBC Current 51219138	12	25/03/2026	13579/80	L&C Installations Ltd	534.00
1	HSBC Current 51219138	12	25/03/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	12	20/03/2026	To Payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	12	25/03/2026	BACS	HMRC	4,472.03
6	Handelsbanken 50044859	12	18/03/2026	To HSBC	HSBC Current 51219138	300,000.00
1	HSBC Current 51219138	12	18/03/2026	To Deposit	HSBC Deposit 01219154	300,000.00
2	HSBC Deposit 01219154	12	18/03/2026	To Current	HSBC Current 51219138	120,000.00
2	HSBC Deposit 01219154	12	26/03/2026	To Current	HSBC Current 51219138	23,000.00
1	HSBC Current 51219138	12	03/03/2026	BACS	Surrey Pensions	3,473.14
1	HSBC Current 51219138	12	02/03/2026	PW509789_	Public Work's Loan Board	13,797.82
2	HSBC Deposit 01219154	12	05/03/2026	To Current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	12	28/03/2026	BACS	Net Salaries	11,370.80
3	HSBC Payroll 81345788	12	27/03/2026	BACS	Net Salaries	11,370.80

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	HSBC Current 51219138	12	08/03/2026	1,500.00	Sales Recpts Page 1275
1	HSBC Current 51219138	12	12/03/2026	1,004.39	Sales Recpts Page 1277
1	HSBC Current 51219138	12	31/03/2026	1,500.00	Sales Recpts Page 1282
1	HSBC Current 51219138	12	30/03/2026	65,818.26	Reigate & Banstead BC
4	Nationwide Intl 90036306	12	31/03/2026	879.25	Nationwide Building Society
8	Handelsbanken FT	12	31/03/2026	1,316.71	Handelsbanken
3	HSBC Payroll 81345788	12	20/03/2026	11,000.00	HSBC Current 51219138
1	HSBC Current 51219138	12	18/03/2026	300,000.00	Handelsbanken 50044859
2	HSBC Deposit 01219154	12	18/03/2026	300,000.00	HSBC Current 51219138
1	HSBC Current 51219138	12	18/03/2026	120,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	12	26/03/2026	23,000.00	HSBC Deposit 01219154
1	HSBC Current 51219138	12	05/03/2026	20,000.00	HSBC Deposit 01219154
2	HSBC Deposit 01219154	12	06/03/2026	957.99	HSBC
6	Handelsbanken 50044859	12	31/03/2026	1,145.26	Handelsbanken

	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	604,096	623,148	623,148	0			100.0%	
1090 Interest	40,129	34,497	7,000	(27,497)			492.8%	
1120 CIL Income	343,239	225,697	0	(225,697)			0.0%	225,697
1130 S136 Double Taxation Income	45,482	47,799	45,482	(2,317)			105.1%	
1500 Allotment Rent Income	330	300	0	(300)			0.0%	
Council Income :- Income	<u>1,033,276</u>	<u>931,441</u>	<u>675,630</u>	<u>(255,811)</u>			<u>137.9%</u>	<u>225,697</u>
Net Income	<u>1,033,276</u>	<u>931,441</u>	<u>675,630</u>	<u>(255,811)</u>				
6001 less Transfer to EMR	343,239	225,697	0	(225,697)				
Movement to/(from) Gen Reserve	<u>690,037</u>	<u>705,744</u>	<u>675,630</u>	<u>(30,114)</u>				
<u>120 Albert Rooms</u>								
1210 Edmonds Hall Lettings	13,738	6,177	8,000	1,823			77.2%	
Albert Rooms :- Income	<u>13,738</u>	<u>6,177</u>	<u>8,000</u>	<u>1,823</u>			<u>77.2%</u>	<u>0</u>
4110 Compliance and Regulatory	855	0	0	0	0	0	0.0%	
4120 Window Cleaning	385	220	544	324	324	324	40.4%	
4125 IT and Support	140	0	0	0	0	0	0.0%	
4195 Rates	0	1,840	1,100	(740)	(740)	(740)	167.2%	
4215 Maintenance Contracts	18,914	1,963	0	(1,963)	(1,963)	(1,963)	0.0%	1,933
4230 Utilities	5,847	2,957	5,505	2,548	2,548	2,548	53.7%	
4360 Office Expansion Project	0	14,581	0	(14,581)	(14,581)	(14,581)	0.0%	14,581
Albert Rooms :- Indirect Expenditure	<u>26,141</u>	<u>21,560</u>	<u>7,149</u>	<u>(14,411)</u>	<u>0</u>	<u>(14,411)</u>	<u>301.6%</u>	<u>16,514</u>
Net Income over Expenditure	<u>(12,403)</u>	<u>(15,383)</u>	<u>851</u>	<u>16,234</u>				
6000 plus Transfer from EMR	17,365	16,514	0	(16,514)				
Movement to/(from) Gen Reserve	<u>4,962</u>	<u>1,130</u>	<u>851</u>	<u>(279)</u>				
<u>130 Legal and Statutory</u>								
4060 Audit Costs	1,680	2,100	2,248	148	148	148	93.4%	
4065 Insurance	13,705	14,950	13,781	(1,169)	(1,169)	(1,169)	108.5%	
4070 Legal Fees	2,900	0	6,000	6,000	6,000	6,000	0.0%	
Legal and Statutory :- Indirect Expenditure	<u>18,285</u>	<u>17,050</u>	<u>22,029</u>	<u>4,979</u>	<u>0</u>	<u>4,979</u>	<u>77.4%</u>	<u>0</u>
Net Expenditure	<u>(18,285)</u>	<u>(17,050)</u>	<u>(22,029)</u>	<u>(4,979)</u>				
<u>140 Salaries</u>								
4000 Salaries	177,483	178,709	210,000	31,291	31,291	31,291	85.1%	
4010 NIC Employer	14,694	21,746	18,214	(3,532)	(3,532)	(3,532)	119.4%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020 Superannuation Employer	30,344	30,458	42,184	11,726		11,726	72.2%	
Salaries :- Indirect Expenditure	222,521	230,912	270,398	39,486	0	39,486	85.4%	0
Net Expenditure	(222,521)	(230,912)	(270,398)	(39,486)				
<u>150 Office Expenditure</u>								
1110 Photocopying Income	31	40	15	(25)			266.7%	
1610 Events Income	100	0	0	0			0.0%	
Office Expenditure :- Income	131	40	15	(25)			266.7%	0
4080 Stationery	169	118	840	722		722	14.1%	
4085 Postage and Couriers	128	8	102	94		94	8.0%	
4090 Office Supplies and Equipment	4,071	3,184	3,597	413		413	88.5%	
4095 Website	4,054	660	3,500	2,840		2,840	18.9%	
4100 Communication	1,890	655	3,560	2,905		2,905	18.4%	
4105 Photocopier Expenditure	1,357	1,115	2,034	919		919	54.8%	
4110 Compliance and Regulatory	705	0	0	0		0	0.0%	
4125 IT and Support	8,861	8,124	10,170	2,046		2,046	79.9%	
Office Expenditure :- Indirect Expenditure	21,233	13,865	23,803	9,939	0	9,939	58.2%	0
Net Income over Expenditure	(21,102)	(13,825)	(23,788)	(9,964)				
<u>160 Administration</u>								
1150 SCC Your Councillor Community	8,543	40,318	0	(40,318)			0.0%	40,318
1160 YFS Small Community Projects	93,264	0	0	0			0.0%	
Administration :- Income	101,807	40,318	0	(40,318)				40,318
4140 Bank Charges	1,019	708	1,199	491		491	59.1%	
4145 Professional Fees	25,565	23,814	30,510	6,696		6,696	78.1%	
4150 Election	0	23,774	10,000	(13,774)		(13,774)	237.7%	2,500
4155 Cllrs' Training and Expenses	15	1,017	2,000	983		983	50.9%	
4160 Staff Training and Expenses	2,144	508	2,034	1,526		1,526	25.0%	
4165 Chairman's Allowance	400	0	434	434		434	0.0%	
4170 Members' Allowance	0	0	1,800	1,800		1,800	0.0%	
4175 Subscriptions and Licences	9,784	11,247	11,187	(60)		(60)	100.5%	
4360 Office Expansion Project	0	3,300	0	(3,300)		(3,300)	0.0%	3,300
Administration :- Indirect Expenditure	38,927	64,368	59,164	(5,204)	0	(5,204)	108.8%	5,800
Net Income over Expenditure	62,880	(24,050)	(59,164)	(35,114)				
6000 plus Transfer from EMR	7,238	5,800	0	(5,800)				
6001 less Transfer to EMR	101,807	40,318	0	(40,318)				
Movement to/(from) Gen Reserve	(31,689)	(58,568)	(59,164)	(596)				

	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 &amp; Regulatory</u>								
4110 Compliance and Regulatory	7,878	6,183	5,995	(188)		(188)	103.1%	
4135 Fire System Maintenance	671	0	0	0		0	0.0%	
4310 Repairs	379	0	0	0		0	0.0%	
Compliance & Regulatory :- Indirect Expenditure	8,928	6,183	5,995	(188)	0	(188)	103.1%	0
Net Expenditure	(8,928)	(6,183)	(5,995)	188				
6000 plus Transfer from EMR	687	0	0	0				
Movement to/(from) Gen Reserve	(8,241)	(6,183)	(5,995)	188				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	23,018	12,408	22,932	10,524		10,524	54.1%	
4310 Repairs	1,528	4,530	5,000	470		470	90.6%	
Maintenance and Repair :- Indirect Expenditure	24,546	16,938	27,932	10,994	0	10,994	60.6%	0
Net Expenditure	(24,546)	(16,938)	(27,932)	(10,994)				
<u>210 Court Lodge &amp; Innes Pavilion</u>								
1310 Football Pitches Income	7,874	8,849	6,407	(2,442)			138.1%	
1320 Innes Pavilion Rent Income	9,223	11,018	10,220	(798)			107.8%	
1340 Utilities income	955	2,393	0	(2,393)			0.0%	
1610 Events Income	0	1,800	0	(1,800)			0.0%	
Court Lodge & Innes Pavilion :- Income	18,053	24,060	16,627	(7,433)			144.7%	0
4110 Compliance and Regulatory	(131)	0	0	0	0	0	0.0%	
4125 IT and Support	465	0	0	0	0	0	0.0%	
4210 Cleaning	3,165	3,538	3,609	71	71	71	98.0%	
4215 Maintenance Contracts	1,645	1,202	1,199	(3)	(3)	(3)	100.3%	
4230 Utilities	4,901	5,152	4,577	(575)	(575)	(575)	112.6%	
4300 Rent to RBBC Expenditure	1	1	1	0	0	0	100.0%	
4305 Refurbishment	40,583	52,403	6,176	(46,227)	(46,227)	(46,227)	848.5%	52,403
4310 Repairs	9,506	1,145	1,235	90	90	90	92.7%	
4330 Security	(80)	0	0	0	0	0	0.0%	
4405 Playground Repairs	(16,028)	0	0	0	0	0	0.0%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	44,026	63,441	16,797	(46,644)	0	(46,644)	377.7%	52,403
Net Income over Expenditure	(25,973)	(39,381)	(170)	39,211				
6000 plus Transfer from EMR	49,246	52,403	0	(52,403)				
Movement to/(from) Gen Reserve	23,273	13,022	(170)	(13,192)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Horley Recreation Ground</u>								
1340 Utilites income	959	(352)	0	352			0.0%	
1400 Café in the Park Rent Income	(767)	19,557	18,000	(1,557)			108.7%	
1600 Bowling Club Lease	602	301	301	0			100.0%	
1610 Events Income	4,400	5,871	5,000	(871)			117.4%	
1620 Banners	1,086	1,610	1,000	(610)			160.9%	
1630 Cafe Contents Sold (In Trust)	10,000	0	0	0			0.0%	
Horley Recreation Ground :- Income	<u>16,280</u>	<u>26,987</u>	<u>24,301</u>	<u>(2,686)</u>			<u>111.1%</u>	<u>0</u>
4110 Compliance and Regulatory	920	0	0	0	0	0	0.0%	
4125 IT and Support	163	0	0	0	0	0	0.0%	
4215 Maintenance Contracts	5,921	1,934	5,000	3,067	3,067	3,067	38.7%	168
4230 Utilities	3,244	189	1,500	1,311	1,311	1,311	12.6%	
4310 Repairs	4,146	18,286	0	(18,286)	(18,286)	(18,286)	0.0%	18,151
4340 Signage	955	499	5,000	4,501	4,501	4,501	10.0%	
4345 Pest control	0	3,300	650	(2,650)	(2,650)	(2,650)	507.7%	
4350 Tree Surgery	260	0	0	0	0	0	0.0%	
4400 Playground Inspections	11,851	10,330	10,558	228	228	228	97.8%	
4405 Playground Repairs	4,416	958	8,905	7,947	7,947	7,947	10.8%	
4410 Parks Furniture	2,661	20,955	6,361	(14,594)	(14,594)	(14,594)	329.4%	19,295
4415 Café in the Park Expenditure	6,262	7,001	2,398	(4,603)	(4,603)	(4,603)	292.0%	
4420 Memorial & Ornamental Gdns	2,078	1,454	6,176	4,722	4,722	4,722	23.5%	
Horley Recreation Ground :- Indirect Expenditure	<u>42,877</u>	<u>64,905</u>	<u>46,548</u>	<u>(18,357)</u>	<u>0</u>	<u>(18,357)</u>	<u>139.4%</u>	<u>37,614</u>
Net Income over Expenditure	<u>(26,597)</u>	<u>(37,919)</u>	<u>(22,247)</u>	<u>15,672</u>				
6000 plus Transfer from EMR	25,312	37,614	0	(37,614)				
Movement to/(from) Gen Reserve	<u>(1,285)</u>	<u>(305)</u>	<u>(22,247)</u>	<u>(21,942)</u>				
<u>230 Church Road Allotments</u>								
1500 Allotment Rent Income	3,327	4,318	3,524	(794)			122.5%	
Church Road Allotments :- Income	<u>3,327</u>	<u>4,318</u>	<u>3,524</u>	<u>(794)</u>			<u>122.5%</u>	<u>0</u>
4230 Utilities	850	1,242	1,500	258	258	258	82.8%	
4310 Repairs	1,267	1,287	2,218	931	931	931	58.0%	
4340 Signage	126	0	0	0	0	0	0.0%	
Church Road Allotments :- Indirect Expenditure	<u>2,243</u>	<u>2,528</u>	<u>3,718</u>	<u>1,190</u>	<u>0</u>	<u>1,190</u>	<u>68.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,084</u>	<u>1,790</u>	<u>(194)</u>	<u>(1,984)</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	297	8,746	4,058	(4,688)			215.5%	
Langshott Allotments :- Income	297	8,746	4,058	(4,688)			215.5%	0
4210 Cleaning	1,106	1,128	1,500	372		372	75.2%	
4230 Utilities	414	985	2,998	2,013		2,013	32.9%	
4310 Repairs	1,238	1,696	2,060	364		364	82.3%	
4340 Signage	114	0	0	0		0	0.0%	
Langshott Allotments :- Indirect Expenditure	2,872	3,809	6,558	2,749	0	2,749	58.1%	0
Net Income over Expenditure	(2,575)	4,937	(2,500)	(7,437)				
<u>260 Michael Crescent</u>								
4215 Maintenance Contracts	105	0	0	0		0	0.0%	
4405 Playground Repairs	70,000	0	0	0		0	0.0%	
4550 Buildings & Grounds	0	517	1,017	500		500	50.8%	
Michael Crescent :- Indirect Expenditure	70,105	517	1,017	500	0	500	50.8%	0
Net Expenditure	(70,105)	(517)	(1,017)	(500)				
6000 plus Transfer from EMR	70,000	0	0	0				
Movement to/(from) Gen Reserve	(105)	(517)	(1,017)	(500)				
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	300	602	507	(95)		(95)	118.7%	
4340 Signage	890	0	0	0		0	0.0%	
Emlyn Meadows :- Indirect Expenditure	1,190	602	507	(95)	0	(95)	118.7%	0
Net Expenditure	(1,190)	(602)	(507)	95				
<u>280 Town Centre</u>								
1240 Sponsorship Income	500	0	0	0			0.0%	
1250 Councillors Hospitality Income	147	0	0	0			0.0%	
1300 Devolved Powers RBBC Income	0	3,400	1,700	(1,700)			200.0%	
Town Centre :- Income	647	3,400	1,700	(1,700)			200.0%	0
4110 Compliance and Regulatory	(800)	0	0	0		0	0.0%	
4340 Signage	(48)	0	0	0		0	0.0%	
4410 Parks Furniture	(40)	0	0	0		0	0.0%	
4600 Flower Baskets, Beds, Planters	10,725	10,805	9,929	(876)		(876)	108.8%	2,368
4620 HTC Events	2,474	1,894	4,068	2,174		2,174	46.6%	
4630 Christmas Tree	1,163	2,000	1,500	(500)		(500)	133.3%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4640 Horley In Bloom	0	443	0	(443)		(443)	0.0%	
Town Centre :- Indirect Expenditure	13,474	15,142	15,497	355	0	355	97.7%	2,368
Net Income over Expenditure	(12,827)	(11,742)	(13,797)	(2,055)				
6000 plus Transfer from EMR	2,378	2,368	0	(2,368)				
Movement to/(from) Gen Reserve	(10,449)	(9,375)	(13,797)	(4,422)				
<u>290 Security</u>								
4330 Security	8,220	5,779	10,170	4,391		4,391	56.8%	
4650 CCTV Installation	0	17,793	7,500	(10,293)		(10,293)	237.2%	10,293
4655 CCTV Maintenance	0	0	3,798	3,798		3,798	0.0%	
4660 CCTV Broadband Connection	1,139	1,960	2,384	424		424	82.2%	
Security :- Indirect Expenditure	9,359	25,532	23,852	(1,680)	0	(1,680)	107.0%	10,293
Net Expenditure	(9,359)	(25,532)	(23,852)	1,680				
6000 plus Transfer from EMR	0	10,293	0	(10,293)				
Movement to/(from) Gen Reserve	(9,359)	(15,239)	(23,852)	(8,613)				
<u>310 Full Council</u>								
4110 Compliance and Regulatory	200	0	0	0		0	0.0%	
4350 Tree Surgery	470	1,680	9,000	7,320		7,320	18.7%	
4500 GM Contracts	63,477	64,535	65,000	465		465	99.3%	
4710 Churchyards Grant	6,750	6,750	6,750	0		0	100.0%	
4720 HTC Grants Scheme	3,399	1,900	5,000	3,100		3,100	38.0%	
Full Council :- Indirect Expenditure	74,296	74,865	85,750	10,885	0	10,885	87.3%	0
Net Expenditure	(74,296)	(74,865)	(85,750)	(10,885)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	27,596	27,596	27,596	0		0	100.0%	
4730 Council office - PWLB	19,545	19,545	19,545	0		0	100.0%	
Loans :- Indirect Expenditure	47,141	47,141	47,141	0	0	0	100.0%	0
Net Expenditure	(47,141)	(47,141)	(47,141)	(0)				
<u>330 Discretionary Expenditure GPC</u>								
4740 Discretionary Expenditure GPC	0	644	0	(644)		(644)	0.0%	
Discretionary Expenditure GPC :- Indirect Expenditure	0	644	0	(644)	0	(644)		0
Net Expenditure	0	(644)	0	644				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2026

Month No: 12

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>410 New Projects</u>								
4360 Office Expansion Project	0	394,285	0	(394,285)		(394,285)	0.0%	392,785
4430 Outdoor Play Gym	0	62,258	0	(62,258)		(62,258)	0.0%	62,258
New Projects :- Indirect Expenditure	<u>0</u>	<u>456,544</u>	<u>0</u>	<u>(456,544)</u>	<u>0</u>	<u>(456,544)</u>		<u>455,044</u>
Net Expenditure	<u>0</u>	<u>(456,544)</u>	<u>0</u>	<u>456,544</u>				
6000 plus Transfer from EMR	0	455,044	0	(455,044)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>(1,500)</u>	<u>0</u>	<u>1,500</u>				
Grand Totals:- Income	1,187,555	1,045,486	733,855	(311,631)			142.5%	
Expenditure	668,164	1,126,546	663,855	(462,691)	0	(462,691)	169.7%	
Net Income over Expenditure	<u>519,391</u>	<u>(81,060)</u>	<u>70,000</u>	<u>151,060</u>				
plus Transfer from EMR	172,226	580,035	0	(580,035)				
less Transfer to EMR	445,046	266,015	0	(266,015)				
Movement to/(from) Gen Reserve	<u>246,571</u>	<u>232,960</u>	<u>70,000</u>	<u>(162,960)</u>				



## **HORLEY TOWN COUNCIL**

### **Full Council**

#### **Rota for Councillors' Audit 2026/27**

<b>Date of Meeting</b>	<b>Accounts</b>	<b>Members</b>
28 July 2026	Apr/May/June 2026	Cllrs Fagan and Turner
27 Oct 2026	Jul/Aug/Sep 2026	Cllrs George and Easterbrook
26 Jan 2027	Oct/Nov/Dec 2026	Cllrs Marshall and Hughes
TBA (June 2027)	Jan/Feb/Mar 2027	Cllrs Baird and Saunders

RFO will liaise with Members to agree a date and time for their audit; usually between one and two weeks prior to the meeting.

If Members are unable to attend, please contact the office at the earliest opportunity.

15/05/2026

## Horley Town Council

11:19

## Balance Sheet as at 31/03/2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
	Current Assets		
4,954	Debtors	7,374	
99	Allotment Salesledger	4,914	
15,400	VAT Control Ac	58,668	
7	Allotments - debtors	7	
90,273	HSBC Current 51219138	171,106	
493,757	HSBC Deposit 01219154	348,628	
1,852	HSBC Payroll 81345788	575	
25,062	Nationwide Intl 90036306	25,941	
293	FairFX Bank Debit Card	690	
626,002	Handelsbanken 50044859	345,469	
0	Handelsbanken FT 26366645	257,227	
<u>1,257,698</u>		<u>1,220,599</u>	
<b>1,257,698</b>	<b>Total Assets</b>	<b>1,220,599</b>	
	Current Liabilities		
34,365	Creditors	78,377	
840	Mayors Charity	614	
5,309	HTMG	5,309	
0	Accruals	5,186	
2,286	HMRC PAYE Liability	3,420	
392	Pension Liability	153	
994	Receipts in Advance	0	
14,984	Holding Deposits	14,984	
2,710	Damage Deposits	3,057	
0	Allotments Deposit	360	
<u>61,879</u>		<u>111,459</u>	
<b>1,195,819</b>	<b>Total Assets Less Current Liabilities</b>	<b>1,109,139</b>	
	Represented By		
429,002	General Reserves	551,343	
766,817	Earmarked Reserves	557,797	
<u>1,195,819</u>		<u>1,109,139</u>	

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15/05/2026

Horley Town Council

11:19

Balance Sheet as at 31/03/2026

---

31st March 2025

31st March 2026

The above statement represents fairly the financial position of the Authority as at 31/03/2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

\_\_\_\_\_

Date : \_\_\_\_\_

Signed :

Responsible

Financial

\_\_\_\_\_

Date : \_\_\_\_\_

Horley Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/03/2026	HSBC Current 51219138	171,105.88
2	31/03/2026	HSBC Deposit 01219154	348,627.86
3	31/03/2026	HSBC Payroll 81345788	575.47
4	31/03/2026	Nationwide Intl 90036306	25,940.87
5	31/03/2026	FairFX Bank Debit Card	689.50
6	31/03/2026	Handelsbanken 50044859	345,469.49
7	31/03/2026	Safe (Unbanked Money)	0.00
8	31/03/2026	Handelsbanken FT 3786859	257,226.69
			1,149,635.76
<u>Receipts not on Bank Statement</u>			
0	31/03/2026	All Receipts Cleared	0.00
			0.00
Closing Balance			1,149,635.76
<u>All Cash &amp; Bank Accounts</u>			
1		HSBC Current 51219138	171,105.88
2		HSBC Deposit 01219154	348,627.86
3		HSBC Payroll 81345788	575.47
4		Nationwide Intl 90036306	25,940.87
5		FairFX Bank Debit Card	689.50
6		Handelsbanken 50044859	345,469.49
7		Safe ( unbanked money)	0.00
8		Handelsbanken FT 26366645	257,226.69
Other Cash & Bank Balances			0.00
Total Cash & Bank Balances			1,149,635.76

## Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

# ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Horley Town Council

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	676,428	1,195,819	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	604,096	623,148	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	583,459	422,338	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	222,521	230,912	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	47,141	47,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	398,502	854,113	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	1,195,819	1,109,139	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,237,239	1,149,636	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	2,560,984	2,656,997	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	546,643	514,416	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

## Section 2 – Accounting Statements 2025/26 for

### HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	676,428	1,195,819	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	604,096	623,148	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	583,459	422,338	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	222,521	230,912	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	47,141	47,141	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	398,502	854,113	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,195,819	1,109,139	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,237,239	1,149,636	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	2,560,984	2,656,997	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	546,643	514,416	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

DD/MM/YYYY

Date

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

# Annual Internal Audit Report 2025/26

HORLEY TOWN COUNCIL

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

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>P. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

01/12/2025

03/06/2026

DD/MM/YYYY

Mark Mulberry BA (Hons) FCCA CTA OR

Signature of person who carried out the internal audit

SM

Date

03/06/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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**Funding for an organisation providing a community outreach programme to support the most vulnerable people in the Horley area.**

---

<b>Funding applied for:</b>	£2,000	<b>Area supported:</b>	Horley Central & South, Horley West & Sidlow, Horley East & Salfords
<b>Total cost of this work</b>	£2,000	<b>Number of people supported:</b>	200

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**Reviewer's comments**

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Citizens Advice Reigate and Banstead (CARB) has extensive experience supporting some of the most vulnerable young people and families across the Reigate and Banstead wards in Surrey. The organisation has a strong track record of delivering effective community outreach programmes, and securing this grant would increase capacity at sessions to provide additional support in the Horley area. With its strong local connections, CARB is well positioned to ensure that its services reach the people who need them most. The reviewer strongly recommends this application for funding.

**Income in last FY:** £487,001

**Financial position:** According to the Annual Accounts dated March 2025 CARB had £295,923 in unrestricted funds, equating to almost 7 months running costs.

**Previous grant awards:** CARB has had 12 grants from CFSurrey since 2015 totalling £96,406. The most recent grant of £3,430 was awarded towards costs of financial capability sessions for young people in Reigate.

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**The application – in the words of the applicant**

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**Short summary of the main activities carried out by your organisation: (Where and when do you meet, how many people attend, and what you do?)**

---

Citizens Advice Reigate and Banstead is an independent charity and part of the Citizens Advice national network. We provide free, confidential, and impartial advice that empowers individuals to resolve problems while reducing pressure on public services.

**Aims and objectives** - Our mission is to improve lives and build a healthier, more inclusive community in Reigate and Banstead. We transform the lives of our clients - practically, financially, and emotionally, ensuring those most at risk are not left behind. Our objectives are to:

- Support the most vulnerable: Prioritising residents at greatest risk of financial hardship, housing insecurity, and social exclusion.
- Empower clients: Build resilience by equipping people to manage their issues wherever possible, while stepping in with direct intervention when needed.
- Deliver sustainability and growth: Securing resources to meet rising demand and harness technology to improve efficiency and reach.
- Demonstrate value: Using robust data and partnerships to evidence impact, showing how early advice prevents escalation to costly crises.

**Our work** - We address urgent and complex issues including debt, welfare benefits, housing, employment, family breakdown, and consumer rights. Without our service, many clients would face homelessness, food insecurity, worsening health, or unmanageable debt, often leading to greater strain on statutory services such as housing, social care, and the NHS. The cost-of-living crisis has significantly increased demand, with debt advice alone rising by 8% in the 12 months to March 2025. To deliver effective support, we work in partnership with foodbanks, homelessness charities, domestic abuse services, Age Concern, and many other voluntary and statutory agencies, ensuring that clients receive holistic and joined-up help.

**Our impact** - From April 2024 to March 2025, we supported 3,721 clients (up 8.2% year-on-year), resolving 11,466 issues. Outcomes achieved include:

- £441,630 in income gains for clients.
- £100,920 accessed in reimbursements, services, and loans.
- £449,469 of debt written off.
- £18,393 in debt repayments rescheduled.

In our four most deprived wards - Hooley, Merstham & Netherne; Tattenham Corner & Preston; Horley Central & South; and Redhill West & Wray Common - we supported 882 clients with 3,152 issues.

By investing in Citizens Advice Reigate and Banstead, funders help ensure that people facing hardship receive early, effective, and life-changing support, creating long-term savings for the wider community and better outcomes for those most in need.

**Focus on Horley** - Our strategic focus is to help people living in the most deprived areas in our community. One such area is Horley Central & South which is the 13th most deprived neighbourhood in Surrey\*. In this area:

- 15.5% pensioners are in poverty - compared with 6.1% overall in Surrey.
- 16.2% of all children are in absolute low-income (vs 6.9% in Surrey), 39.3% of which are in lone parent families and 28.6% of which are in out of work families.
- 8.9% of households were in fuel poverty in 2022, which is likely to have risen considerably recently.

\*Reference: The 21 Health and Wellbeing Key Neighbourhoods in Surrey. <https://www.surreyi.gov.uk/key-neighbourhoods/>

**Our impact in Horley:** Many of our clients living in Horley are on fixed incomes with little or no ability to increase earnings, often due to disability, long-term health conditions, or caring responsibilities. For them, meeting basic living or housing costs can be impossible, especially when facing unmanageable debt. Notably, more than half of our clients (61%) live with disabilities or long-term health issues. 65% of our clients are female. With financial hardship closely linked to mental ill-health, timely advice, including debt advice, not only improves finances but also helps prevent further emotional distress.

In the 12 months to 28 February 2026, across Horley we supported 405 clients with 1,429 issues. For clients living in Horley, we achieved £288,991 in income gains, £37,718 in debts written off and £24,525 reimbursements, services and loans.

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**Why are you applying for this grant? What do you want to do? Answering the questions "where, when, what, how, who and why?" may help structure your answer.**

---

**Where and when** - Our project 'COMMUNITY OUTREACH PROGRAMME IN HORLEY' will deliver advice sessions at the YMCA Horley Young People & Family Centre and the Horley Community Centre, on Thursdays and occasionally on Mondays.

**What and how** - Outreach advice sessions are run by our Outreach Services Manager and volunteers. They provide free, confidential advice on welfare benefits, income maximisation, support with basic needs including housing, employment, health, and access to essentials including food. To raise awareness our team will distribute leaflets and posters and use a pop-up banner to help residents recognise the service and understand how to access further support. With funding, we aim to increase volunteer capacity and raise awareness so that more residents can access help locally.

**Who** - Our strategic focus is to help people living in the most deprived areas in our community, especially people living in Horley Central & South which is the 13th most deprived neighbourhood in Surrey. From the 405 clients we supported in Horley in the 12 months to end of February 2026, 165 (41%) live in this area and demonstrates the need for the service in this community.

**Funding needed** - Volunteer training and travel (2 volunteers, 12 months): £700

Room hire: £600 / Refreshments: £200 / Awareness-raising materials: £500 = Total: £2,000

Community Foundation for Surrey  
Export House  
4<sup>th</sup> Floor,  
5 Henry Plaza  
Victoria Way  
Woking  
GU21 6QX

01483 478092  
Rebecca.Bowden@cfsurrey.org.uk  
www.cfsurrey.org.uk

1 May 2026

Dear Fund Owner,

We are writing to thank you for your kindness, generosity and empathy in continuing to support those most in need across our county during FY 2025–26. It is a pleasure to work with you, and we are deeply grateful for your ongoing support in helping to ensure that no one is left behind in Surrey.

Please find enclosed your Annual Fund Statement, along with a copy of our scale of fees for your reference.

We are also writing to recommend the annual drawdown rate for your Endowment Fund with the Community Foundation for Surrey.

As you may recall, we held an investment managers' briefing in February, which covered both a market review and outlook. The past 24 months have been highly turbulent for financial markets, and investment performance has been poor. Over the 12 months to 31 March 2026, the COIF Ethical Investment Fund delivered a return of –2.18%.

Despite this, CCLA forecasts portfolio growth in the years ahead, and we remain confident in achieving our long-term investment target of RPI +4% over a ten-year horizon. Taking a longer-term view, recent market volatility should not materially affect overall planned giving.

However, considering this performance, Trustees at the Community Foundation for Surrey are meeting regularly with CCLA who manage all our investments. I have attached for you the most recent update from CCLA on our Community First Fund Portfolio which explains their current strategy and reasons for poor performance. The Community First Funds, which represent approximately one third of Surrey's portfolio, are managed at a national level and cannot be moved from CCLA.



When setting the annual drawdown rate, Trustees must balance the long-term objective of capital growth with the immediate need to provide grant funding.

In FY 2025–26, the Community Foundation for Surrey awarded over £3.2 million in grants to more than 340 organisations and over 100 individuals. In our three main grants rounds alone, £1.5 million was awarded; however, we received applications totalling more than £10 million, highlighting the scale of unmet need.

Charities are currently facing a convergence of challenges, including rising operational costs (such as staffing, energy, and rent), reduced government funding, and declining public donations. The funding environment is extremely difficult both nationally and locally, with additional pressures from cuts to local authority and health sector budgets in Surrey. We have seen several charity closures over the past year, including some long-established Surrey organisations. At the same time, we continue to receive a steady stream of applications to our Cashflow Crisis Fund. In response, we have been working with fund holders to encourage greater support for core costs, multi-year funding, and grants that enable organisations to adapt and become more financially resilient.

**Having reviewed the current context, Trustees have approved the following recommendations for Fund Owners and Fund Panel Chairs:**

- Fund Owners are recommended to implement a drawdown of 4% for grant-making in FY 2026–27, reflecting the significant level of need in the voluntary sector.
- Of this 4% drawdown, Trustees recommend that 3% is retained within your Fund’s grant-making account for distribution at your discretion. The remaining 1% should be allocated to the Surrey Community Fund (SCF) Crisis Fund to support local charities and community organisations at risk of closure. Applications for this funding will be managed through the usual SCF crisis grants process.

This approach aims to support organisations delivering vital services across Surrey, particularly those needing to bridge financial gaps arising from ongoing cost-of-living pressures. It also helps to safeguard the long-term impact of our collective giving in the county.

You may recall that we made a similar request last year. The crisis funding provided has been invaluable in helping many organisations avoid closure and continue their essential work. However, demand for this support remains high. I have enclosed a report on the fund.



### **Community First Endowments**

If you contributed to the Community First Endowment Challenge between 2012 and 2015, your fund will include 'Community First' in its title. You will recall that previous restrictions on annual drawdown levels were lifted in 2025. This means that an amount is now available for distribution.

- Trustees recommend that holders of Community First Funds draw down their full entitlement for use in grant-making this year.

Please respond to this letter by close of play Monday 18 May to confirm whether you are content to accept the Trustees' recommendation on the drawdown level.

We could not achieve this work without your support—thank you.  
Yours sincerely,

Paul Downes, Honorary Treasurer

# 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.**

Last updated January 2025

If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk)

## Grant Application

Organisation Information	
Name & Address: Telephone No: Email Address: Website:	St Bartholomew's Church, Church Road Horley, RH6 8AB 01293 782218 <a href="mailto:parishoffice@horleyteammunistry.org.uk">parishoffice@horleyteammunistry.org.uk</a>  horleyteammunistry.org.uk
Is the organisation a non-profit making body?	Yes, we are non-profit making
When was your organisation formed?	The church has been on this site for over 800 years
If your organisation is a registered charity please give the registration number	Yes 1133767
Number of members in the organisation	The electoral roll for the three Anglican churches is circa 250. We welcome people from all of Horley and surrounding districts
What percentage of your membership lives in Horley?	The current population of Horley and district is circa 30,000 and all are welcome to use the church, the old and new churchyard.
Is membership restricted in any way?	99.5%
Is there a membership fee or other charges for access to your activities? Please give details	There are no restrictions. Everyone is welcome to join the congregation.
Is there a membership fee or other charges for access to your activities? Please give details	No. Donations welcome.
Details of Grant Request	
Purpose for which grant is required.	A tree survey in the new churchyard. See attached plan.
How will Horley resident's benefit?	The churchyard will be a safe environment in which to visit the graves of loved ones.
Is the project open to everyone?	Yes

If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	As part of our Quinquennial Inspection report the tree survey has to be undertaken on a regular basis to ensure a safe environment for the general public.
What is the amount of Grant you are seeking from Horley Town Council?	<b>£750 + £1.50 per tree for any missing identification tags.</b>
What is the total cost of the project or activity?	<b>£800 maximum</b>
Please state what contribution your organisation will make towards project (either financial or in kind)	If there is a shortfall the PCC will fund the balance
Funds granted from other bodies (Please give details)	<b>£0</b>
Please indicate how you have arrived at the total cost?	A quotation from Ben Tidey of the Arboriculturally Consultancy Ltd
If there is a shortfall, how do you propose to fund the deficiency?	<b>From the PCC</b>

#### 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

**Ove the last 5 years we have had grants from the Town Council and Community Foundation Trust/Edmonds Fund for tree pruning (2021) £850 from the Town Council and £2300 (2024) from the Edmonds Fund to re-point and repair the lychgate as well as regular support from the Town Council to help with grass cutting in the new churchyard.**

#### Attachments

Documents	Yes	No
Constitution		√
Annual Report	√ <b>Plan of trees to be surveyed</b>	
Published Accounts	<b>See link below</b>	
Budget for activity		√
Budget for organisation		√

#### Declaration

Name	Rev'd Canon Les Wells	
Position in Organisation	Team Rector	
Bank Details	Account Name	_____
	Account Sort Code	_____
	Account Number	_____
Signature		

Name (Printed)	Rev'd Canon Les Wells
Date	20/04/2026

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

Please return the completed application form with supporting information to [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk) or post to Chief Executive Officer, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

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#### Published Accounts

[https://register-of-charities.charitycommission.gov.uk/en/charity-search?p\\_p id=uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet&p\\_p lifecycle=2&p\\_p state=maximized&p\\_p mode=view&p\\_p resource id=%2Faccounts-resource&p\\_p cacheability=cacheLevelPage& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet objectiveId=A17069726& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p my cRenderCommandName=%2Faccounts-and-annual-returns& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p organisationNumber=5005942& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p organisationNumber=5005942](https://register-of-charities.charitycommission.gov.uk/en/charity-search?p_p id=uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet&p_p lifecycle=2&p_p state=maximized&p_p mode=view&p_p resource id=%2Faccounts-resource&p_p cacheability=cacheLevelPage& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet objectiveId=A17069726& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p my cRenderCommandName=%2Faccounts-and-annual-returns& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p organisationNumber=5005942& uk gov ccew onereg charitydetails web portlet CharityDetailsPortlet priv r p organisationNumber=5005942)



# Horley Town Council

## Council Grant Scheme



### INTRODUCTION

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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.**
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Last updated January 2025

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### Grant Application

Organisation Information	
Name & Address: Telephone No: Email Address: Website:	Horley Town Women
Is the organisation a non-profit making body?	yes
When was your organisation formed?	We formed in September 2025
If your organisation is a registered charity please give the registration number	no
Number of members in the organisation	35
What percentage of your membership lives in Horley?	90%
Is membership restricted in any way?	No
Is there a membership fee or other charges for access to your activities? Please give details	No we are keeping a free to play
Details of Grant Request	
Purpose for which grant is required.	<p>The Horley Town Council grant will be used directly to cover the non-negotiable running costs that keep our team operational without passing the financial burden onto our low-income young women players.</p> <ul style="list-style-type: none"> <li>• <b>Winter Training Venue Hire:</b> Securing a safe, floodlit, and accessible training pitch within the Horley area during the dark winter months.</li> <li>• <b>Match Officials' Fees:</b> Paying FA-qualified referees for all home fixtures throughout the 2026/27 season.</li> <li>• <b>League and Affiliation Fees:</b> Covering the mandatory costs to register Horley Town Women in the regional league and maintain your FA affiliation.</li> <li>• <b>Essential Kit and Safety Equipment:</b> Replacing worn match day kits, training bibs, cones, and first-aid supplies to ensure players can participate safely and with team pride.</li> </ul>

Last updated January 2025

How will Horley resident's benefit?	A grant to Horley Town Women directly invests in the health and cohesion of the Horley community. By funding our running costs, the Council will ensure that 20 plus local women and girls from low-income households are not priced out of sport. This project directly addresses local health inequalities by providing a zero-cost path to improved physical fitness and mental wellbeing. Furthermore, it creates a safe, positive evening environment for young residents (16+) and strengthens our town's community spirit under the Horley Town banner. Local residents can also attend all our home matches to support a local community project	
Is the project open to everyone?	yes	
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	We have been running self-funded for one season and have 30 plus players requesting a place for next season	
What is the amount of Grant you are seeking from Horley Town Council?	£1000	
What is the total cost of the project or activity?	£2000	
Please state what contribution your organisation will make towards project (either financial or in kind)	We are all volunteers who give our time and coaching at no cost, and we hope to raise the rest needed by approaching local businesses for support	
Funds granted from other bodies (Please give details)	£ none	
Please indicate how you have arrived at the total cost?	The training venue alone is £50 per session and there are 30 winter training sessions needed	
If there is a shortfall, how do you propose to fund the deficiency?	We are approaching local businesses for the additional funds	
<b>Previous Applications</b>		
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		
As we are a new Women's Football team we do not have any Annual reports or published accounts		
<b>Attachments</b>		
<b>Documents</b>	<b>Yes</b>	<b>No</b>
Constitution		
Annual Report		
Published Accounts		
Budget for activity		
Budget for organisation		
<b>Declaration</b>		
Name Kerry Parker		

Position in Organisation	Women's team Secretary	
Bank Details	Account Name	
	Account Sort Code	
	Account Number	
Signature	K Parker	
Name (Printed)	Kerry Parker	
Date	12 <sup>th</sup> May 2025	

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](mailto:town.clerk@horleytown.com) or post to Joan Walsh, Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

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# Horley Town Council

## Council Grant Scheme



### INTRODUCTION

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### BACKGROUND

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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.**
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Last updated January 2025

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### Grant Application

Organisation Information	
Name & Address: Telephone No: Email Address: Website:	Langshott Allotments Tenants Association (L.A.T.A.)
Is the organisation a non-profit making body?	LATA is a non-profit making organisation
When was your organisation formed?	LATA was formed in 2021
If your organisation is a registered charity please give the registration number	LATA is not a registered charity
Number of members in the organisation	LATA currently has 62 members out of a total of 80 plot holders at Langshott
What percentage of your membership lives in Horley?	All Langshott plot holders are local to Horley
Is membership restricted in any way?	
Membership is restricted to those who cultivate plots at Langshott Allotments	
Is there a membership fee or other charges for access to your activities? Please give details	
LATA works on the basis of voluntary donations from plot holders, no one is excluded on the grounds of affordability or not.	
Details of Grant Request	
Purpose for which grant is required.	This request is to purchase a strimmer and some hand tools to replace those that were stolen. We have also recently invested in a solar panel, charger and battery and now require a 240v inverter to enable us to recharge battery tools onsite rather than having to take batteries home to recharge. On 17 <sup>th</sup> Dec 2025 the Langshott container was broken into and thieves stole all the garden machinery as well as a number of hand tools.
How will Horley resident's benefit?	The tools will be made available to the allotments community to help manage the common areas of the allotments as well as plot holders own plots

Is the project open to everyone?	The communal tool "store" is available to all Langshott Allotmenters
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	The current project is to restock the tool store to a level the allotmenters enjoyed prior to the burglary last year. LATA have recently been donated a 2 <sup>nd</sup> hand Hayter mower but we still need a strimmer and some other hand tools.
What is the amount of Grant you are seeking from Horley Town Council?	LATA is seeking any contribution from HTC to help fund replacement garden tools (following the theft from our lock-up) and a new 240v inverter for our community shelter.  The following are on our shopping list at a total cost of £554 DeWalt Strimmer (DCM561P1S) £175 Spare DeWalt battery £ 55 Spear & Jackson loppers £ 34 Laanpole tree pruner £ 70 Spear & Jackson Garden shears (8120RS) £ 26 240v Inverter (Victron 12/12000 (to charge batteries) £194
What is the total cost of the project or activity?	The total cost is as above £554
Please state what contribution your organisation will make towards project (either financial or in kind)	LATA will purchase items as we build up a cash reserve, however we do not have a regular income, all funds are through donations either for provision of manure, wood chip or community activities.
Funds granted from other bodies (Please give details)	LATA have no other sources of funding other than allotmenteer donations.
Please indicate how you have arrived at the total cost?	Total cost of £554 is taken from list prices available from Bimble Solar, Screwfix and Amazon.
If there is a shortfall, how do you propose to fund the deficiency?	As mentioned above items will be purchased as and when funds become available unless LATA decides to seek temporary loans from interested members of LATA. This has been done in the past where items are seen as urgently needed and loans were paid back as an when funds became available.

#### 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

In August 2021 LATA submitted a request for £100 to help pay for a community Polytunnel.

#### Attachments

Documents	Yes	No
Constitution	LATA constitution	
Annual Report		No
Published Accounts	LATA accounts summary sheet	
Budget for activity		No
Budget for organisation		No

#### Declaration

Name		
Position in Organisation	Joint LATA Steering Group Lead	
Bank Details	Account Name	
	Account Sort Code	
	Account Number	
Signature		
Name (Printed)		
Date	1 <sup>st</sup> June 2026	

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

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