

# HORLEY TOWN COUNCIL

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## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday 16 September 2025 at 7.30pm

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

#### SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 16 September 2025, 7.30pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Chief Executive Officer

#### Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: [info@horleysurrey-tc.gov.uk](mailto:info@horleysurrey-tc.gov.uk) or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

#### Public Forum:

#### **Members of the Public and Press are welcome to attend this meeting in person**

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 Albert Rooms,  
Albert Road, Horley on Tuesday 16 September 2025 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 Ordinary Council Meeting held on 29 July 2025.
- 5 Full Council Updates**
- 6 Committee Reports**  
To receive the unapproved Minutes of the meetings of the following Committees:  
**Planning & Development Committee** held on 19 August 2025.
- 7 Council Chair's Report**  
To receive a report of any events attended by the Chair or representative since the Full Council meeting held on 29 July 2025 (*attached*).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To note the SALC AGM and Conference due to be held on 13 November 2025.
  - ii) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.
  - iii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
  - i) To receive and update of the RBBC/HTC Liaison meeting held on 27 August 2025.
  - ii) To note that next SCC/RBBC/HTC Joint Council meeting will be held on 30 September 2025.
  - iii) To receive an update on any other matters.
- 10 Local Government Reorganisation and Devolution**
  - i) **Reigate and Banstead Borough Council (RBBC) - Community Governance Review (CGR) (Closing Date: 18 September 2025)** – To consider for approval the Town Council's response contained in the Survey Questionnaire together with an accompanying letter (Annex 1).
  - ii) **Horley Parish Ward Boundary Proposal** – To consider for approval the draft proposal prepared by the Town Council to be included in the formal submission to RBBC (Annex 2).
  - iii) To receive any update on any other matters.
- 11 Internal Audit Matters**
  - i) To receive the Councillors' Audit Certificates for April, May, and June 2025 (*attached*).
  - ii) To approve the financial reports, including bank reconciliations and summary of receipts and payments, up to 30 June 2025.
- 12 Council Meetings Calendar 2025/26**  
To ratify an adjustment to the cycle of meetings with the postponement of the Council meeting on 9 September and rescheduled to 16 September 2025.

**13 Outside Bodies**

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

- i) Horley Community Partnership
- ii) Royal British Legion

**14 Council Policies**

To approve for adoption the draft Allotment Policy (including Plot Eviction and Appeals Procedure).

**15 HTC Environment Working Group (EWG)**

To receive an update from the Chair, Cllr Avery, on the meeting held on 2 September 2025.

**16 Reigate and Banstead BC Consultation – Horley Community Centre Modernisation Proposals:**

To ratify the Town Council's response to the public engagement initiative.

**17 Christmas 2025**

- i) To agree the arrangements for the Councillor Christmas Hospitality to be held at Horley Community Centre in December (date to be confirmed) and a rota of volunteers to facilitate the event.
- ii) To consider any other matters.

**18 Communications Received**

**19 Diary Dates**

**20 Items for Future Consideration**

To note urgent business for inclusion on future agenda.

**21 Press Release**

To agree items for inclusion.

**22 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."**

**23 Confidential Minutes**

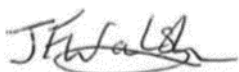
**CONFIDENTIAL**

To approve the confidential minutes of the Ordinary Meeting of the Council held on 29 July 2025.

**24 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project**

**CONFIDENTIAL**

- i) To receive the draft Recommendation Report from the Working Group Chair on the Contract Award for the Council building expansion, sustainable improvements and internal remodelling of the existing office space with new welfare facilities.
- ii) To approve the recommendations for the Contract Award for the building works, in an amount up to and not exceeding £600,000 ex-VAT together with a tentative start date of 2 October 2025.
- iii) To approve the allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £100,000, towards the total budget cost of the project.
- iv) To approve the temporary relocation of Horley Town Council office to a hired office space at Horley Baptist Church (289 Court Lodge Road, Horley RH6 8RG) together with conference room facilities for Council Meetings, for an approximate six-month duration to complete the building works, in an amount up to and not exceeding £12,000.



**Signed: Chief Executive Officer**

**11 September 2025**

**Date of Next Meeting – 28 October 2025**



# HORLEY TOWN COUNCIL

## Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 29 July 2025 at 7.30pm

### Present

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

### \* Absent

### In Attendance

J Walsh (Chief Executive Officer) (CEO)  
S Adeniji (Assistant Chief Executive Officer and RFO)  
J Stay (Planning and Support Officer)

*Prior to the meeting, a private briefing was given by Reigate and Banstead Borough Council on modernisation proposals for Horley Community Centre, Albert Road, Horley RH6 7JA.*

### C 6128 Apologies and Reasons for Absence

**RESOLVED:** that apologies received from Cllr Hughes, Cllr Marr and Cllr Mearing, be accepted. Cllr Burnham was absent.

### C 6129 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Avery, Cllr Baird and Cllr Baker declared a non-pecuniary interest in Item 15 on the agenda (Horley Community Centre refurbishment proposals) as they are members of the Community Partnership Committee.

**RESOLVED:** noted.

### C 6130 Public Forum

One member of the public attended the meeting to observe.

**RESOLVED:** noted.

### C 6131 Minutes

**RESOLVED:** that the Minutes of the Annual Council Meeting held on [17 June 2025](#), be approved.

### C 6132 Full Council Updates

#### C 6121 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project

The CEO reported that the tender for the expansion works had been advertised and received numerous views. As the project consultants had advised full closure of the building during the works for up to six months to comply with fire and other safety regulations, alternative staff working arrangements would be investigated. Current options are Horley Community Centre and Horley Baptist Church. The Community Centre would only be available for part of the week and the space would be offered on a quid pro quo basis through later use of Town Council facilities, during their planned refurbishment next year, subject to availability. The Church would be more costly but would be available for the whole week and could also accommodate council meetings. A further update would be provided at the next Committee meeting.

C 6132) **RESOLVED: noted.**

#### Committee Reports

C 6133 **RESOLVED: that the unapproved minutes of the Leisure and Amenities Committee held on [1 July 2025](#), and the Planning and Development Committee held on [15 July 2025](#), be received.**

C 6134 **RESOLVED: that the approved minutes of the Planning and Development Committee held on [10 June 2025](#), be received.**

#### C 6135 Council Chair's Report

The Chair's Report, which was previously circulated to the Members for information, was received.

**RESOLVED: noted.**

#### C 6136 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

Cllr George gave the following updates from SALC:

- Recent meetings and discussions primarily focused on **Local Government Reorganisation (LGR) in Surrey** and the [Community Governance Review \(CGR\) of the Reigate and Banstead borough](#) (now underway). SALC are continuing to work with Surrey County Council (SCC) to ensure that town and parish councils are recognised for the valuable work they do for the community.
- A pilot study would be carried out in certain areas regarding Neighbourhood Area Committees.
- Two thirds of the county is unparished and SCC is receiving interest in the potential for establishing new town and parish councils.
- It is anticipated that subscription rates to the County Association, will rise to support the impact of LGR and following reorganisation.

**RESOLVED: noted.**

#### Borough, County Council and Other Updates

#### C 6137 SCC/RBBC/HTC Joint Council meetings 2025/26

The Assistant CEO reported that the meeting was held on 28 July and chaired by Cllr Easterbrook. He gave the following updates:

- RBBC is looking at parking enforcement outside Costa in Victoria Road. SCC has installed bollards on its portion of the land but not on RBBC's portion. RBBC will be installing bollards to block the remaining area to prevent parking and propose to relocate planters from the High Street as an interim solution.
- RBBC is keeping the Town Council informed on developments at the Four Points Hotel and is working closely with the police regarding any potential disruption from protests.
- A CGR public engagement event was held on 23 July 2025 with a reportedly low turnout from the public.
- Traffic calming at Lee Street was discussed and Vehicle Activated Signs (VAS) were suggested as an alternative lower cost calming measure, which could be given consideration by the Town Council.
- An update was provided on road safety assessments outside schools by SCC. The report recommended a 20mph speed limit and works to the footpaths outside schools, including a slight extension to the pavement near Langshott School. The recommendations will be sent to SCC for approval.
- The tender for the HTC office expansion project had gone live with a six-week closing date.

**C 6137)**

- HTC has submitted six funding bids to RBBC from its Strategic CIL SIP 2 allocation, to support local infrastructure projects.
- Both HTC and RBBC have drafted their respective responses to the LGR consultation on the new unitary structure proposals for Surrey and agreed to share them for review. It was reported that SCC has sent a formal response to the consultation which was in support of a two-unitary option over a three-unitary structure.
- There are ongoing issues at the Meath Green Lane/Westvale junction with illegal turns, damaged bollards and ineffective enforcement. This is to be discussed at a future Planning Meeting.
- The next meeting will be held on 29 September 2025.

**RESOLVED: noted.**

**C 6138**

#### **RBBC/HTC Liaison Meetings**

It was noted that the next RBBC/HTC Liaison meeting will be held on 20 August 2025 (subsequently rearranged on 27 August). Members were asked to submit any items for the agenda to the CEO in advance of the meeting.

**RESOLVED: noted.**

#### **Outside Bodies**

**C 6139**

#### **Horley Community Partnership**

The CEO advised that the latest **Horley Impact Report**, previously circulated to Members, featured community development in Horley. The key priorities of the Action Plan had included Court Lodge, Riverside Gardens Estate and Westvale Park. The next meeting of the partnership had yet to be convened.

**RESOLVED: noted.**

**C 6140**

#### **Royal British Legion**

It was noted that the latest minutes had been circulated for information.

**RESOLVED: noted.**

**C 6141**

#### **Local Government Reorganisation (LGR)**

Cllr George provided an update from the LGR Working Group meeting held on 19 June 2025, the notes from which had been previously circulated to Members. It was noted that Borough and District Councils are required to send a list of assets to the Government. A Section 24 Notice is to be issued by the end of March 2026. HTC had made requests to RBBC for confirmation that the existing legal agreements between both councils will continue to be legally binding following devolution. HTC is also looking to engage Surrey Hills Solicitors as legal advisers. Cllr George commended the CEO on a very comprehensive response to Surrey LGR stakeholder consultation which had been well received by RBBC.

**RESOLVED: that the Town Council's response to the Government consultation on proposals for Local Government Reorganisation in Surrey, be ratified and published on the Town Council website.**

**C 6142**

#### **Community Governance Review - Closing Date: 18 September 2025**

Members considered the Town Council's response to the Community Governance Review (CGR), undertaken by the Borough Council. It was agreed that the review is a positive step, as

**C 6142)** Town and Parish Councils play a vital role in delivering local services, empowering communities and ensuring that governance arrangements across the borough remain strong and representative.

A Full Area Review should also be welcomed as an opportunity to highlight the work of HTC and celebrate its many achievements as an ambitious and proactive council. The creation of new first tier councils in non-parished areas should similarly be supported as a positive way forward for local democracy and to ensure that all areas are on an equal footing in terms of local services and taxation. It was further agreed by Members to consider Community Asset Transfers once further information, requested from RBBC, becomes available.

It was noted that Cllr Turner will additionally be drafting a new Ward Boundary Proposal for Full Council consideration. He shared his initial thoughts with the Committee, with reference to the last statutory review by the Local Government Boundary Commission for England which did not present positive outcomes for Horley, especially smaller wards with only one Member representation. This review would therefore present another opportunity to reconsider internal ward boundaries to be more equal in size.

***RESOLVED: that the draft response to the Reigate and Banstead Borough Council consultation on the Community Governance Review, be amended for final approval at the next Full Council meeting in September.***

**C 6143      Communications Working Group**

Cllr Easterbrook provided an update on the Communications Working Group meeting which was held on 8 July 2025. Some website enhancements had been suggested and cost implications would be followed up. The SLCC Gold Award accreditation was under review. Improved communications with hard-to-reach residents, via leaflet drops, RH6 magazine, posters, local radio were ongoing.

***RESOLVED: noted.***

**HTC Grants Scheme**

**C 6144      Funding Application: Stripey Stork**

***RESOLVED: that the end of grant report from Stripey Stork, confirming the purchase new racking for its new warehouse, be received.***

**C 6145** The Assistant CEO reported that the Town Council has received a grant enquiry from a female only football club, requesting financial assistance for buying new kit and an application form had been provided.

***RESOLVED: noted.***

**C 6146      Strategic CIL SIP (2) 2025 Review**

The CEO advised that six separate bids had been submitted to RBBC through the new allocation of £500k Strategic SIP CIL (2) fund, towards delivery of infrastructure projects within the current SIP 2 period, as follows:

1. Innes Sports Pavilion Integrated Security and Environmental Enhancements
2. Court Lodge Outdoor Gym and Community Wellbeing Plan
3. Horley Recreation Ground Security and Accessibility Improvements
4. Horley Town Office Remodelling and Staff Amenity Improvements
5. Michael Crescent Park Infrastructure Improvements
6. Michael Crescent Open Air Fitness Facility for Community Wellbeing

**C 6146)** The scheme had only recently been made known with a short application deadline of four weeks. The applications were hand delivered to Reigate Town Hall and the RBBC CIL team later confirmed all of them had met eligibility criteria for consideration amongst the other applications received. These will be assessed during the month of August and decisions will be made in September. A further update will be provided at the next Committee meeting.

***RESOLVED: that the six listed bids for new projects, made by the Town Council under the Strategic CIL SIP (2) 2025 Scheme, be ratified.***

**C 6147 Horley Community Centre Refurbishment Proposal - Closing Date: 10 August 2025**

Members considered the Town Council's response to the public survey on modernisation proposals for Horley Community Centre, following the earlier presentation. A draft response would be prepared for ratification at the next Committee meeting.

***RESOLVED: that the Town Council's responses to Reigate & Banstead Borough Council on the Horley Community Centre Refurbishment proposals, be ratified at the next Committee meeting.***

**C 6148 Diary Dates**

19 August 2025, 7.30pm: Interim Planning Meeting  
20 August 2025, 6.00pm: RBBC/HTC Liaison Meeting

***RESOLVED: noted.***

**C 6149 Items for Future Consideration**

No items were raised.

***RESOLVED: noted.***

**C 6150 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 6151 Confidential Minutes**

**CONFIDENTIAL**

***RESOLVED: that the Confidential Minutes of the Council Meeting held on 17 June 2025, be approved.***

**C 6152 Innes Sports Pavilion Replacement Windows and Landscaping Project**

**CONFIDENTIAL**

Members considered the Recommendation Report for the contract award of security and infrastructure improvement works at the Innes Sports Pavilion, to be covered either through the Strategic CIL SIP (2) Project bid or by the Town Council's allocated Community Infrastructure Levy (CIL) fund, up to a total amount not exceeding £17,000 plus VAT.

***RESOLVED: noted.***

**Meeting closed at 9.00pm**

**Date of next meeting: 9 September 2025**



### List of Mayoral Events 25 July 2025 – 11 September 2025

Date	Event	Location
16/08/2025	VJ Day Celebration	The Royal British Legion, Horley
03/09/2025	High Sheriff Summer Celebration 2025	Brooklands Museum
07/09/2025	Horley Lions Annual Fundraising Dog Show	Horley Recreation Ground
08/09/2025	Visit to the Redhill base of Kent Surrey Sussex Air Ambulance (KSS)	Redhill Aerodrome

# HORLEY TOWN COUNCIL



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Town Hall  
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September 2025

Dear Sir / Madam

## **Community Governance Review by Reigate & Banstead Borough Council Public Consultation (Phase 1) – Response from Horley Town Council**

Horley Town Council welcomes the opportunity to participate in the **Community Governance Review** conducted by Reigate & Banstead BC, to coincide with the Local Government Reorganisation of Surrey.

We have outlined our comments and observations in this letter (**Annex 1**), which accompanies our completed online survey (**Annex 2**), now attached for reference.

Horley Town Council fully supports this important step forward to ensure that local governance remains effective, inclusive and responsive to the needs of our communities. We are hopeful that this initiative will promote fairness and achieve parity in services and funding across the borough. By engaging with local government electors as well as town/parish councils and other interested parties, we believe the review presents a valuable opportunity to strengthen local democracy and enhance service delivery at the most local level.

### **Full Area Review**

We fully support the undertaking of a Full Area Review of the entire Reigate and Banstead borough as part of the Community Governance Review, encompassing both existing parished areas and those that are currently unparished. We believe this approach provides the most transparent and equitable framework for assessing local governance arrangements. For existing councils, including Horley Town Council (HTC) and Salfords & Sidlow Parish Council (S&SPC), the review offers an important opportunity to assess whether current structures, boundaries and representation remain fit for purpose in meeting the needs of our residents, or whether changes could improve local accountability and service delivery.

For the unparished parts of the borough, we welcome the opportunity for the review to consider whether establishing new town or parish councils, or similar local governance structures, would better serve those communities, as a means of giving residents a stronger voice and promoting more accountable, community led decision-making. As such, we have the following comments to make:

## 1. Review of Existing Arrangements in Parished Areas

Within the broader programme of local government reform, it is, in our view, both timely and necessary to review governance arrangements in parished areas. As communities grow and change, whether it be through new development, demographic changes or evolving local priorities, governance structures must keep pace to remain effective and relevant. A comprehensive review of parish boundaries, the number of elected representatives and the scope of local service delivery will help ensure councils are properly equipped to represent their residents and meet their needs.

This process offers more than just administrative adjustments; it is a key opportunity to reinforce the foundations of local democracy, improve transparency and accountability as well as deliver fair, proportionate and responsive representation for all parts of the community. This, in turn, offers an opportunity to strengthen local democracy, increase accountability and ensure fair and effective representation for all communities.

### 1.1 **Electoral Arrangements and Parish Warding**

We recognise that the Community Governance Review presents a chance to revisit the internal ward boundaries, which we would strongly welcome for the Parish of Horley. This aspect of the review is of particular significance, given the unsatisfactory outcome of the previous Local Government Boundary Commission for England (LGBCE) review. Despite a detailed and evidence-based submission from Horley Town Council at that time, designed in our view to achieve fair, balanced and proportionate representation across all Horley wards, the final LGBCE recommendations did not reflect the proposals we put forward.

We therefore hope this review might address those shortcomings, to realign ward boundaries in a way that better reflects community identities and interests as well as to ensure that electoral representation is equitable and consistent across the town. Above all, we believe that the integrity of local democracy depends on every resident having an equal voice in decision-making and that ward boundaries must be drawn in a way that upholds this principle.

Furthermore, we remain concerned that using the current ward boundaries as a basis for any future changes could lead to less effective representation, particularly if it results in the continuation of one Member wards. Such arrangements risk diluting democratic accountability by placing disproportionate workloads on individual Members and potentially weakening community cohesion by creating imbalances in representation. We therefore strongly support a comprehensive review of Horley's internal ward boundaries with the objective of achieving a fairer and more proportionate allocation of elected Members across the town.

To assist in this process, Horley Town Council has prepared a new Draft Boundary Proposal (**Annex 3**) for the internal Horley wards which is appended to this letter. We trust that this proposal will receive full and careful consideration, whether as part of the current local government reorganisation plans or, if necessary, at the earliest appropriate opportunity.

## 2. Establishment of New Councils in Unparished Areas

We are very supportive of proposals to establish new town/parish councils in currently unparished areas. Residents in these areas often lack a dedicated local voice and may be under-represented in decisions that directly impact their neighbourhoods. The creation of new councils would provide these communities with greater representation, empower residents to take ownership of local issues and facilitate the delivery of more tailored and responsive local public services.

Introducing town/parish councils in these urban areas can also play a vital role in strengthening community identity, enhancing civic engagement and providing a platform

for more transparent and accountable governance. Local councils are often best positioned to understand the specific needs and opportunities within their communities and to respond effectively to them.

We hope that communities across the borough will support the formation of town/parish councils in their areas. We trust that the Borough Council will take a fair and consistent approach to devolving responsibilities for services to these new local public sector bodies. In turn, council tax charges should be adjusted to reflect services no longer provided, creating the necessary scope for the new town and parish councils to set their own precepts in a transparent and accountable way. We are concerned about how this will be addressed.

In the likely event that not all areas of the borough will become parished, we hope the Borough Council will adopt a fair and transparent approach by splitting and itemising its council tax precept into two distinct schedules. The first should apply borough-wide, covering services delivered uniformly across the borough. The second should be an additional charge applied to non-parished areas only, reflecting the extra services that the Borough Council or new Unitary Councils continues to provide specifically in those areas.

Additionally, existing councils like Salfords & Sidlow PC and Horley TC are well established and successful local authorities in their own right, with a strong track record of delivering effective local governance. At HTC, we are eager to share our knowledge and expertise with newly established councils, supporting them in their development and helping to ensure that strong local governance is embedded from the outset.

Our ultimate goal is to contribute to shaping economic growth and long-term prosperity across the borough, while continuing to maintain our identity and integrity as independent public sector bodies. We believe that collaboration between established and emerging councils can help build a more resilient, community-led governance framework that serves both current and future generations.

The introduction of more first-tier councils in neighbouring towns could unlock a wealth of opportunities for local democracy, enabling communities to have a stronger voice and to be better represented on local issues that matter most to them. The potential formation of local government bodies, for instance, a 'Reigate Council' and others in areas farther afield, like Banstead in the north of the borough, presents exciting and innovative opportunities to complement wider local government reform.

We strongly support the concept of council clustering as a strategic pathway for restructuring smaller parish councils into larger, more resilient local governance bodies. By merging smaller councils or establishing new ones through clustering, this approach offers significant opportunities to improve public service delivery, reinforce community identity and achieve more efficient use of publicly funded resources. This further represents an innovative and forward-thinking model for modernising local governance and should be embraced as a key component for wider reform efforts.

### 3. Conclusion

The **Community Governance Review** (CGR) presents a significant and timely opportunity to modernise local governance arrangements, ensuring they are robust, responsive and fit for purpose for many years to come.

Horley Town Council fully supports the delivery of this process through an inclusive, transparent and comprehensive **Full Area Review**. We commend the proactive approach taken by Reigate & Banstead BC in seeking to engage with residents and stakeholders through upcoming community briefings and public consultations, enabling local voices to

play a meaningful role in shaping the best possible outcomes for all communities. This work takes on added importance in the context of Surrey's accelerated Local Government Reorganisation (LGR), where the short lead time to final implementation and the need to align CGR outcomes with the wider programme demand careful coordination and decisive action.

We would like to thank the Borough Council for leading on this important initiative and for recognising the vital role that local governance plays in the representation, vibrancy and wellbeing of our communities.

We look forward to the publication of the Draft Recommendations from the next stage of the consultation. We trust that our comments and suggestions will be given full and thoughtful consideration.

Yours faithfully



**Joan Walsh**  
**Chief Executive Officer**  
**Horley Town Council**

**Enclosures:**

- 1. HTC Letter of Response to CGR Consultation**
- 2. Copy of completed online CGR Survey**
- 3. HTC Ward Boundary Proposal**

**cc:**

**Cllr Richard Biggs – Leader, Reigate & Banstead Borough Council**  
**Mari Roberts Wood – Chief Executive, Reigate & Banstead Borough Council**  
**Salfords & Sidlow Parish Council**



# Reigate & Banstead Borough Council

Banstead | Horley | Redhill | Reigate

## Community Governance Review

### 1. Introduction

#### What is this consultation about?

At a meeting of Full Council on Wednesday 18 June 2025, Reigate & Banstead Borough Council agreed to carry out a review of the most suitable ways to represent residents at a community level across the whole borough.

#### Why are we consulting you?

Parish and town councils can play an important role in providing local services and empowering communities. We want to make sure the existing governance arrangements across the borough continue to be robust and representative.

By undertaking this review now residents and community groups will have the opportunity to consider parish and town councils in light of the local government reorganisation, which will see the existing two-tier arrangement of district and borough councils and Surrey County Council replaced with new unitary authorities on 1 April 2027.

#### How your responses will be used

Your response to this consultation will help to shape future proposals for parish and town councils in the Reigate and Banstead area, and it will be published on the Council's website. You are not required to include any personal information to respond to this consultation, but any personal information you provide will not be published.

After this consultation closes, Reigate and Banstead Borough Council will develop and publish its draft recommendations and seek the public's views on those proposals during a second round of consultation, from 7 November 2025 until 16 January 2026.

#### About parish and town councils

Parish and town councils (also known as 'local councils') are elected bodies made up of local people representing the interests of their communities, usually unpaid. They can vary in size and function but typically they represent the community voice, for example as a statutory consultee on planning matters, they may manage some local services, such as allotments or parks, and seek to improve quality of life in the area.

### Further information

This consultation will close at **17:00 on Thursday 18 September**. If you have any queries, or want to request a copy of the survey in an alternative format, please email [engagement@reigate-banstead.gov.uk](mailto:engagement@reigate-banstead.gov.uk) or contact the customer contact centre by telephone on 01737 276 000 or via SMS if you are deaf or hard of hearing on 07834626468 (Monday - Friday between 10am and 4pm).

### Data protection

This survey includes optional questions inviting you to provide your name and email address, and will only be used to invite you to comment on the second consultation once the Council has developed draft recommendations.. No other personal identifiable data will be collected. Data will only be held while we undertake this work. Data will not be shared with a third party. If you have any queries about how the council uses personal data, please read our [privacy notice](#) or contact our data protection officer on [data.protection@reigate-banstead.gov.uk](mailto:data.protection@reigate-banstead.gov.uk)

## 2. About you

### 1. Your name (optional)

Horley Town Council

### 2. If you wish to be contacted about the next consultation on draft recommendations, please provide an email address.

Info@horleysurrey-tc.gov.uk

### 3. Which of these options best describes how you are responding today? (please select all that apply)

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> I am a resident living in the Reigate & Banstead area  | <input type="checkbox"/> I am responding in my capacity as a Borough Councillor | <input type="checkbox"/> I am responding in my capacity as a Parish/Town Councillor | <input checked="" type="checkbox"/> I am responding on behalf of a Parish or Town Council |
| <input type="checkbox"/> I am responding on behalf of a community group, residents association, or other local organisation | <input type="checkbox"/> I am responding on behalf of a local business          |   |   |



#### 4. Where do you live?

##### **Banstead area**

- ☐ Banstead
- ☐ Burgh Heath
- ☐ Chipstead
- ☐ Hooley & Netherne
- ☐ Kingswood & Lower Kingswood
- ☐ Nork
- ☐ Tadworth & Walton
- ☐ Tattenham Corner
- ☐ Woodmansterne

##### **Redhill and Reigate area**

- ☐ Earlswood & Whitebushes
- ☐ Meadvale & St Johns
- ☐ Merstham
- ☐ Redhill
- ☐ Reigate
- ☐ Salfords
- ☐ Sidlow
- ☐ South Park & Woodhatch

##### **Horley area**

- ☒ Horley
- ☐ Langshott/The Acres
- ☐ Meath Green
- ☐ Westvale Park

##### **Other**

- ☐ Other

If you have selected other, please specify.

--

### 3. About your organisation

In some areas of the authority there are local residents' associations, community forums, area committees, that make a distinct contribution to the community.

We are also keen to hear from local businesses, local public and voluntary organisations, such as schools or health bodies.

To help us understand whose views you represent, please tell us about your organisation.

If you are completing the survey as a representative of multiple organisations, please complete an individual survey for each organisation.

#### 5. Is this response the official response of your organisation?

☒ Yes

☐ No

#### 6. Name of organisation

Horley Town Council

#### 7. Organisation type

☐ Business group

☐ Local business

☒ Parish or Town Council

☐ Residents association

☐ VCS organisation

☐ Other

If you have selected other, please specify.

## 8. Where is your organisation located?

### Banstead area

- ☐ Banstead
- ☐ Burgh Heath
- ☐ Chipstead
- ☐ Hooley & Netherne
- ☐ Kingswood & Lower Kingswood
- ☐ Nork
- ☐ Tadworth & Walton
- ☐ Tattenham Corner
- ☐ Woodmansterne

### Redhill and Reigate area

- ☐ Earlswood & Whitebushes
- ☐ Meadvale & St Johns
- ☐ Merstham
- ☐ Redhill
- ☐ Reigate
- ☐ Salfords
- ☐ Sidlow
- ☐ South Park & Woodhatch

### Horley area

- ☒ Horley
- ☐ Langshott/The Acres
- ☐ Meath Green
- ☐ Westvale Park

### Other

- ☐ Other

If you have selected other, please specify.

**9. Your role / position**

Chief Executive Officer

## 4. Existing town and parish arrangements

For areas of the borough which are already served by a parish or town council, this review will consider whether the existing arrangements continue to be appropriate or if they should be updated.

Reigate & Banstead Borough currently has two local councils, [Horley Town Council](#) and [Salfords & Sidlow Parish Council](#), which set their own budget requirements and are funded through a separate charge, or 'precept', which is collected alongside Council Tax. Currently the precept for a Band D property is £55.21 in Horley and £33.06 in Salfords & Sidlow per year.

### 10. Which existing parish or town council would you like to comment on?

- ☐ Salfords & Sidlow Parish Council    ☒ Horley Town Council    ☐ Both    ☐ I do not wish to comment on existing parish or town council arrangements (skip to section 7)

## 5. Salfords & Sidlow Parish Council

**11. Do you feel the boundaries of Salfords & Sidlow Parish Council are correct and reflect local communities? Copies of current boundary maps are available to download on the [Reigate & Banstead Borough Council website](#).**

- ☐ Yes
- ☐ No
- ☐ Not sure

**12. Please give reasons for your view. If you think the boundaries should be updated or changed, please give details of where the boundaries of communities are. Copies of current maps are available to download on the [Reigate & Banstead Borough Council website](#).**

**13. Do you feel the number of councillors in Salfords & Sidlow Parish Council is appropriate? Currently there are 8 parish councillors representing 2,767 electors in the Salfords & Sidlow parish area.**

- ☐ Yes   ☐ No (the number of parish councillors should be changed)   ☐ Not sure

If no, please provide details.

**14. Do you feel the name of Salfords & Sidlow Parish Council reflects the local communities?**

- ☐ Yes   ☐ No (the parish council name should be changed)   ☐ Not sure

If no, please provide details.

**15. If you have any other comments about Salfords & Sidlow Parish Council arrangements, please tell us here.**



## 6. Horley Town Council

**16. Do you feel the boundaries of Horley Town Council are correct and reflect local communities? Copies of current boundary maps are available to download on the [Reigate & Banstead Borough Council website](#).**

- ☐ Yes
- ☒ No
- ☐ Not sure

**17. Please give reasons for your view. If you think the boundaries should be updated or changed, please give details of where the boundaries of communities are. Copies of current maps are available to download on the [Reigate & Banstead Borough Council website](#).**

Please refer to the separate response letter from Horley Town Council, appended to our submission (Annex 1)

**18. Do you feel the number of councillors in Horley Town Council is appropriate? Currently there are 18 town councillors representing 20,321 electors in the Horley Town Council area.**

- ☐ Yes ☐ No (the number of town councillors should be changed) ☒ Not sure

If no, please provide details.

Please refer to the draft Ward Boundary Proposal from Horley Town Council, appended to our submission (Annex 2)

**19. Do you feel the name of Horley Town Council reflects the local communities?**

- ☒ Yes ☐ No (the name should be changed) ☐ Not sure

If no, please provide details.

**20. If you have any other comments about Horley Town Council arrangements, please tell us here.**

Please refer to the separate response letter from Horley Town Council, appended to our submission (Annex 1)

## 7. New town and parish arrangements

The majority of the communities within the Borough do not have a parish or town council. For these areas, the review will consider whether local communities would be better served by having a parish or town council.

Local councils can play a crucial role in providing local services and involving people in their local community. This could be at a town, community, neighbourhood, parish or village level. Typically, these 'local councils' represent the community voice, for example as a statutory consultee on planning matters, they may manage some local services, such as allotments or parks, and seek to improve quality of life in the area.

They are elected bodies made up of local people representing the interests of their community. They can vary in size and function and a town council will usually have a civic / ceremonial Mayor.

Local councils set their own budget requirements and are funded through a separate charge, or 'precept', which is collected alongside your existing Council Tax. For example, the precept for a Band D property in Horley for 2025/6 is £55.21 (and £33.06 for Salfords & Sidlow) per year.

Elected councillors for local councils are not usually paid but may be able to claim certain expenses.

### **21. Do you feel a new parish or town council should be created in any part of the Borough?**

☒ Yes ☐ No ☐ Not sure

**22. If so, please provide details. Where possible, include information about where the boundaries should be drawn and possible names (you may submit a map to help with this), and explain how and why this reflects the boundaries of the communities. Copies of current maps are available to download on the [Reigate & Banstead Borough Council website](#).**

Please refer to the separate response letter from Horley Town Council, appended to our submission (Annex 1)

**23. Please include map(s) of your proposed parish council boundaries. Where possible, boundaries should follow other electoral boundaries (e.g. county divisions and parliamentary constituencies) and natural boundaries (e.g. rivers and railway lines) without dividing towns and communities.**

**24. If you have any other comments about possible new town and parish arrangements, please tell us here.**

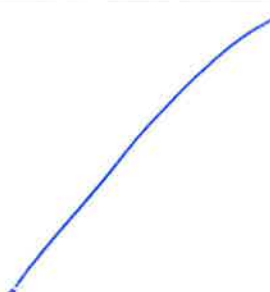



# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**April 2025**

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

Observations (Councillors)	Clerk/ RFO's action
ALL IN ORDER	
Name: EMMA FAGAN Signature: 	Signature: 
Name: TOM TURNER Signature: 	
Date: 19/08/25	Date: 19/8/25

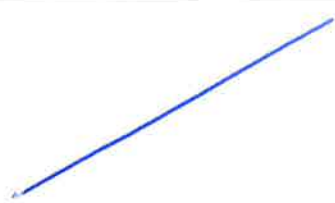



# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**May 2025**

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

Observations (Councillors)	Clerk/ RFO's action
ALL IN ORDER	
Name: Emma Fagan Signature: 	Signature: 
Name: TOM TURNER Signature: 	
Date: 19/08/25	Date: 19/8/25

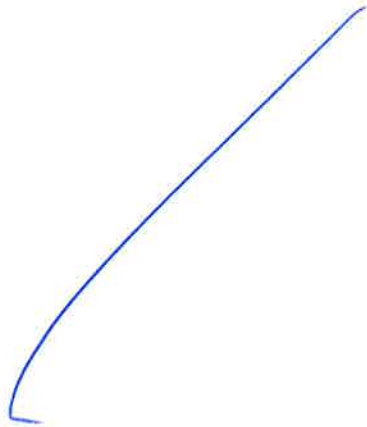



# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

**June 2025**

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

Observations (Councillors)	Clerk/ RFO's action
ALL IN ORDER	
Name: Emma Fagan Signature: 	Signature: 
Name: TOM TURNER Signature: 	
Date: 19 08.25	Date: 19/8/25

Date:21/05/2025

Horley Town Council

Page 1

Time: 15:36

**Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 1 - HSBC Current 51219138**

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	30/04/2025		50,425.83
			<hr/> 50,425.83
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			50,425.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			50,425.83
		<b>Balance per Cash Book is :-</b>	<b>50,425.83</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

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

**Signatory 2:**

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



Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 2 - HSBC Deposit 01219154

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	30/04/2025		809,230.76
			<u>809,230.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			809,230.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			809,230.76
		Balance per Cash Book is :-	809,230.76
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:16/05/2025

Horley Town Council

Page 1

Time: 15:51

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 3 - HSBC Payroll 81345788

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	30/04/2025		1,801.98
			<u>1,801.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,801.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,801.98
		Balance per Cash Book is :-	1,801.98
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:21/05/2025

Horley Town Council

Page 1

Time: 15:42

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 4 - Nationwide Intl 90036306

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	30/04/2025		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 30/04/2025  
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	30/04/2025		867.95
			<u>867.95</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			867.95
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			867.95
		Balance per Cash Book is :-	867.95
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:14/05/2025

Horley Town Council

Page 1

Time: 14:09

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 6 - Handelsbanken 50044859

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	30/04/2025		627,841.84
			<u>627,841.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			627,841.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			627,841.84
		Balance per Cash Book is :-	627,841.84
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 7 - Safe ( unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	30/04/2025		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 .....

22/05/2025

## Horley Town Council

12:45

Cashbook transactions totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

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	1	25/04/2025	BACS	HMRC	3,338.50
1	HSBC Current 51219138	1	30/04/2025	BACS	Surrey County Council	3,345.90
1	HSBC Current 51219138	1	30/04/2025	65179	Bernard Simms Associates	2,280.00
1	HSBC Current 51219138	1	23/04/2025	INV-0964	Mulberry & Co	54.00
1	HSBC Current 51219138	1	30/04/2025	22778	Reigate Environmental Services	430.50
1	HSBC Current 51219138	1	30/04/2025	7464	Rite Industrial Doors	417.60
1	HSBC Current 51219138	1	23/04/2025	2876	Surrey Association of Local Co	3,575.22
1	HSBC Current 51219138	1	01/04/2025	0026540/01	Reigate & Banstead Borough Cou	103.58
1	HSBC Current 51219138	1	02/04/2025	250331A1	Joe's Blooms	495.00
1	HSBC Current 51219138	1	04/04/2025	GB5NDFFAB	Amazon Business	153.69
1	HSBC Current 51219138	1	04/04/2025	4906	Bennetts Builders Ltd	1,510.80
1	HSBC Current 51219138	1	04/04/2025	4841	Cooper Weston Group Ltd	96.00
1	HSBC Current 51219138	1	04/04/2025	HORLEY/11	James Corrigan	1,260.00
1	HSBC Current 51219138	1	04/04/2025	SI907143	Glasdon UK Ltd	207.00
1	HSBC Current 51219138	1	04/04/2025	INV-0293	Haus Structures Consulting Str	1,962.00
1	HSBC Current 51219138	1	04/04/2025	87350/2311	The Havering Fencing Company L	296.76
1	HSBC Current 51219138	1	04/04/2025	10936533	Idverde Limited	6,347.70
1	HSBC Current 51219138	1	04/04/2025	0453/R0463	Kiasu Fire and Security Ltd	554.68
1	HSBC Current 51219138	1	04/04/2025	INV- 1934	Prestige Doors	474.91
1	HSBC Current 51219138	1	04/04/2025	36995	RH Uncovered (Mantra Magazines	174.00
1	HSBC Current 51219138	1	08/04/2025	549095-5/4	SES Water	100.00
1	HSBC Current 51219138	1	14/04/2025	0002795081	Corona Energy	144.13
1	HSBC Current 51219138	1	14/04/2025	0002793051	Corona Energy	138.30
1	HSBC Current 51219138	1	16/04/2025	8223	Archer Specialist Treatmeant L	2,319.60
1	HSBC Current 51219138	1	16/04/2025	4384	Constant Hydiene Ltd	126.00
1	HSBC Current 51219138	1	16/04/2025	19132587	Corona Energy	662.04
1	HSBC Current 51219138	1	16/04/2025	19107583	Corona Energy	2,162.17
1	HSBC Current 51219138	1	16/04/2025	19132589	Corona Energy	617.39
1	HSBC Current 51219138	1	16/04/2025	IN8493	Hobart Paving Company	16,867.19
1	HSBC Current 51219138	1	16/04/2025	1000062	LG Business Consultants	1,278.00
1	HSBC Current 51219138	1	16/04/2025	152715	Nviro Ltd	2,069.89
1	HSBC Current 51219138	1	16/04/2025	31852-7	Rialtas Business Solutions Ltd	2,533.20
1	HSBC Current 51219138	1	16/04/2025	7628	Rite Industrial Doors	333.00
1	HSBC Current 51219138	1	16/04/2025	INV-26423	Smartguard Security	560.64
1	HSBC Current 51219138	1	16/04/2025	01458	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	1	16/04/2025	00085274	SOS Systems Limited	40.57
1	HSBC Current 51219138	1	16/04/2025	INV2062061	Sage UK	66.00
1	HSBC Current 51219138	1	18/04/2025	BACS	HSBC	8.50
1	HSBC Current 51219138	1	22/04/2025	106213	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	1	25/04/2025	SBS128457	Spitfire Networking Services L	117.60
1	HSBC Current 51219138	1	28/04/2025	1/001/0425	VIRGIN MEDIA BUSINESS	72.00
3	HSBC Payroll 81345788	1	28/04/2025	BACS	Net Salaries	11,042.13
1	HSBC Current 51219138	1	22/04/2025	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	1	18/04/2025	BACS	HSBC	8.00
1	HSBC Current 51219138	1	08/04/2025	Precept	HSBC Deposit 01219154	335,473.50
2	HSBC Deposit 01219154	1	23/04/2025	To current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	1	04/04/2025	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	1	14/04/2025	BACS	HSBC	46.24

22/05/2025

## Horley Town Council

12:45

Cashbook transactions totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

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	1	30/04/2025	BACS	SumUp	3.19
5	FairFX Bank Debit Card	1	02/04/2025	CC-38848	Email Blaster UK	15.59
5	FairFX Bank Debit Card	1	08/04/2025	E0200VN5B	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	1	30/04/2025	G088700851	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	1	13/04/2025	5004375229	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	1	23/04/2025	201141	Sage UK HR	36.96
5	FairFX Bank Debit Card	1	04/04/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	1	11/04/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	1	25/04/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	1	25/04/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	05/04/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	05/04/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	05/04/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	1	05/04/2025	BACS	GiffGaff	6.00
7	Safe ( unbanked money)	1	02/04/2025	BACS	Deposit Return	150.00
7	Safe ( unbanked money)	1	02/04/2025	BACS	Deposit Return	150.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	1	08/04/2025	335,473.50
1	HSBC Current 51219138	1	01/04/2025	243.36
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	56.00
1	HSBC Current 51219138	1	02/04/2025	112.00
1	HSBC Current 51219138	1	03/04/2025	56.00
1	HSBC Current 51219138	1	03/04/2025	56.00
1	HSBC Current 51219138	1	03/04/2025	56.00
1	HSBC Current 51219138	1	03/04/2025	104.00
1	HSBC Current 51219138	1	03/04/2025	120.00
1	HSBC Current 51219138	1	04/04/2025	11.50
1	HSBC Current 51219138	1	04/04/2025	128.00
1	HSBC Current 51219138	1	04/04/2025	56.00
1	HSBC Current 51219138	1	04/04/2025	56.00
1	HSBC Current 51219138	1	04/04/2025	0.60
1	HSBC Current 51219138	1	04/04/2025	112.00
1	HSBC Current 51219138	1	05/04/2025	90.00
1	HSBC Current 51219138	1	05/04/2025	56.00
1	HSBC Current 51219138	1	05/04/2025	56.00
1	HSBC Current 51219138	1	06/04/2025	152.00
1	HSBC Current 51219138	1	07/04/2025	56.00



22/05/2025

## Horley Town Council

12:45

Cashbook transactions totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	1	07/04/2025	112.00
1	HSBC Current 51219138	1	07/04/2025	56.00
1	HSBC Current 51219138	1	07/04/2025	56.00
1	HSBC Current 51219138	1	07/04/2025	150.00
1	HSBC Current 51219138	1	07/04/2025	1,500.00
1	HSBC Current 51219138	1	07/04/2025	112.00
1	HSBC Current 51219138	1	07/04/2025	56.00
1	HSBC Current 51219138	1	08/04/2025	56.00
1	HSBC Current 51219138	1	08/04/2025	112.00
1	HSBC Current 51219138	1	08/04/2025	56.00
1	HSBC Current 51219138	1	08/04/2025	56.00
1	HSBC Current 51219138	1	09/04/2025	56.00
1	HSBC Current 51219138	1	09/04/2025	99.00
1	HSBC Current 51219138	1	10/04/2025	228.00
1	HSBC Current 51219138	1	10/04/2025	962.82
1	HSBC Current 51219138	1	13/04/2025	56.00
1	HSBC Current 51219138	1	13/04/2025	56.00
1	HSBC Current 51219138	1	14/04/2025	56.00
1	HSBC Current 51219138	1	14/04/2025	112.00
1	HSBC Current 51219138	1	15/04/2025	77.00
1	HSBC Current 51219138	1	16/04/2025	112.00
1	HSBC Current 51219138	1	17/04/2025	56.00
1	HSBC Current 51219138	1	17/04/2025	71.00
1	HSBC Current 51219138	1	21/04/2025	153.36
1	HSBC Current 51219138	1	21/04/2025	71.00
1	HSBC Current 51219138	1	22/04/2025	56.00
1	HSBC Current 51219138	1	22/04/2025	71.00
1	HSBC Current 51219138	1	22/04/2025	112.00
1	HSBC Current 51219138	1	23/04/2025	112.00
1	HSBC Current 51219138	1	23/04/2025	2,712.80
1	HSBC Current 51219138	1	25/04/2025	0.25
1	HSBC Current 51219138	1	25/04/2025	68.00
1	HSBC Current 51219138	1	28/04/2025	77.00
1	HSBC Current 51219138	1	28/04/2025	168.00
1	HSBC Current 51219138	1	29/04/2025	38.00
1	HSBC Current 51219138	1	30/04/2025	48.00
1	HSBC Current 51219138	1	30/04/2025	11.50
6	Handelsbanken 50044859	1	30/04/2025	1,839.39
3	HSBC Payroll 81345788	1	22/04/2025	11,000.00
2	HSBC Deposit 01219154	1	08/04/2025	335,473.50
1	HSBC Current 51219138	1	23/04/2025	20,000.00
5	FairFX Bank Debit Card	1	04/04/2025	1,000.00
7	Safe ( unbanked money)	1	02/04/2025	150.00

22/05/2025

## Horley Town Council

12:45

Cashbook transactions totalling £500.00 or more  
for the period 01/04/2025 to 30/04/2025

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	1	25/04/2025	BACS	HMRC	3,338.50
1	HSBC Current 51219138	1	30/04/2025	BACS	Surrey County Council	3,345.90
1	HSBC Current 51219138	1	30/04/2025	65179	Bernard Simms Associates	2,280.00
1	HSBC Current 51219138	1	23/04/2025	2876	Surrey Association of Local Co	3,575.22
1	HSBC Current 51219138	1	04/04/2025	4906	Bennetts Builders Ltd	1,510.80
1	HSBC Current 51219138	1	04/04/2025	HORLEY/11	James Corrigan	1,260.00
1	HSBC Current 51219138	1	04/04/2025	INV-0293	Haus Structures Consulting Str	1,962.00
1	HSBC Current 51219138	1	04/04/2025	10936533	Idverde Limited	6,347.70
1	HSBC Current 51219138	1	04/04/2025	0453/R0463	Kiasu Fire and Security Ltd	554.68
1	HSBC Current 51219138	1	16/04/2025	8223	Archer Specialist Treatmeant L	2,319.60
1	HSBC Current 51219138	1	16/04/2025	19132587	Corona Energy	662.04
1	HSBC Current 51219138	1	16/04/2025	19107583	Corona Energy	2,162.17
1	HSBC Current 51219138	1	16/04/2025	19132589	Corona Energy	617.39
1	HSBC Current 51219138	1	16/04/2025	IN8493	Hobart Paving Company	16,867.19
1	HSBC Current 51219138	1	16/04/2025	1000062	LG Business Consultants	1,278.00
1	HSBC Current 51219138	1	16/04/2025	152715	Nviro Ltd	2,069.89
1	HSBC Current 51219138	1	16/04/2025	31852-7	Rialtas Business Solutions Ltd	2,533.20
1	HSBC Current 51219138	1	16/04/2025	INV-26423	Smartguard Security	560.64
3	HSBC Payroll 81345788	1	28/04/2025	BACS	Net Salaries	11,042.13
1	HSBC Current 51219138	1	22/04/2025	To payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	1	08/04/2025	Precept	HSBC Deposit 01219154	335,473.50
2	HSBC Deposit 01219154	1	23/04/2025	To current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	1	04/04/2025	To Equals	FairFX Bank Debit Card	1,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	1	08/04/2025	335,473.50
1	HSBC Current 51219138	1	07/04/2025	1,500.00
1	HSBC Current 51219138	1	10/04/2025	962.82
1	HSBC Current 51219138	1	23/04/2025	2,712.80
6	Handelsbanken 50044859	1	30/04/2025	1,839.39
3	HSBC Payroll 81345788	1	22/04/2025	11,000.00
2	HSBC Deposit 01219154	1	08/04/2025	335,473.50
1	HSBC Current 51219138	1	23/04/2025	20,000.00
5	FairFX Bank Debit Card	1	04/04/2025	1,000.00

## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Reigate & Banstead Borough Cou	0026540/01	103.58		National Non-Domestic Rates
02/04/2025	Joe's Blooms	250331A1	495.00		BNG Survey
04/04/2025	Amazon Business	GB5NDFFABE	153.69		office supplies and stationary
04/04/2025	Bennetts Builders Ltd	4906	1,510.80		Febuary Ad Hoc Maintenance
04/04/2025	Cooper Weston Group Ltd	4841	96.00		Innes Gas Inspection
04/04/2025	James Corrigan	HORLEY/11	1,260.00		Annual HR & Governance support
04/04/2025	Glasdon UK Ltd	SI907143	207.00		6 place sheff hoop toast rack
04/04/2025	Haus Structures Consulting Str	INV-0293	1,962.00		office exp structural survey
04/04/2025	The Havering Fencing Company L	87350/2311	296.76		Horley Rec Fencing Works Reten
04/04/2025	Idverde Limited	10936533	6,347.70		Monthly Core Works March 25
04/04/2025	Kiasu Fire and Security Ltd	0453/R0463	554.68		CCTV Horley Rec Offline
04/04/2025	Prestige Doors	INV- 1934	474.91		Repair Automatic door 13 March
04/04/2025	RH Uncovered (Mantra Magazines	36995	174.00		ATPF Half page landscape ad
04/04/2025	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals
08/04/2025	SES Water	549095-5/4	100.00		549095-5/248/SES Water
08/04/2025	HSBC Deposit 01219154	Precept	335,473.50		Transfer to Deposit
14/04/2025	Corona Energy	0002795081	144.13		Electricity Charges Offices
14/04/2025	Corona Energy	0002793051	138.30		Electricity Charges Innes
14/04/2025	HSBC	BACS	46.24		Bank Charges
16/04/2025	Archer Specialist Treatmeant L	8223	2,319.60		Chemical Damp Course at Office
16/04/2025	Constant Hydiene Ltd	4384	126.00		White Pedal Sani Bins Albert R
16/04/2025	Corona Energy	19132587	662.04		Gas supply Innes Mar
16/04/2025	Corona Energy	19107583	2,162.17		Gas Albert Rd Dec - Mar 2024
16/04/2025	Corona Energy	19132589	617.39		Gas supply Albert Rooms Mar
16/04/2025	Hobart Paving Company	IN8493	16,867.19		Tarmac footpath to playground
16/04/2025	LG Business Consultants	1000062	1,278.00		Consultancy & project work mar
16/04/2025	Nviro Ltd	152715	2,069.89		Cleaning at Albert Room April
16/04/2025	Rialtas Business Solutions Ltd	31852-7	2,533.20		Making Dax Digital for VAT lic
16/04/2025	Rite Industrial Doors	7628	333.00		call out to fault door
16/04/2025	Smartguard Security	INV-26423	560.64		Mobile Security Patrol
16/04/2025	Michael Stone Window Cleaning	01458	55.00		Window Cleaning Albert Room
16/04/2025	SOS Systems Limited	00085274	40.57		Office Printing
16/04/2025	Sage UK	INV2062061	66.00		Payroll Software
18/04/2025	HSBC	BACS	8.50		Bank Charges for Mar
22/04/2025	Micro Maintenance Limited	106213	492.78		Monthly IT support
22/04/2025	HSBC Payroll 81345788	To payroll	11,000.00		Transfer to payroll
23/04/2025	Mulberry & Co	INV-0964	54.00		Training for Cllr Easterbrook
23/04/2025	Surrey Association of Local Co	2876	3,575.22		Subscription 2025/26
25/04/2025	HMRC	BACS	3,338.50		PAYE and NIC for March 2024
25/04/2025	Spitfire Networking Services L	SBS1284571	117.60		Service Charges
28/04/2025	VIRGIN MEDIA BUSINESS	1/001/0425	72.00		Broadband Charges
30/04/2025	Surrey County Council	BACS	3,345.90		Pension Contributions April 25
30/04/2025	Bernard Simms Associates	65179	2,280.00		Structural Survey Office Exp
30/04/2025	Reigate Environmental Services	22778	430.50		Innes PPMS check
30/04/2025	Rite Industrial Doors	7464	417.60		Repair Cafe Auto Door
30/04/2025	SumUp	BACS	3.19		SumUp Charges

Date: 19/08/2025

Horley Town Council

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Time: 09:38

HSBC Current 51219138

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			405,364.77		

## List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/04/2025	Email Blaster UK	CC-38848	15.59		2000 emails per month
04/04/2025	Milk and More	BACS	5.00		Office Milk Delivery
05/04/2025	GiffGaff	BACS	6.00		2GB Unlimited calls and texts
05/04/2025	GiffGaff	BACS	6.00		2GB Unlimited calls and texts
05/04/2025	GiffGaff	BACS	6.00		2GB Unlimited calls and texts
05/04/2025	GiffGaff	BACS	6.00		2GB Unlimited calls and texts
08/04/2025	Microsoft Ireland Operations L	E0200VN5BE	178.00		Microsoft Office License
11/04/2025	Milk and More	BACS	5.00		Office Milk Delivery
13/04/2025	Adobe Systems Software Ireland	5004375229	60.66		Acrobat Pro x3
23/04/2025	Sage UK HR	201141	36.96		Leave Management x 7
25/04/2025	Milk and More	BACS	5.00		Office Milk Delivery
25/04/2025	GiffGaff	BACS	6.00		2GB Unlimited calls and texts
30/04/2025	Microsoft Ireland Operations L	G088700851	88.56		Microsoft Teams Billing
Total Payments			424.77		

22/05/2025

## Horley Town Council

12:47

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	1	01/04/2025	21/04/2025	07/04/2025	1106	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	1	01/04/2025	02/04/2025		1107	FUZ001	Fuzion Martial Arts - Sean Reynolds	960.52	5.65	966.17
1	1	02/04/2025	02/04/2025	04/04/2025	1105	YMC001	YMCA East Surrey	11.50	0.00	11.50
1	1	03/04/2025	03/04/2025	07/04/2025	1108	JHA001	Julie Hall	150.00	0.00	150.00
1	1	03/04/2025	03/04/2025	03/04/2025	1109	CAI001	Francesca Cain	120.00	0.00	120.00
1	1	03/04/2025	03/04/2025	10/04/2025	1110	WWI001	Wardrobe Wizards	228.00	0.00	228.00
1	1	03/04/2025	03/04/2025	04/04/2025	1111	CAR001	The Carlton Clinic	128.00	0.00	128.00
1	1	03/04/2025	03/05/2025	05/04/2025	1112	BON001	Boni Jenkins - Yoga	90.00	0.00	90.00
1	1	03/04/2025	03/05/2025	06/04/2025	1113	HOR001	Horley Society of Artists	152.00	0.00	152.00
1	1	03/04/2025	03/04/2025	03/04/2025	1114	CAR002	Carmel Pentecostal Church	104.00	0.00	104.00
1	1	03/04/2025	03/04/2025		1115	JCM001	James Chapman	128.00	0.00	128.00
1	1	03/04/2025	03/04/2025		1116	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	1	03/04/2025	03/04/2025		1117	GTW001	Gatwick Warriors	463.38	0.00	463.38
1	1	03/04/2025	03/04/2025		1118	HOR005	Horley United	0.00	0.00	0.00
1	1	03/04/2025	03/04/2025	21/04/2025	1119	IFI001	Ifield Sports FC	76.68	0.00	76.68
1	1	03/04/2025	03/05/2025		1120	ATH001	Athletico Redhill FC	146.00	0.00	146.00
1	1	03/04/2025	03/04/2025		1121	ELT001	El Toro	365.00	0.00	365.00
1	1	03/04/2025	03/05/2025		1122	HOR002	Horley AFC	438.00	0.00	438.00
1	1	03/04/2025	03/04/2025		1123	MON001	Monotype FC	73.00	0.00	73.00
1	1	03/04/2025	03/04/2025		1124	RBE	Simon Wille	104.00	0.00	104.00
1	1	15/04/2025	15/04/2025		1125	FRI001	Friends of Trinity Oaks	34.50	0.00	34.50
1	1	22/04/2025	22/04/2025		1126	ADV001	Adventurine Healing Limited	72.00	0.00	72.00
1	1	22/04/2025	22/04/2025	06/05/2025	1127	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	1	22/04/2025	22/04/2025		1128	FUZ001	Fuzion Martial Arts - Sean Reynolds	952.87	5.27	958.14
1	1	30/04/2025	30/04/2025	30/04/2025	1129	LOW001	Lowfield Heath Windmill Trust	11.50	0.00	11.50
2	1	02/04/2025	02/04/2025	08/04/2025	ALT372	ALLWICH001	Ms Helen Wickens	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	08/04/2025	ALT374	ALLWICH001	Ms Helen Wickens	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT368	ALLBECK001	Mr Kevin Beckitt	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT369	ALLBECK001	Mr Kevin Beckitt	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	13/04/2025	ALT365	ALLBROM002	Mr Maxwell Brown	56.00	0.00	56.00

22/05/2025

## Horley Town Council

12:47

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	1	02/04/2025	02/04/2025	13/04/2025	ALT366	ALLBROM002	Mr Maxwell Brown	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	16/04/2025	ALT358	ALLBROM001	Mr Mick Brooks	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	16/04/2025	ALT359	ALLBROM001	Mr Mick Brooks	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	22/04/2025	ALT345	ALLBRAK001	Mr Kristoffer Bray	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	22/04/2025	ALT367	ALLBRAK001	Mr Kristoffer Bray	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	23/04/2025	ALT351	ALLNEWG001	Mr Graham Newbury	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	23/04/2025	ALT353	ALLNEWG001	Mr Graham Newbury	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	04/04/2025	ALT349	ALLSTRL001	Ms Lindy and Richard Strudwick	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	04/04/2025	ALT350	ALLSTRL001	Ms Lindy and Richard Strudwick	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT347	ALLMIDN001	Ms Nancy Middleton	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT348	ALLMIDN001	Ms Nancy Middleton	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT341	ALLHARB001	Mr Bradley Harris	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT342	ALLHARB001	Mr Bradley Harris	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT338	ALLTURK001	Ms Katherine Turk	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT339	ALLTURK001	Ms Katherine Turk	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	01/05/2025	ALT336	ALLSMIR001	Mr Richard & Heather Smith	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	01/05/2025	ALT337	ALLSMIR001	Mr Richard & Heather Smith	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT313	ALLCARG001	Ms Glynis Cargill Cargill	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT322	ALLCARG001	Ms Glynis Cargill Cargill	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	08/04/2025	ALT315	ALLARNM001	Ms Marta Arnold	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	08/04/2025	ALT316	ALLARNM001	Ms Marta Arnold	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	28/04/2025	ALT309	ALLCUFM001	Mr Mr & Mrs Cuff	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	28/04/2025	ALT310	ALLCUFM001	Mr Mr & Mrs Cuff	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	28/04/2025	ALT311	ALLCUFM001	Mr Mr & Mrs Cuff	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT307	ALLSMIA001	Ms Ali Smith	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT308	ALLCARL001	Ms Laura Carter	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT312	ALLWITS001	Ms Stella Witham	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	14/04/2025	ALT314	ALLPEAK001	Ms Katherine Pearce	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	17/04/2025	ALT317	ALLNEWB001	Mr Brett Newton	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	14/04/2025	ALT318	ALLPEAK001	Ms Katherine Pearce	56.00	0.00	56.00

22/05/2025

## Horley Town Council

12:47

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	1	02/04/2025	02/04/2025	09/04/2025	ALT319	ALLMORP001	Mrs Pamela Morris	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT320	ALLDONX001	Mr Xujun Dong	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	14/04/2025	ALT321	ALLPREI001	Mr Ian & Julie Preddy	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT323	ALLKELS001	Ms Sarah Kellar	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT324	ALLCLIC001	Mrs Claire Cline	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT325	ALLFREM001	Mr Michael Freshwater	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	05/04/2025	ALT326	ALLLONC001	Mr Chris & Maureen Long	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	03/04/2025	ALT327	ALLRAVP001	Ms Peggy Ravoux	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT328	ALLVOGV001	Ms Victoria Vogel	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT329	ALLARYY001	Ms Yvonne Aryitey	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	03/04/2025	ALT330	ALLHUDB001	Mr Brian Hudgell	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	04/04/2025	ALT331	ALLDYKK001	Ms Katie Dyke	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	19/05/2025	ALT332	ALLCOXA001	Mr Andy & Vanessa Cox	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	04/04/2025	ALT333	ALLBRAM001	Mr Michael Bradley	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	05/04/2025	ALT334	ALLCUTM001	Mr Michael Cutts	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	01/05/2025	ALT335	ALLHILJ001	Mr Joshua Hill	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT340	ALLPAYA001	Mr Andy Payne	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT343	ALLBOXL001	Mr Lee Boxall	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT344	ALLMARD001	Mr Darren Martin	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	08/04/2025	ALT352	ALLGWAP001	Ms Patience Gwaze	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	03/04/2025	ALT354	ALLGRIN001	Ms Natalie Griffiths	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	30/04/2025	ALT355	ALLSKOW001	Mr Wojciech Skowronek	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT357	ALLALLR001	Mr Rob Allen	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT360	ALLBEVH001	Ms Holly Bevan	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT361	ALLHUGB001	Ms Betty Hugill	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	02/04/2025	ALT362	ALLSMAM001	Mr Mark Smalley	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT363	ALLFURS001	Ms Sarah Furlong	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025	07/04/2025	ALT364	ALLBARP001	Ms Pearl Barnard	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT370	ALLHUNJ001	Ms Joanne Hunter	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT371	ALLMITN001	Ms Natalie Mitchell	56.00	0.00	56.00



22/05/2025

Horley Town Council

12:47

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/04/2025 to 30/04/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
2	1	02/04/2025	02/04/2025	22/04/2025	ALT373	ALLRAMA001	Ms Ashley Ramadan	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT375	ALLFISS001	Ms Sonia A Fish	56.00	0.00	56.00
2	1	02/04/2025	02/04/2025		ALT346	ALLSNES001	Mr Steven Sneddon	56.00	0.00	56.00
2	1	14/04/2025	14/04/2025	15/04/2025	ALT376	ALLPOSA001	Mr Andrew Posner	77.00	0.00	77.00
2	1	16/04/2025	16/04/2025		ALT377	ALLHATD001	Mr Daniel Hatley	56.00	0.00	56.00
2	1	17/04/2025	17/04/2025	17/04/2025	ALT378	ALLWADM001	Mr Michael Wadham	71.00	0.00	71.00
2	1	17/04/2025	17/04/2025	21/04/2025	ALT379	ALLCAUL001	Mrs Lucy Causton	71.00	0.00	71.00
2	1	22/04/2025	22/04/2025	22/04/2025	ALT380	ALLADAN001	Ms Natalie Adams	71.00	0.00	71.00
2	1	22/04/2025	22/04/2025	28/04/2025	ALT381	ALLSUKA001	Mr Ashvin Sukraj	77.00	0.00	77.00
2	1	29/04/2025	29/04/2025	02/05/2025	ALT382	ALLAYLR001	Ms Rebeka Aylwin	77.00	0.00	77.00
2	1	30/04/2025	30/04/2025	06/05/2025	ALT383	ALLTHOJ001	Mr Jason Thorne	71.00	0.00	71.00

Date:24/06/2025

Horley Town Council

Page 1

Time: 10:11

Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 1 - HSBC Current 51219138

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/05/2025		66,869.58
			<u>66,869.58</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			66,869.58
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			66,869.58
		Balance per Cash Book is :-	66,869.58
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/05/2025  
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	31/05/2025		459,230.76
			<u>459,230.76</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			459,230.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			459,230.76
		Balance per Cash Book is :-	459,230.76
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/05/2025  
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	31/05/2025		1,752.25
			<u>1,752.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,752.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,752.25
		Balance per Cash Book is :-	1,752.25
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:11/06/2025

Horley Town Council

Page 1

Time: 14:25

Bank Reconciliation Statement as at 31/05/2025  
for Cashbook 4 - Nationwide Intl 90036306

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	31/05/2025		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 31/05/2025  
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	31/05/2025		1,326.73
			<u>1,326.73</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,326.73
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,326.73
		Balance per Cash Book is :-	1,326.73
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	31/05/2025		629,736.27
			<u>629,736.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			629,736.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			629,736.27
		Balance per Cash Book is :-	629,736.27
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 31/05/2025  
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)	31/05/2025		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 .....



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/05/2025		250,000.00
			<u>250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,000.00
		Balance per Cash Book is :-	250,000.00
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

24/06/2025

## Horley Town Council

10:14

Cashbook transactions totalling £0.00 or more  
for the period 01/05/2025 to 31/05/2025

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	2	21/05/2025	4979	Bennetts Builders Ltd	2,658.24
1	HSBC Current 51219138	2	21/05/2025	0153040	Nviro Ltd	2,174.00
1	HSBC Current 51219138	2	21/05/2025	4979/1-2	Bennetts Builders Ltd	2,658.24
1	HSBC Current 51219138	2	01/05/2025	00265402-2	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	2	08/05/2025	549095-546	SES Water	100.00
1	HSBC Current 51219138	2	21/05/2025	BACS	Fiona Stimpson	27.94
1	HSBC Current 51219138	2	21/05/2025	BACS	Fiona Stimpson	90.40
1	HSBC Current 51219138	2	21/05/2025	BACS	Helen Maan	35.97
1	HSBC Current 51219138	2	07/05/2025	NI/VI/PABE	Amazon Business	51.52
1	HSBC Current 51219138	2	07/05/2025	10939521	Idverde Limited	6,347.70
1	HSBC Current 51219138	2	21/05/2025	WLHI/EABEY	Amazon Business	101.05
1	HSBC Current 51219138	2	14/05/2025	FR3W/DABE	Amazon Business	110.06
1	HSBC Current 51219138	2	14/05/2025	4936	Cooper Weston Group Ltd	144.00
1	HSBC Current 51219138	2	14/05/2025	18433461	Corona Energy	389.23
1	HSBC Current 51219138	2	14/05/2025	18433462	Corona Energy	204.92
1	HSBC Current 51219138	2	14/05/2025	49/2312-24	The Havering Fencing Company L	488.40
1	HSBC Current 51219138	2	14/05/2025	1000063	LG Business Consultants	1,366.20
1	HSBC Current 51219138	2	14/05/2025	6474637	Reigate & Banstead Borough Cou	1.00
1	HSBC Current 51219138	2	14/05/2025	32841	Rialtas Business Solutions Ltd	1,094.40
1	HSBC Current 51219138	2	14/05/2025	INV-26503	Smartguard Security	523.48
1	HSBC Current 51219138	2	21/05/2025	19199971	Corona Energy	431.58
1	HSBC Current 51219138	2	21/05/2025	19199970	Corona Energy	129.51
1	HSBC Current 51219138	2	15/05/2025	7374757678	Bennetts Builders Ltd	7,156.80
1	HSBC Current 51219138	2	19/05/2025	BACS	HSBC	9.00
1	HSBC Current 51219138	2	16/05/2025	0002853601	Corona Energy	125.71
1	HSBC Current 51219138	2	16/05/2025	002856975	Corona Energy	120.91
1	HSBC Current 51219138	2	16/05/2025	20766971	Sage UK	66.00
1	HSBC Current 51219138	2	20/05/2025	00086247	SOS Systems Limited	45.12
1	HSBC Current 51219138	2	23/05/2025	BACS	HMRC	3,953.39
1	HSBC Current 51219138	2	28/05/2025	BACS	Surrey Pensions	3,345.90
1	HSBC Current 51219138	2	28/05/2025	BACS	Community Foundation For Surre	800.00
1	HSBC Current 51219138	2	28/05/2025	BACS	YLCA	27.40
2	HSBC Deposit 01219154	2	15/05/2025	Transfer	HSBC Current 51219138	270,000.00
2	HSBC Deposit 01219154	2	22/05/2025	To current	HSBC Current 51219138	60,000.00
1	HSBC Current 51219138	2	21/05/2025	To Handels	Handelsbanken 50044859	125,000.00
1	HSBC Current 51219138	2	28/05/2025	Handelsban	Handelsbanken 50044859	125,000.00
1	HSBC Current 51219138	2	28/05/2025	INV-1175	Mulberry & Co	136.50
1	HSBC Current 51219138	2	28/05/2025	IN8592	Hobart Paving Company	46,649.98
1	HSBC Current 51219138	2	28/05/2025	2499/25	Heatherlands Tree Care	480.00
1	HSBC Current 51219138	2	22/05/2025	106289	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	2	23/05/2025	SBS128971	Spitfire Networking Services L	117.60
1	HSBC Current 51219138	2	27/05/2025	635-052025	Public Work's Loan Board	9,772.46
1	HSBC Current 51219138	2	28/05/2025	39101/0525	VIRGIN MEDIA BUSINESS	72.00
5	FairFX Bank Debit Card	2	10/05/2025	BACS	Ultimate One Limited	127.20
5	FairFX Bank Debit Card	2	17/05/2025	BACS	Waitrose	67.81
5	FairFX Bank Debit Card	2	02/05/2025	CC-39211	Email Blaster UK	15.59
5	FairFX Bank Debit Card	2	08/05/2025	E0200VXWM	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	2	13/05/2025	5005606116	Adobe Systems Software Ireland	60.66

24/06/2025

## Horley Town Council

10:14

Cashbook transactions totalling £0.00 or more  
for the period 01/05/2025 to 31/05/2025

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	2	19/05/2025	207242	Sage UK HR	36.96
5	FairFX Bank Debit Card	2	02/05/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	2	09/05/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	2	16/05/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	2	23/05/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	2	30/05/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	2	05/05/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	05/05/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	05/05/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	05/05/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	2	28/05/2025	BACS	GiffGaff	6.00
6	Handelsbanken 50044859	2	28/05/2025	To Deposit	Handelsbanken FT 3786859	250,000.00
1	HSBC Current 51219138	2	20/05/2025	To Payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	2	28/05/2025	BACS	Net Salaries	11,041.73
3	HSBC Payroll 81345788	2	19/05/2025	BACS	HSBC	8.00
2	HSBC Deposit 01219154	2	08/05/2025	To current	HSBC Current 51219138	10,000.00
2	HSBC Deposit 01219154	2	29/05/2025	To current	HSBC Current 51219138	10,000.00
1	HSBC Current 51219138	2	21/05/2025	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	2	16/05/2025	ICO25	Information Commissioner's Off	47.00
1	HSBC Current 51219138	2	15/05/2025	INV 124975	HSBC UK Bank PLC	48.64
1	HSBC Current 51219138	2	30/05/2025	BACS	SumUp	2.15
1	HSBC Current 51219138	2	21/05/2025	BACS	Surrey Pensions	239.09
1	HSBC Current 51219138	2	28/05/2025	BACS	KSS Air Ambulance	500.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	01/05/2025	112.00
1	HSBC Current 51219138	2	01/05/2025	56.00
1	HSBC Current 51219138	2	02/05/2025	77.00
1	HSBC Current 51219138	2	06/05/2025	71.00
1	HSBC Current 51219138	2	06/05/2025	164.00
1	HSBC Current 51219138	2	06/05/2025	116.00
1	HSBC Current 51219138	2	06/05/2025	106.00
1	HSBC Current 51219138	2	06/05/2025	1,500.00
1	HSBC Current 51219138	2	07/05/2025	15,399.59
1	HSBC Current 51219138	2	07/05/2025	65.00
1	HSBC Current 51219138	2	10/05/2025	62.00
1	HSBC Current 51219138	2	13/05/2025	131.00
1	HSBC Current 51219138	2	14/05/2025	19.17
1	HSBC Current 51219138	2	17/05/2025	240.00
1	HSBC Current 51219138	2	19/05/2025	11.50
1	HSBC Current 51219138	2	19/05/2025	77.00
1	HSBC Current 51219138	2	19/05/2025	56.00
1	HSBC Current 51219138	2	20/05/2025	980.25
1	HSBC Current 51219138	2	15/05/2025	270,000.00
1	HSBC Current 51219138	2	22/05/2025	60,000.00
6	Handelsbanken 50044859	2	21/05/2025	125,000.00
6	Handelsbanken 50044859	2	28/05/2025	125,000.00

24/06/2025

Horley Town Council

10:14

Cashbook transactions totalling £0.00 or more  
for the period 01/05/2025 to 31/05/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	23/05/2025	0.24
1	HSBC Current 51219138	2	24/05/2025	33.00
1	HSBC Current 51219138	2	21/05/2025	71.00
1	HSBC Current 51219138	2	29/05/2025	195.00
1	HSBC Current 51219138	2	29/05/2025	35.00
1	HSBC Current 51219138	2	30/05/2025	71.00
6	Handelsbanken 50044859	2	30/05/2025	1,894.43
8	Handelsbanken FT	2	28/05/2025	250,000.00
3	HSBC Payroll 81345788	2	20/05/2025	11,000.00
1	HSBC Current 51219138	2	08/05/2025	10,000.00
1	HSBC Current 51219138	2	29/05/2025	10,000.00
5	FairFX Bank Debit Card	2	21/05/2025	1,000.00

24/06/2025

## Horley Town Council

10:15

Cashbook transactions totalling £500.00 or more  
for the period 01/05/2025 to 31/05/2025

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	2	21/05/2025	4979	Bennetts Builders Ltd	2,658.24
1	HSBC Current 51219138	2	21/05/2025	0153040	Nviro Ltd	2,174.00
1	HSBC Current 51219138	2	21/05/2025	4979/1-2	Bennetts Builders Ltd	2,658.24
1	HSBC Current 51219138	2	07/05/2025	10939521	Idverde Limited	6,347.70
1	HSBC Current 51219138	2	14/05/2025	1000063	LG Business Consultants	1,366.20
1	HSBC Current 51219138	2	14/05/2025	32841	Rialtas Business Solutions Ltd	1,094.40
1	HSBC Current 51219138	2	14/05/2025	INV-26503	Smartguard Security	523.48
1	HSBC Current 51219138	2	15/05/2025	7374757678	Bennetts Builders Ltd	7,156.80
1	HSBC Current 51219138	2	23/05/2025	BACS	HMRC	3,953.39
1	HSBC Current 51219138	2	28/05/2025	BACS	Surrey Pensions	3,345.90
1	HSBC Current 51219138	2	28/05/2025	BACS	Community Foundation For Surre	800.00
2	HSBC Deposit 01219154	2	15/05/2025	Transfer	HSBC Current 51219138	270,000.00
2	HSBC Deposit 01219154	2	22/05/2025	To current	HSBC Current 51219138	60,000.00
1	HSBC Current 51219138	2	21/05/2025	To Handels	Handelsbanken 50044859	125,000.00
1	HSBC Current 51219138	2	28/05/2025	Handelsban	Handelsbanken 50044859	125,000.00
1	HSBC Current 51219138	2	28/05/2025	IN8592	Hobart Paving Company	46,649.98
1	HSBC Current 51219138	2	27/05/2025	635-052025	Public Work's Loan Board	9,772.46
6	Handelsbanken 50044859	2	28/05/2025	To Deposit	Handelsbanken FT 3786859	250,000.00
1	HSBC Current 51219138	2	20/05/2025	To Payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	2	28/05/2025	BACS	Net Salaries	11,041.73
2	HSBC Deposit 01219154	2	08/05/2025	To current	HSBC Current 51219138	10,000.00
2	HSBC Deposit 01219154	2	29/05/2025	To current	HSBC Current 51219138	10,000.00
1	HSBC Current 51219138	2	21/05/2025	Transfer	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	2	28/05/2025	BACS	KSS Air Ambulance	500.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	2	06/05/2025	1,500.00
1	HSBC Current 51219138	2	07/05/2025	15,399.59
1	HSBC Current 51219138	2	20/05/2025	980.25
1	HSBC Current 51219138	2	15/05/2025	270,000.00
1	HSBC Current 51219138	2	22/05/2025	60,000.00
6	Handelsbanken 50044859	2	21/05/2025	125,000.00
6	Handelsbanken 50044859	2	28/05/2025	125,000.00
6	Handelsbanken 50044859	2	30/05/2025	1,894.43
8	Handelsbanken FT	2	28/05/2025	250,000.00
3	HSBC Payroll 81345788	2	20/05/2025	11,000.00
1	HSBC Current 51219138	2	08/05/2025	10,000.00
1	HSBC Current 51219138	2	29/05/2025	10,000.00
5	FairFX Bank Debit Card	2	21/05/2025	1,000.00

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Reigate & Banstead Borough Cou	00265402-2	104.00		National Non-Domestic Rates
07/05/2025	Amazon Business	NI/VI/PABE	51.52		Kit for webex box installation
07/05/2025	Idverde Limited	10939521	6,347.70		Monthly Core Works April 25
08/05/2025	SES Water	549095-546	100.00		549095-5/248/SES Water
14/05/2025	Amazon Business	FR3W/DABEY	110.06		Office Supplies
14/05/2025	Cooper Weston Group Ltd	4936	144.00		Office Bolier Pressure Check
14/05/2025	Corona Energy	18433461	389.23		Gas Bill Innes May 2024
14/05/2025	Corona Energy	18433462	204.92		Gas Bill Albert Rooms May 2024
14/05/2025	The Havering Fencing Company L	49/2312-24	488.40		Court Lodge Playarea Fence Ret
14/05/2025	LG Business Consultants	1000063	1,366.20		Consultancy & Project work Apr
14/05/2025	Reigate & Banstead Borough Cou	6474637	1.00		Lease of Land Court Lodge
14/05/2025	Rialtas Business Solutions Ltd	32841	1,094.40		Year End 25 with Frankie Scott
14/05/2025	Smartguard Security	INV-26503	523.48		Security Patrols
15/05/2025	Bennetts Builders Ltd	7374757678	7,156.80		office rear fence repair
15/05/2025	HSBC UK Bank PLC	INV 124975	48.64		Bank charges
16/05/2025	Corona Energy	0002853601	125.71		Office Electricity Bill
16/05/2025	Corona Energy	002856975	120.91		Innes Electricity Bill
16/05/2025	Sage UK	20766971	66.00		Sage Payroll
16/05/2025	Information Commissioner's Off	ICO25	47.00		Data Protection Registration
19/05/2025	HSBC	BACS	9.00		Bank Charges for Apr
20/05/2025	SOS Systems Limited	00086247	45.12		Printer Usage
20/05/2025	HSBC Payroll 81345788	To Payroll	11,000.00		Transfer to Payroll
21/05/2025	Bennetts Builders Ltd	4979	2,658.24		Yearly invoice for works
21/05/2025	Nviro Ltd	0153040	2,174.00		Cleaning Albert Rms 01/05-31/0
21/05/2025	Bennetts Builders Ltd	4979/1-2	2,658.24		Yearly invoice for works
21/05/2025	Fiona Stimpson	BACS	27.94		HIB Seed Banner
21/05/2025	Fiona Stimpson	BACS	90.40		HIB St Georges Insurance Refun
21/05/2025	Helen Maan	BACS	35.97		Bunting for Rec Refund
21/05/2025	Amazon Business	WLHI/EABEY	101.05		correction to GB5YVUEABEY
21/05/2025	Corona Energy	19199971	431.58		Gas Bill april Albert Rooms
21/05/2025	Corona Energy	19199970	129.51		Gas Bill Innes April
21/05/2025	Handelsbanken 50044859	To Handels	125,000.00		Transfer to Handelsbanken
21/05/2025	FairFX Bank Debit Card	Transfer	1,000.00		Transfer to Equals Bank
21/05/2025	Surrey Pensions	BACS	239.09		Missing pension payment
21/05/2025	Bennetts Builders Ltd	4979/2	-2,658.24		Yearly invoice for works
22/05/2025	Micro Maintenance Limited	106289	492.78		Monthly IT support
23/05/2025	HMRC	BACS	3,953.39		PAYE and NIC for April
23/05/2025	Spitfire Networking Services L	SBS1289713	117.60		Service Charges
27/05/2025	Public Work's Loan Board	635-052025	9,772.46		Cafe Loan Repayment
28/05/2025	Surrey Pensions	BACS	3,345.90		Pension Contributions May
28/05/2025	Community Foundation For Surre	BACS	800.00		Chairmans Donation Edmonds Fun
28/05/2025	YLCA	BACS	27.40		Training course on Allotments
28/05/2025	Handelsbanken 50044859	Handelsban	125,000.00		Transfer to Handelsbanken
28/05/2025	Mulberry & Co	INV-1175	136.50		Final Audit fees 2024-25
28/05/2025	Hobart Paving Company	IN8592	46,649.98		Paving to Innes
28/05/2025	Heatherlands Tree Care	2499/25	480.00		Tree Works at Albert Rooms
28/05/2025	VIRGIN MEDIA BUSINESS	39101/0525	72.00		Broadband Charges

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/05/2025	KSS Air Ambulance	BACS	500.00		Donation
30/05/2025	SumUp	BACS	2.15		Bank Charges SumUp
Total Payments			<u>352,782.03</u>		

## List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/05/2025	Email Blaster UK	CC-39211	15.59		2000 send per month newsletter
02/05/2025	Milk and More	BACS	5.00		Office Milk Delivey
05/05/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/05/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/05/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/05/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
08/05/2025	Microsoft Ireland Operations L	E0200VXWMJ	178.00		Microsoft Office License
09/05/2025	Milk and More	BACS	5.00		Office Milk Delivey
10/05/2025	Ultimate One Limited	BACS	127.20		Wire mesh for langshott allotm
13/05/2025	Adobe Systems Software Ireland	5005606116	60.66		Acrobat pro x3
16/05/2025	Milk and More	BACS	5.00		Office Milk Delivey
17/05/2025	Waitrose	BACS	67.81		Drinks and snacks for the ATPF
19/05/2025	Sage UK HR	207242	36.96		Leave Management x 7
23/05/2025	Milk and More	BACS	5.00		Office Milk Delivey
28/05/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
30/05/2025	Milk and More	BACS	5.00		Office Milk Delivey
Total Payments			541.22		



24/06/2025

## Horley Town Council

10:18

Sales Ledger Invoices totalling £0.00 or more  
for the period 01/05/2025 to 31/05/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	2	06/05/2025	06/05/2025	06/05/2025	1132	CAR001	The Carlton Clinic	164.00	0.00	164.00
1	2	06/05/2025	05/06/2025	06/05/2025	1134	HOR001	Horley Society of Artists	116.00	0.00	116.00
1	2	06/05/2025	06/05/2025	06/05/2025	1135	CAR002	Carmel Pentecostal Church	106.00	0.00	106.00
1	2	06/05/2025	06/05/2025	10/05/2025	1130	JHA001	Julie Hall	62.00	0.00	62.00
1	2	06/05/2025	06/05/2025	24/05/2025	1131	CAI001	Francesca Cain	33.00	0.00	33.00
1	2	06/05/2025	05/06/2025	07/05/2025	1133	BON001	Boni Jenkins - Yoga	65.00	0.00	65.00
1	2	06/05/2025	06/05/2025	13/05/2025	1136	JCM001	James Chapman	131.00	0.00	131.00
1	2	06/05/2025	06/05/2025		1137	GTW001	Gatwick Warriors	179.19	0.00	179.19
1	2	06/05/2025	06/05/2025		1138	GTW001	Gatwick Warriors	0.00	0.00	0.00
1	2	06/05/2025	06/05/2025	14/05/2025	1139	HOR005	Horley United	19.17	0.00	19.17
1	2	06/05/2025	05/06/2025		1140	ATH001	Athletico Redhill FC	146.00	0.00	146.00
1	2	06/05/2025	06/05/2025		1141	ELT001	El Toro	73.00	0.00	73.00
1	2	06/05/2025	05/06/2025		1142	HOR002	Horley AFC	146.00	0.00	146.00
1	2	06/05/2025	06/05/2025		1143	MON001	Monotype FC	146.00	0.00	146.00
1	2	06/05/2025	06/05/2025		1144	RBE	Simon Wille	35.00	0.00	35.00
1	2	06/05/2025	06/05/2025		1145	ELT001	El Toro	14.00	0.00	14.00
1	2	15/05/2025	15/05/2025	17/05/2025	1146	CR001	Claire Riding	240.00	0.00	240.00
1	2	19/05/2025	19/05/2025	19/05/2025	1147	LOW001	Lowfield Heath Windmill Trust	11.50	0.00	11.50
1	2	20/05/2025	20/05/2025		1148	FUZ001	Fuzion Martial Arts - Sean Reynolds	939.62	4.61	944.23
1	2	20/05/2025	20/05/2025	10/06/2025	1149	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	2	21/05/2025	21/05/2025	29/05/2025	1150	WWI001	Wardrobe Wizards	195.00	0.00	195.00
1	2	29/05/2025	29/05/2025	29/05/2025	1152	OAK002	Oakwood Sports Centre	35.00	0.00	35.00
1	2	29/05/2025	29/05/2025	06/06/2025	1153	TO001	Trinity Oaks C of E Primary School	140.00	0.00	140.00
2	2	19/05/2025	19/05/2025	19/05/2025	ALT384	ALLMUNS001	Mr Shahid Munir	77.00	0.00	77.00
2	2	19/05/2025	19/05/2025	30/05/2025	ALT385	ALLDAVB001	Mr Benjamin Davis	71.00	0.00	71.00
2	2	20/05/2025	20/05/2025	21/05/2025	ALT386	ALLTRON001	Ms Nicola Trower	71.00	0.00	71.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	30/06/2025		71,237.13
			<u>71,237.13</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			71,237.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			71,237.13
		Balance per Cash Book is :-	71,237.13
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Date:18/07/2025

Horley Town Council

Page 1

Time: 10:59

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 2 - HSBC Deposit 01219154

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Deposit 01219154	30/06/2025		381,859.54
			<u>381,859.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			381,859.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			381,859.54
		Balance per Cash Book is :-	381,859.54
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 3 - HSBC Payroll 81345788

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Payroll 81345788	30/06/2025		1,690.32
			<u>1,690.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,690.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,690.32
		Balance per Cash Book is :-	1,690.32
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 4 - Nationwide Intl 90036306

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Intl 90036306	30/06/2025		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 30/06/2025  
for Cashbook 5 - FairFX Bank Debit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
FairFX Bank Debit Card	30/06/2025		598.39
			<u>598.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			598.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			598.39
		Balance per Cash Book is :-	598.39
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 6 - Handelsbanken 50044859

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken 50044859	30/06/2025		631,496.07
			<u>631,496.07</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			631,496.07
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			631,496.07
		Balance per Cash Book is :-	631,496.07
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 7 - Safe ( unbanked money)

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Safe (Unbanked Money)	30/06/2025		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 .....



Date:09/07/2025

Horley Town Council

Page 1

Time: 10:19

Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 8 - Handelsbanken FT 3786859

User: SAM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	30/06/2025		250,000.00
			<u>250,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			250,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			250,000.00
		Balance per Cash Book is :-	250,000.00
		Difference is :-	0.00

Signatory 1:

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

Signatory 2:

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

19/08/2025

## Horley Town Council

13:13

Cashbook transactions totalling £0.00 or more  
for the period 01/06/2025 to 30/06/2025

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	3	17/06/2025	153339	Nviro Ltd	2,174.00
1	HSBC Current 51219138	3	17/06/2025	19275452	Corona Energy	216.47
1	HSBC Current 51219138	3	17/06/2025	19275453	Corona Energy	104.56
1	HSBC Current 51219138	3	17/06/2025	27398	PLG Signs	54.00
5	FairFX Bank Debit Card	3	02/06/2025	G093522110	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	3	03/06/2025	CC39578	Email Blaster UK	15.59
5	FairFX Bank Debit Card	3	07/06/2025	E0200W8KH	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	3	13/06/2025	5007545288	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	3	19/06/2025	213445	Sage UK HR	36.96
5	FairFX Bank Debit Card	3	19/06/2025	3-00039920	Cisco International Limited	13.80
5	FairFX Bank Debit Card	3	05/06/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	05/06/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	05/06/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	05/06/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	28/06/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	3	06/06/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	13/06/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	20/06/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	27/06/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	3	06/06/2025	BACS	Royal Mail	3.07
5	FairFX Bank Debit Card	3	21/06/2025	BACS	Royal Mail	6.90
5	FairFX Bank Debit Card	3	05/06/2025	BACS	Shutterstock	274.80
1	HSBC Current 51219138	3	10/06/2025	BACS	YLCA	27.40
1	HSBC Current 51219138	3	10/06/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	3	02/06/2025	00265402-3	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	3	04/06/2025	10941728	Idverde Limited	6,347.70
1	HSBC Current 51219138	3	04/06/2025	947/417/09	James Hallam Council Guard	14,950.05
1	HSBC Current 51219138	3	04/06/2025	R0638	Kiasu Fire and Security Ltd	234.00
1	HSBC Current 51219138	3	04/06/2025	1210	Mulberry & Co	90.00
1	HSBC Current 51219138	3	04/06/2025	HTC	WILFS Cafe Ltd	400.00
1	HSBC Current 51219138	3	09/06/2025	549095-5	SES Water	26.96
1	HSBC Current 51219138	3	10/06/2025	GB514N8SA	Amazon Business	220.16
1	HSBC Current 51219138	3	10/06/2025	1000064	LG Business Consultants	1,568.00
1	HSBC Current 51219138	3	10/06/2025	7808	Rite Industrial Doors	3,024.00
1	HSBC Current 51219138	3	10/06/2025	INV-26586	Smartguard Security	448.70
1	HSBC Current 51219138	3	10/06/2025	01502	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	3	13/06/2025	12577671	HSBC UK Bank PLC	59.04
1	HSBC Current 51219138	3	16/06/2025	5002	Bennetts Builders Ltd	1,852.80
1	HSBC Current 51219138	3	17/06/2025	233	Oliver Burgess Garden Design	1,800.00
1	HSBC Current 51219138	3	17/06/2025	4979-2	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	3	26/06/2025	INV-1314	Mulberry & Co	180.00
1	HSBC Current 51219138	3	26/06/2025	27426	PLG Signs	300.00
1	HSBC Current 51219138	3	26/06/2025	INV-0726	RJS Contractors Ltd	10,890.48
1	HSBC Current 51219138	3	26/06/2025	001	RJS Contractors Ltd	90.00
1	HSBC Current 51219138	3	18/06/2025	BACS	HSBC	8.50
1	HSBC Current 51219138	3	20/06/2025	Transfer	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	3	28/06/2025	BACS	Net Salaries	11,053.93
3	HSBC Payroll 81345788	3	18/06/2025	BACS	HSBC	8.00

19/08/2025

## Horley Town Council

13:13

Cashbook transactions totalling £0.00 or more  
for the period 01/06/2025 to 30/06/2025

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	3	05/06/2025	To current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	3	19/06/2025	To current	HSBC Current 51219138	30,000.00
2	HSBC Deposit 01219154	3	30/06/2025	To current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	3	16/06/2025	0002905858	Corona Energy	124.03
1	HSBC Current 51219138	3	16/06/2025	0002921917	Corona Energy	115.88
1	HSBC Current 51219138	3	16/06/2025	00087031	SOS Systems Limited	141.80
1	HSBC Current 51219138	3	16/06/2025	20920103	Sage UK	66.00
1	HSBC Current 51219138	3	26/06/2025	INV-5726	The Great Outdoor Gym Company	20,263.43
1	HSBC Current 51219138	3	27/06/2025	4437106	Everflow Water	309.25
1	HSBC Current 51219138	3	30/06/2025	1/001/0625	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	3	23/06/2025	106315	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	3	24/06/2025	SBS129485	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	3	25/06/2025	BACS	HMRC	3,953.79
1	HSBC Current 51219138	3	13/06/2025	IN00027021	Corona Energy	541.96

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	3	02/06/2025	195.00
1	HSBC Current 51219138	3	02/06/2025	132.00
1	HSBC Current 51219138	3	03/06/2025	56.00
1	HSBC Current 51219138	3	05/06/2025	165.00
1	HSBC Current 51219138	3	06/06/2025	140.00
1	HSBC Current 51219138	3	06/06/2025	56.00
1	HSBC Current 51219138	3	06/06/2025	31.00
1	HSBC Current 51219138	3	10/06/2025	1,500.00
1	HSBC Current 51219138	3	10/06/2025	56.00
1	HSBC Current 51219138	3	10/06/2025	112.00
1	HSBC Current 51219138	3	11/06/2025	56.00
1	HSBC Current 51219138	3	11/06/2025	14.00
1	HSBC Current 51219138	3	13/06/2025	39.00
1	HSBC Current 51219138	3	13/06/2025	1,000.00
1	HSBC Current 51219138	3	13/06/2025	1,500.00
1	HSBC Current 51219138	3	16/06/2025	66.00
1	HSBC Current 51219138	3	18/06/2025	11.50
1	HSBC Current 51219138	3	24/06/2025	56.00
1	HSBC Current 51219138	3	24/06/2025	966.17
1	HSBC Current 51219138	3	24/06/2025	958.14
1	HSBC Current 51219138	3	25/06/2025	56.00
1	HSBC Current 51219138	3	30/06/2025	56.00
1	HSBC Current 51219138	3	25/06/2025	0.25
6	Handelsbanken 50044859	3	30/06/2025	1,759.80
3	HSBC Payroll 81345788	3	20/06/2025	11,000.00
1	HSBC Current 51219138	3	05/06/2025	20,000.00
1	HSBC Current 51219138	3	19/06/2025	30,000.00
1	HSBC Current 51219138	3	30/06/2025	30,000.00
2	HSBC Deposit 01219154	3	06/06/2025	2,628.78

19/08/2025

## Horley Town Council

13:21

Cashbook transactions totalling £500.00 or more  
for the period 01/06/2025 to 30/06/2025

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	3	17/06/2025	153339	Nviro Ltd	2,174.00
1	HSBC Current 51219138	3	04/06/2025	10941728	Idverde Limited	6,347.70
1	HSBC Current 51219138	3	04/06/2025	947/417/09	James Hallam Council Guard	14,950.05
1	HSBC Current 51219138	3	10/06/2025	1000064	LG Business Consultants	1,568.00
1	HSBC Current 51219138	3	10/06/2025	7808	Rite Industrial Doors	3,024.00
1	HSBC Current 51219138	3	16/06/2025	5002	Bennetts Builders Ltd	1,852.80
1	HSBC Current 51219138	3	17/06/2025	233	Oliver Burgess Garden Design	1,800.00
1	HSBC Current 51219138	3	17/06/2025	4979-2	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	3	26/06/2025	INV-0726	RJS Contractors Ltd	10,890.48
1	HSBC Current 51219138	3	20/06/2025	Transfer	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	3	28/06/2025	BACS	Net Salaries	11,053.93
2	HSBC Deposit 01219154	3	05/06/2025	To current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	3	19/06/2025	To current	HSBC Current 51219138	30,000.00
2	HSBC Deposit 01219154	3	30/06/2025	To current	HSBC Current 51219138	30,000.00
1	HSBC Current 51219138	3	26/06/2025	INV-5726	The Great Outdoor Gym Company	20,263.43
1	HSBC Current 51219138	3	25/06/2025	BACS	HMRC	3,953.79
1	HSBC Current 51219138	3	13/06/2025	IN00027021	Corona Energy	541.96

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	3	10/06/2025	1,500.00
1	HSBC Current 51219138	3	13/06/2025	1,000.00
1	HSBC Current 51219138	3	13/06/2025	1,500.00
1	HSBC Current 51219138	3	24/06/2025	966.17
1	HSBC Current 51219138	3	24/06/2025	958.14
6	Handelsbanken 50044859	3	30/06/2025	1,759.80
3	HSBC Payroll 81345788	3	20/06/2025	11,000.00
1	HSBC Current 51219138	3	05/06/2025	20,000.00
1	HSBC Current 51219138	3	19/06/2025	30,000.00
1	HSBC Current 51219138	3	30/06/2025	30,000.00
2	HSBC Deposit 01219154	3	06/06/2025	2,628.78

## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Reigate & Banstead Borough Cou	00265402-3	104.00		National Non-Domestic Rates
04/06/2025	Idverde Limited	10941728	6,347.70		Grounds Maintenance May
04/06/2025	James Hallam Council Guard	947/417/09	14,950.05		PA Insurance
04/06/2025	Kiasu Fire and Security Ltd	R0638	234.00		Alarm Call out at Innes
04/06/2025	Mulberry & Co	1210	90.00		Finance & Governance Day
04/06/2025	WILFS Cafe Ltd	HTC	400.00		Buffet for 20 people - ATPF
09/06/2025	SES Water	549095-5	26.96		549095-5/248/SES Water
10/06/2025	YLCA	BACS	27.40		Allotment Health & Safety SRM
10/06/2025	Deposit Return	BACS	150.00		Deposit Return #1101
10/06/2025	Amazon Business	GB514N8SAB	220.16		Office Supplies
10/06/2025	LG Business Consultants	1000064	1,568.00		Consultancy & Project Work
10/06/2025	Rite Industrial Doors	7808	3,024.00		supply & fit new DFA 127 Cafe
10/06/2025	Smartguard Security	INV-26586	448.70		Security patrols
10/06/2025	Michael Stone Window Cleaning	01502	55.00		Window cleaning at Albert Room
13/06/2025	HSBC UK Bank PLC	12577671	59.04		Bank Charges for April
13/06/2025	Corona Energy	IN00027021	-541.96		Credit for electricity in Jan
13/06/2025	Corona Energy	IN00027021	541.96		Correction to IN0002702175
13/06/2025	Corona Energy	5114.25	-514.25		Elec Cafe Jan 1 - 2nd 2025
16/06/2025	Bennetts Builders Ltd	5002	1,852.80		May Ad hoc Maintenance
16/06/2025	Corona Energy	0002905858	124.03		Office Electricity Bill
16/06/2025	Corona Energy	0002921917	115.88		Innes Electricity Bill
16/06/2025	SOS Systems Limited	00087031	141.80		Office Printing
16/06/2025	Sage UK	20920103	66.00		Sage Payroll
17/06/2025	Nviro Ltd	153339	2,174.00		HTC Cleaning 01/06-03/06
17/06/2025	Corona Energy	19275452	216.47		Gas supply for Albert Road
17/06/2025	Corona Energy	19275453	104.56		Gas Supply Innes
17/06/2025	PLG Signs	27398	54.00		Multi games sign
17/06/2025	Oliver Burgess Garden Design	233	1,800.00		Completion of landscape plan
17/06/2025	Bennetts Builders Ltd	4979-2	1,329.12		Yearly invoice for works
18/06/2025	HSBC	BACS	8.50		bank charges May
20/06/2025	HSBC Payroll 81345788	Transfer	11,000.00		To Payroll
23/06/2025	Micro Maintenance Limited	106315	492.78		Monthly It Support
24/06/2025	Spitfire Networking Services L	SBS1294857	124.86		Service Charges
25/06/2025	HMRC	BACS	3,953.79		PAYE and NICs June
26/06/2025	Mulberry & Co	INV-1314	180.00		Training courses for Cllr SM
26/06/2025	PLG Signs	27426	300.00		ACP sign for the Rec
26/06/2025	RJS Contractors Ltd	INV-0726	10,890.48		50% deposit French Drain REC
26/06/2025	RJS Contractors Ltd	001	90.00		P/Ledger Electronic Payment
26/06/2025	The Great Outdoor Gym Company	INV-5726	20,263.43		Rec Outdoor Gym Equipment
27/06/2025	Everflow Water	4437106	309.25		Water Charges for sites
30/06/2025	VIRGIN MEDIA BUSINESS	1/001/0625	72.00		Broadband Charge
Total Payments			82,854.51		

## List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/06/2025	Microsoft Ireland Operations L	G093522110	88.56		Microsoft Teams Billing
03/06/2025	Email Blaster UK	CC39578	15.59		2000 emails per month
05/06/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/06/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/06/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/06/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/06/2025	Shutterstock	BACS	274.80		10 image per month subscrip
06/06/2025	Milk and More	BACS	5.00		Office Milk Delivery
06/06/2025	Royal Mail	BACS	3.07		Signed 2nd Class Letter
07/06/2025	Microsoft Ireland Operations L	E0200W8KHT	178.00		Microsoft Office License
13/06/2025	Adobe Systems Software Ireland	5007545288	60.66		Acrobat Pro x3
13/06/2025	Milk and More	BACS	5.00		Office Milk Delivery
19/06/2025	Sage UK HR	213445	36.96		Leave Management x 7
19/06/2025	Cisco International Limited	3-00039920	13.80		Cisco Webex Starter Monthly
20/06/2025	Milk and More	BACS	5.00		Office Milk Delivery
21/06/2025	Royal Mail	BACS	6.90		Signed 2nd Class Letters
27/06/2025	Milk and More	BACS	5.00		Office Milk Delivery
28/06/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
Total Payments			728.34		

19/08/2025

Horley Town Council

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Sales Ledger Invoices totalling £0.00 or more  
for the period 01/06/2025 to 30/06/2025

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	3	02/06/2025	02/06/2025		1154	ADA001	Adams	240.00	0.00	240.00
1	3	02/06/2025	02/06/2025	06/06/2025	1155	JHA001	Julie Hall	31.00	0.00	31.00
1	3	02/06/2025	02/06/2025	14/07/2025	1156	CAI001	Francesca Cain	66.00	0.00	66.00
1	3	02/06/2025	02/06/2025	02/06/2025	1157	CAR001	The Carlton Clinic	132.00	0.00	132.00
1	3	02/06/2025	02/07/2025	05/06/2025	1158	BON001	Boni Jenkins - Yoga	165.00	0.00	165.00
1	3	02/06/2025	02/07/2025	02/06/2025	1159	HOR001	Horley Society of Artists	195.00	0.00	195.00
1	3	02/06/2025	02/06/2025	16/06/2025	1160	JCM001	James Chapman	66.00	0.00	66.00
1	3	02/06/2025	02/06/2025		1161	HOR005	Horley United	0.00	0.00	0.00
1	3	12/06/2025	12/06/2025	13/06/2025	1162	SAL001	Surrey ALC Limited (Anna Beams)	39.00	0.00	39.00
1	3	18/06/2025	18/06/2025	18/06/2025	1164	LOW001	Lowfield Heath Windmill Trust	11.50	0.00	11.50
1	3	18/06/2025	18/06/2025		1163	FRE001	Jessica Santos Freitas	330.00	0.00	330.00
1	3	19/06/2025	19/06/2025		1165	SAL001	Surrey ALC Limited (Anna Beams)	39.00	0.00	39.00
1	3	25/06/2025	25/06/2025	13/06/2025	1166	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	3	25/06/2025	25/06/2025		1167	FUZ001	Fuzion Martial Arts - Sean Reynolds	935.79	4.41	940.20

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110</u>	<u>Council Income</u>								
1076	Precept	604,096	311,574	623,148	311,574			50.0%	
1090	Interest	40,129	8,122	7,000	(1,122)			116.0%	
1120	CIL Income	343,239	0	0	0			0.0%	
1130	S136 Double Taxation Income	45,482	23,900	45,482	21,583			52.5%	
1500	Allotment Rent Income	330	195	0	(195)			0.0%	
	Council Income :- Income	<u>1,033,276</u>	<u>343,791</u>	<u>675,630</u>	<u>331,839</u>			<u>50.9%</u>	<u>0</u>
	Net Income	<u>1,033,276</u>	<u>343,791</u>	<u>675,630</u>	<u>331,839</u>				
6001	less Transfer to EMR	343,239	0	0	0				
	Movement to/(from) Gen Reserve	<u>690,037</u>	<u>343,791</u>	<u>675,630</u>	<u>331,839</u>				
<u>120</u>	<u>Albert Rooms</u>								
1210	Edmonds Hall Lettings	13,738	3,137	8,000	4,863			39.2%	
	Albert Rooms :- Income	<u>13,738</u>	<u>3,137</u>	<u>8,000</u>	<u>4,863</u>			<u>39.2%</u>	<u>0</u>
4110	Compliance and Regulatory	855	0	0	0	0	0	0.0%	
4120	Window Cleaning	385	110	544	434	434	434	20.2%	
4125	IT and Support	140	0	0	0	0	0	0.0%	
4195	Rates	0	0	1,100	1,100	1,100	1,100	0.0%	
4215	Maintenance Contracts	18,914	1,963	0	(1,963)	(1,963)	(1,963)	0.0%	1,933
4230	Utilities	5,847	1,688	5,505	3,817	3,817	3,817	30.7%	
4310	Repairs	0	120	0	(120)	(120)	(120)	0.0%	
	Albert Rooms :- Indirect Expenditure	<u>26,141</u>	<u>3,881</u>	<u>7,149</u>	<u>3,268</u>	<u>0</u>	<u>3,268</u>	<u>54.3%</u>	<u>1,933</u>
	Net Income over Expenditure	<u>(12,403)</u>	<u>(744)</u>	<u>851</u>	<u>1,595</u>				
6000	plus Transfer from EMR	17,365	1,933	0	(1,933)				
	Movement to/(from) Gen Reserve	<u>4,962</u>	<u>1,189</u>	<u>851</u>	<u>(338)</u>				
<u>130</u>	<u>Legal and Statutory</u>								
4060	Audit Costs	1,680	0	2,248	2,248		2,248	0.0%	
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	0.0%	
	Legal and Statutory :- Indirect Expenditure	<u>18,285</u>	<u>14,950</u>	<u>22,029</u>	<u>7,079</u>	<u>0</u>	<u>7,079</u>	<u>67.9%</u>	<u>0</u>
	Net Expenditure	<u>(18,285)</u>	<u>(14,950)</u>	<u>(22,029)</u>	<u>(7,079)</u>				
<u>140</u>	<u>Salaries</u>								
4000	Salaries	177,483	43,164	210,000	166,836		166,836	20.6%	
4010	NIC Employer	14,694	4,792	18,214	13,422		13,422	26.3%	



	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	7,347	42,184	34,837		34,837	17.4%	
Salaries :- Indirect Expenditure	222,521	55,303	270,398	215,095	0	215,095	20.5%	0
Net Expenditure	(222,521)	(55,303)	(270,398)	(215,095)				
<u>150 Office Expenditure</u>								
1110 Photocopying Income	31	0	15	15			0.0%	
1610 Events Income	100	0	0	0			0.0%	
Office Expenditure :- Income	131	0	15	15			0.0%	0
4080 Stationery	169	0	840	840		840	0.0%	
4085 Postage and Couriers	128	0	102	102		102	0.0%	
4090 Office Supplies and Equipment	4,071	768	3,597	2,829		2,829	21.3%	
4095 Website	4,054	0	3,500	3,500		3,500	0.0%	
4100 Communication	1,890	139	3,560	3,421		3,421	3.9%	
4105 Photocopier Expenditure	1,357	190	2,034	1,844		1,844	9.3%	
4110 Compliance and Regulatory	705	(130)	0	130		130	0.0%	
4115 Health and Safety	0	90	0	(90)		(90)	0.0%	
4125 IT and Support	8,861	2,169	10,170	8,001		8,001	21.3%	
4215 Maintenance Contracts	0	(105)	0	105		105	0.0%	
4310 Repairs	0	20	0	(20)		(20)	0.0%	
Office Expenditure :- Indirect Expenditure	21,233	3,140	23,803	20,663	0	20,663	13.2%	0
Net Income over Expenditure	(21,102)	(3,140)	(23,788)	(20,648)				
<u>160 Administration</u>								
1150 SCC Your Councillor Community	8,543	0	0	0			0.0%	
1160 YFS Small Community Projects	93,264	0	0	0			0.0%	
Administration :- Income	101,807	0	0	0				0
4140 Bank Charges	1,019	209	1,199	990		990	17.5%	
4145 Professional Fees	25,565	9,989	30,510	20,521		20,521	32.7%	3,700
4150 Election	0	0	10,000	10,000		10,000	0.0%	
4155 Cllrs' Training and Expenses	15	270	2,000	1,730		1,730	13.5%	
4160 Staff Training and Expenses	2,144	145	2,034	1,889		1,889	7.1%	
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	6,231	11,187	4,956		4,956	55.7%	
Administration :- Indirect Expenditure	38,927	16,844	59,164	42,320	0	42,320	28.5%	3,700
Net Income over Expenditure	62,880	(16,844)	(59,164)	(42,320)				
6000 plus Transfer from EMR	7,238	3,700	0	(3,700)				
6001 less Transfer to EMR	101,807	0	0	0				
Movement to/(from) Gen Reserve	(31,689)	(13,144)	(59,164)	(46,020)				

	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	1,714	5,995	4,281		4,281	28.6%	
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	1,714	5,995	4,281	0	4,281	28.6%	0
Net Expenditure	(8,928)	(1,714)	(5,995)	(4,281)				
6000 plus Transfer from EMR	687	0	0	0				
Movement to/(from) Gen Reserve	(8,241)	(1,714)	(5,995)	(4,281)				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	23,018	5,348	22,932	17,584		17,584	23.3%	
4310 Repairs	1,528	1,363	5,000	3,637		3,637	27.3%	
Maintenance and Repair :- Indirect Expenditure	24,546	6,711	27,932	21,221	0	21,221	24.0%	0
Net Expenditure	(24,546)	(6,711)	(27,932)	(21,221)				
<u>210 Court Lodge &amp; Innes Pavilion</u>								
1310 Football Pitches Income	7,874	3,188	6,407	3,219			49.8%	
1320 Innes Pavilion Rent Income	9,223	3,390	10,220	6,830			33.2%	
1340 Utilities income	955	399	0	(399)			0.0%	
Court Lodge & Innes Pavilion :- Income	18,053	6,977	16,627	9,650			42.0%	0
4110 Compliance and Regulatory	(131)	0	0	0		0	0.0%	
4125 IT and Support	465	0	0	0		0	0.0%	
4210 Cleaning	3,165	3,228	3,609	381		381	89.4%	
4215 Maintenance Contracts	1,645	302	1,199	897		897	25.2%	
4230 Utilities	4,901	1,454	4,577	3,123		3,123	31.8%	
4300 Rent to RBBC Expenditure	1	0	1	1		1	0.0%	
4305 Refurbishment	40,583	39,282	6,176	(33,106)		(33,106)	636.0%	39,282
4310 Repairs	9,506	210	1,235	1,025		1,025	17.0%	
4330 Security	(80)	0	0	0		0	0.0%	
4405 Playground Repairs	(16,028)	0	0	0		0	0.0%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	44,026	44,476	16,797	(27,679)	0	(27,679)	264.8%	39,282
Net Income over Expenditure	(25,973)	(37,499)	(170)	37,329				
6000 plus Transfer from EMR	49,246	39,282	0	(39,282)				
Movement to/(from) Gen Reserve	23,273	1,783	(170)	(1,953)				

	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)	6,000	18,000	12,000			33.3%	
1410 Horley Rec Income	0	(500)	0	500			0.0%	
1600 Bowling Club Lease	602	0	301	301			0.0%	
1610 Events Income	4,400	1,116	5,000	3,884			22.3%	
1620 Banners	1,086	256	1,000	745			25.6%	
1630 Cafe Contents Sold (In Trust)	10,000	0	0	0			0.0%	
Horley Recreation Ground :- Income	16,280	6,520	24,301	17,781			26.8%	0
4110 Compliance and Regulatory	920	0	0	0		0	0.0%	
4125 IT and Support	163	0	0	0		0	0.0%	
4215 Maintenance Contracts	5,921	614	5,000	4,386		4,386	12.3%	168
4230 Utilities	3,244	(194)	1,500	1,694		1,694	(12.9%)	
4310 Repairs	4,146	9,345	0	(9,345)		(9,345)	0.0%	9,075
4340 Signage	955	295	5,000	4,705		4,705	5.9%	
4345 Pest control	0	0	650	650		650	0.0%	
4350 Tree Surgery	260	0	0	0		0	0.0%	
4400 Playground Inspections	11,851	9,205	10,558	1,353		1,353	87.2%	
4405 Playground Repairs	4,416	108	8,905	8,797		8,797	1.2%	
4410 Parks Furniture	2,661	19,295	6,361	(12,934)		(12,934)	303.3%	19,295
4415 Café in the Park Expenditure	6,262	3,273	2,398	(875)		(875)	136.5%	
4420 Memorial & Ornamental Gdns	2,078	60	6,176	6,116		6,116	1.0%	
Horley Recreation Ground :- Indirect Expenditure	42,877	42,001	46,548	4,547	0	4,547	90.2%	28,538
Net Income over Expenditure	(26,597)	(35,481)	(22,247)	13,234				
6000 plus Transfer from EMR	25,312	28,538	0	(28,538)				
Movement to/(from) Gen Reserve	(1,285)	(6,943)	(22,247)	(15,304)				
<u>230 Church Road Allotments</u>								
1500 Allotment Rent Income	3,327	434	3,524	3,090			12.3%	
Church Road Allotments :- Income	3,327	434	3,524	3,090			12.3%	0
4230 Utilities	850	34	1,500	1,466		1,466	2.3%	
4310 Repairs	1,267	0	2,218	2,218		2,218	0.0%	
4340 Signage	126	0	0	0		0	0.0%	
Church Road Allotments :- Indirect Expenditure	2,243	34	3,718	3,684	0	3,684	0.9%	0
Net Income over Expenditure	1,084	400	(194)	(594)				

	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	4,087	4,058	(29)			100.7%	
Langshott Allotments :- Income	297	4,087	4,058	(29)			100.7%	0
4210 Cleaning	1,106	1,128	1,500	372		372	75.2%	
4230 Utilities	414	180	2,998	2,818		2,818	6.0%	
4310 Repairs	1,238	309	2,060	1,751		1,751	15.0%	
4340 Signage	114	0	0	0		0	0.0%	
Langshott Allotments :- Indirect Expenditure	2,872	1,618	6,558	4,940	0	4,940	24.7%	0
Net Income over Expenditure	(2,575)	2,469	(2,500)	(4,969)				
<u>260 Michael Crescent</u>								
4215 Maintenance Contracts	105	132	0	(132)		(132)	0.0%	
4405 Playground Repairs	70,000	0	0	0		0	0.0%	
4550 Buildings & Grounds	0	35	1,017	982		982	3.4%	
Michael Crescent :- Indirect Expenditure	70,105	167	1,017	850	0	850	16.4%	0
Net Expenditure	(70,105)	(167)	(1,017)	(850)				
6000 plus Transfer from EMR	70,000	0	0	0				
Movement to/(from) Gen Reserve	(105)	(167)	(1,017)	(850)				
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	300	190	507	317		317	37.5%	
4340 Signage	890	0	0	0		0	0.0%	
Emlyn Meadows :- Indirect Expenditure	1,190	190	507	317	0	317	37.5%	0
Net Expenditure	(1,190)	(190)	(507)	(317)				
<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	0	1,700	1,700			0.0%	
Town Centre :- Income	647	0	1,700	1,700			0.0%	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	0	9,929	9,929		9,929	0.0%	
4620 HTC Events	2,474	582	4,068	3,486		3,486	14.3%	
4630 Christmas Tree	1,163	0	1,500	1,500		1,500	0.0%	
Town Centre :- Indirect Expenditure	13,474	582	15,497	14,915	0	14,915	3.8%	0
Net Income over Expenditure	(12,827)	(582)	(13,797)	(13,215)				
6000 plus Transfer from EMR	2,378	0	0	0				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(10,449)	(582)	(13,797)	(13,215)				
<u>290 Security</u>								
4330 Security	8,220	1,317	10,170	8,853		8,853	12.9%	
4650 CCTV Installation	0	0	7,500	7,500		7,500	0.0%	
4655 CCTV Maintenance	0	0	3,798	3,798		3,798	0.0%	
4660 CCTV Broadband Connection	1,139	480	2,384	1,904		1,904	20.1%	
Security :- Indirect Expenditure	9,359	1,797	23,852	22,055	0	22,055	7.5%	0
Net Expenditure	(9,359)	(1,797)	(23,852)	(22,055)				
<u>310 Full Council</u>								
4110 Compliance and Regulatory	200	0	0	0		0	0.0%	
4350 Tree Surgery	470	400	9,000	8,600		8,600	4.4%	
4500 GM Contracts	63,477	10,580	65,000	54,421		54,421	16.3%	
4710 Churchyards Grant	6,750	0	6,750	6,750		6,750	0.0%	
4720 HTC Grants Scheme	3,399	0	5,000	5,000		5,000	0.0%	
Full Council :- Indirect Expenditure	74,296	10,980	85,750	74,771	0	74,771	12.8%	0
Net Expenditure	(74,296)	(10,980)	(85,750)	(74,771)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	27,596	9,772	27,596	17,824		17,824	35.4%	
4730 Council office - PWLB	19,545	0	19,545	19,545		19,545	0.0%	
Loans :- Indirect Expenditure	47,141	9,772	47,141	37,369	0	37,369	20.7%	0
Net Expenditure	(47,141)	(9,772)	(47,141)	(37,369)				
<u>330 Discretionary Expenditure GPC</u>								
4740 Discretionary Expenditure GPC	0	500	0	(500)		(500)	0.0%	
Discretionary Expenditure GPC :- Indirect Expenditure	0	500	0	(500)	0	(500)		0
Net Expenditure	0	(500)	0	500				
Grand Totals:- Income	1,187,555	364,946	733,855	368,909			49.7%	
Expenditure	668,164	214,660	663,855	449,195	0	449,195	32.3%	
Net Income over Expenditure	519,391	150,286	70,000	(80,286)				
plus Transfer from EMR	172,226	73,453	0	(73,453)				
less Transfer to EMR	445,046	0	0	0				
Movement to/(from) Gen Reserve	246,571	223,740	70,000	(153,740)				

## Horley Town Council

### Calendar of Meetings

2025-2026

Tuesday	13-May	Planning Full
Tuesday	03-Jun	Environment Working Group 6 pm (Remote)
Tuesday	10-Jun	Planning (Interim)
Tuesday	17-Jun	Full Council (AGAR)
Tuesday	01-Jul	Leisure
Tuesday	08-Jul	Communications Working Group 6.30pm (Remote)
Tuesday	15-Jul	Planning Full
Tuesday	29-Jul	Full Council
Tuesday	19-Aug	Planning (Interim)
Tuesday	02-Sep	Environment Working Group 6 pm (Remote)
Tuesday	09-Sep	Full Council (Postponed to the 16th)
Tuesday	16-Sep	Full Council (Rescheduled)
Tuesday	23-Sep	Planning Full
Tuesday	30-Sep	Communications Working Group 6.30pm (Remote)
Tuesday	14-Oct	Leisure
Tuesday	21-Oct	Planning (Interim)
Tuesday	28-Oct	Full Council
Tuesday	18-Nov	Planning Full
Tuesday	02-Dec	Environment Working Group 6 pm (Remote)
Tuesday	09-Dec	Full Council (Precept)
Tuesday	16-Dec	Planning (Interim)
Tuesday	06-Jan	Communications Working Group 6.30pm (Remote)
Tuesday	13-Jan	Planning Full
Tuesday	20-Jan	Leisure
Tuesday	27-Jan	Full Council
Tuesday	10-Feb	Planning (Interim)
Tuesday	10-Mar	Planning Full
Tuesday	17-Mar	Full Council
Tuesday	24-Mar	Environment Working Group 6 pm (Remote)
Tuesday	31-Mar	Communications Working Group 6.30pm (Remote)
Tuesday	07-Apr	Planning (Interim)
Tuesday	21-Apr	Leisure
Tuesday	05-May	Annual Council
Friday	15-May	<b>Annual Town Public Forum</b>



# **Horley Town Council**

## **Allotments Policy**

### **(including Plot Eviction and Appeals Procedure)**

#### **1. Introduction**

The provision of allotments by local authorities is a legal requirement. Horley Town Council (the Council) will continue to provide and promote allotments, not only to meet this obligation but also to encourage allotment gardening as a valuable contributor to community sustainability, offering health, social, economic and environmental benefits.

Allotments provide valuable, sustainable green spaces. They help preserve traditional skills and knowledge by plot holders while also offering important benefits for local wildlife and biodiversity.

#### **2. Current Provision and Administration**

The Council operates two allotment sites at Church Road (65 Plots) and Langshott (80 Plots).

The Allotment Sites are solely managed by the Council which includes the following:

- Collecting and administering rents
- Administering tenancies
- Letting plots and new tenancy agreements
- Dealing with enquiries from prospective tenants
- Inspecting individual plots on a regular basis
- Site maintenance and access areas
- Managing alterations and improvement works

The Tenancy Agreement for allotment rental sets out the rules and procedures, including what is permitted on the site, details of site management and relevant contact information.

#### **3. Cultivation of Plots**

Allotment tenants are responsible for cultivating their plots to a reasonable level. This policy outlines the circumstances that may lead to eviction, and the Appeals Process whilst recognising mitigating factors for lack of cultivation, such as, illness or injury of the plot holder which shall be given due consideration.

#### **4. Plot Inspections**

Any officer of the Council shall be entitled at any time when instructed by the Council to enter and inspect the Allotment Sites. The inspections will be based on the Tenancy Agreement, which sets out the criteria for determining whether a plot holder is complying with the rules. A photograph of the plot that is classed as contrary to the rules will be taken and retained as evidence.

#### **5. Enforcement – Improvement Letter**

The first course of action if a plot is identified as not complying with the tenancy rules, will be an *Improvement Letter*. This letter will detail the unacceptable criteria and indicate what is required to bring the plot up to the required standard.

The plot holder will be given 21 days to rectify the situation and/or explain satisfactorily the reasons for the plots unacceptable condition.

The Council Officer must be informed of any special circumstances affecting a plot holder where their plot is deemed unacceptable (e.g. illness). All information provided will be treated confidentially and each case will be considered on an individual basis.

#### **6. Enforcement – Formal Warning Letter**

After the issue of the *Improvement Letter*, a rectification period of 21 days will be given. In the absence of any reasonable improvement a *Formal Warning Letter* will be issued, to reaffirm the statements in the *Improvement Letter*.

The Tenant must either demonstrate a reasonable improvement of the plot within 14 days of the date of issue of the *Formal Warning Letter*; or other reasonable explanation as to why the condition of plot has not improved to a reasonable standard. Failure to do so, will result in the tenancy will being terminated without further notice.

#### **7. Enforcement – Notice to Quit**

If there is no immediate improvement or satisfactory explanation within the timescale a, a Termination Letter (Notice to Quit) will be issued to the plot holder and sent by registered post. The plot holder will then be given 14 days to remove any crops, tools and structures left on the site, after which such chattels will be considered abandoned and forfeited.

In the event of any other serious breach of the Tenancy Agreement, the Council reserves the right to serve an immediate Notice to Quit.

In all cases, the Chief Executive Officer of the Council is authorised to make the decision on whether a Notice to Quit is issued to any Tenant.



## 8. Appeals Process

Every tenant has the right to Appeal, in writing, against termination within 14 days of receiving the Termination Letter (Notice to Quit). Electronic submissions will also be accepted. Appeals must be marked 'Confidential' and addressed to:

Chief Executive Officer  
Horley Town Council  
92 Albert Road  
Horley RH6 7HZ

The Appeal must explain the reasons for the lack of improvement and set out why the Termination Letter (Notice to Quit) should be withdrawn. Upon receipt, the case will be reviewed to determine whether the tenancy should be reinstated or the termination upheld.

The decision of the Chief Executive Officer shall be final and will be communicated to the Tenant in writing, as follows:

- If the Appeal is upheld, the Tenancy will be reinstated immediately and the Tenant will be notified in writing.
- If the Appeal is withdrawn, the Tenant will be notified in writing and no further right of Appeal will be available.

### Linked Policies:

[Allotment Policy \(Beekeeping Requests\)](#)

***This Allotments Policy (including Plot Eviction and Appeals Procedure) was adopted by Horley Town Council at its Full Council meeting held on 9 September 2025.***

***Review Date: 2028***

## Joan Walsh

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**From:** Helen Maan  
**Sent:** 11 August 2025 13:33  
**To:** Catherine Radziwonik; isabel.wootton@reigate-banstead.gov.uk  
**Cc:** Joan Walsh; Sophie Mandak  
**Subject:** Horley Community Centre Proposals Feedback

This message originated from within Horley Town Council.

Good Afternoon

Horley Town Council would like to express its support for the proposed changes and improvements to the Community Centre as outlined following your informative presentation on 29 July 2025.

We would like to make the following observations:

- The car park underneath the building requires improvement, namely to the lighting and would benefit from the introduction of modernised CCTV. Additionally, the issue of parking controls may need to be explored.
- We believe that ceiling to floor windows should be avoided as could present a safety hazard for building users.
- We also would like to see significant changes to the current 'corridor layout' in order to make best use of the available space.
- We hope that the car park will remain available to members of the annual Remembrance Parade as the use of this space is integral to the event.
- We believe the front of the building would benefit from improved exterior angled signage to make it more visible from the roadside as there is confusion in the community as to the building's location.
- We see the addition of a bike rack as an essential part of improving the environmental credentials of the building.
- We welcome the introduction of the Changing Places toilets and would like to see extended opening hours of these facilities being open to the general public.
- It would be helpful to have the new hire rates published ahead of the opening of the new facilities.
- We would like to see the concept of theatre nights at concession rates to bring the community together.

Regards  
Helen Maan

**Helen Maan, Leisure & Facilities Officer, Horley Town Council**  
Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ  
Tel: 01293 784765 Mobile 07845 899149

[www.horleysurrey-tc.gov.uk](http://www.horleysurrey-tc.gov.uk); <http://twitter.com/horleyTC>

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