

HORLEY TOWN COUNCIL

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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday 9 December 2025 at 7.30pm

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

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 9 December 2025, 7.30pm, at the Ramsey Room, Horley Baptist Church, 289 Court Lodge Road, Horley, Surrey RH6 8RG. 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@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

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

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 Horley Baptist Church, 289 Court Lodge Road, Horley, Surrey RH6 8RG on Tuesday 9 December 2025 at 7.30pm

All correspondence and papers referred to in the public part of the agenda are available to view on the website

**The meeting will be preceded by a minute's silence
in memory of NALC Chair Cllr Keith Stevens, who sadly passed away recently.**

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 **28 October 2025**.

5 Full Council Updates

6 Committee Reports

To receive the unapproved Minutes of the following Committees:

Planning and Development Committee Minutes (meeting held on **18 November 2025**).

7 Council Chairman's Report

To receive a report of events attended by the Chairman or representative since the Full Council meeting held on 28 October 2025 (*attached*).

8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)

- i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board, including the recent SALC AGM and Conference.
- ii) To receive any other updates from the National and County Associations.

9 Borough, County Council and Other Updates

- i) To receive an update on the SCC/RBBC/HTC Joint Council meeting held on 1 December 2025.
- ii) To receive an update on the RBBC/HTC Liaison Meeting held on 20 November 2025.

10 Internal Audit Matters

- i) To receive the report of the first internal audit for 2025/26 from Mulberry & Co and note the Town Council's response.
- ii) To receive the Councillors' Audit Certificates for July, August, and September 2025. (*attached*)
- iii) To approve the financial reports, including bank reconciliations and a summary of receipts and payments, up to 30 September 2025.
- iv) To approve the Information Technology (IT) Policy which is now a requirement for the AGAR Assertion 10.

11 Horley Town Council Precept

- i) To approve the Town Council Precept set for the Financial Year 2026/27.
- ii) To approve the draft Budget Statement from the Finance Lead Member, for publication.

12 Local Government Reorganisation and Devolution

- i) To receive an update from the LGR and Devolution Working Group Chair (virtual meeting held on 17 November 2025).
- ii) **RBBC Community Asset Transfer and Support Programme (CATSP)** – To receive an update and Expressions of Interest on asset transfers made to RBBC.

- iii) [RBBC Community Governance Review: Stage 2 Consultation](#) - To consider the Draft Recommendations by RBBC and the Town Council's response, for approval.
- iv) [RBBC Consultation on the Borough Council's Budget Proposals 2026/27 \(Closing Date: 12 January 2026\)](#) - To consider the Town Council's response.

13 Operational Matters

- i) **HTC By-Election held on 5 June 2025:** To ratify payment of £23,774.36 together with financial summary.
- ii) **Gatwick Greenspace Partnership (GGP):** To ratify subscription fees for 2026/27, in the sum of £2,420.
- iii) **Michael Crescent Centenary Park - Air Quality Monitoring Station Lease:** To approve the Heads of Terms for the Lease Agreement by HTC (Lessor) and Reigate and Banstead Borough Council (RBBC).

14 CIL SIP (2) 18: HTC Offices Expansion and Sustainability Project
RBBC Strategic CIL SIP 2/18: HTC Office Expansion and Sustainability Project - To receive an update.

15 Outside Bodies

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

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

16 Environment Working Group (EWG)

To receive an update from the EWG Chair (virtual meeting held on 2 December 2025).

17 Horley Bowling Club: Stage 1 internal refurbishment and accessibility improvements to green surrounds

To consider a request for the Town Council's consent for the club to proceed with Stage 1 building works, and to review the recommendations of the Leisure and Amenities Committee to grant formal approval, subject to the submission of required regulatory and compliance details (now received by the Council).

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 28 October 2025.



Signed: Chief Executive Officer
4 December 2025

Date of Next Meeting – 27 January 2026

List of Mayoral Events 26 October 2025 to 3 December 2025

Date	Event	Location
01/11/2025	Horley Lions Bonfire and Firework Event	Horley Recreation Group
05/11/2025	RBL Rededication of the Memorial Gardens	Horley War Memorial
09/11/2025	RBL Remembrance Parade	Horley War Memorial
14/11/2025	Launch of the Lung Cancer Screening Programme in Surrey Heartlands	Tesco Stores Ltd, Hookwood
15/11/2025	The Unveiling of the Plaque to Women Munitions Workers	Horley Archway Theatre
29/11/2025	Christmas Concert	Horley Methodist Church



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

1st December 2025

Dear Joan,

Re: Horley Town Council

Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following the completion of our interim internal audit on 1st December 2025, we are pleased to enclose our report for your review and subsequent presentation to the Council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing—where appropriate—covered the full financial year to date.

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

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procures together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

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

Regulation

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

Internal auditing is an independent and objective assurance function that supports the improvement of an organisation's operations. It enables the organisation to achieve its objectives by applying a systematic, disciplined approach to the evaluation and enhancement of risk management, control, and governance processes.

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

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

Independence and competence

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

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

Engagement Letter and inherent risk assessment

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

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

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

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

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site with the council's Clerk, and the Responsible Financial Officer (RFO). The Clerk & RFO were able to locate and provide all the information requested during the visit, and overall, I have the impression that accounting records are neatly maintained and readily accessible. Other information was reviewed through discussion with the Clerk & RFO and a review of the council website <https://www.horleysurrey-tc.gov.uk/>

The council continues to use the Rialtas accounting package for recording the council's finances. This is a bespoke system for Town & Parish Councils. The financial reporting package is updated regularly and consistently. The system requires the population of key data fields to enable the user to record a transaction. This is a clear and easy to follow system and a review of the cashbook shows that all data fields are being entered.

There are users with their own individual logons. Passwords are not routinely prompted to change. The council also uses other online systems such as Microsoft & Sage. The Rialtas system is a cloud-based system which is backed up daily.

In preparation for each meeting/end of the month a close down is performed by the RFO, and various reports are printed and filed in soft & hard copy these include but are not limited to, income and expenditure against budget, bank reconciliations and other reports as fit. The RFO provides a written narrative to accompany the finance reports when reporting to council; however, the RFO will also verbally address items for attention as and when required and answers questions at the meeting. The reports are standard template-based reports, they are easy to read and logically presented.

I conducted a simple walk-through test on a supplier invoice drawn at random and can confirm the underlying documentation was locatable and agreed to the cashbook details. I also tested a sales receipt at random and was able to trace to the underlying documentation. I did point out that should the council want, digital copies of the invoices can now be stored on Rialtas.

I tested the opening balances as at 1/4/25 by reviewing the balance brought forward in the cashbook and confirmed it could be agreed back to the investment reconciliation for the audited accounts for 2024/25 with both documents showing £90,272.91.

I sampled the nominal ledger entries for the period 1 April to the audit date to ensure items were posted to the correct heading. Expenditure was correctly posted to the headings to which the line item related and there was no evidence of netting off. This has confirmed that the accounting package is being properly used.

The council is VAT registered; the last VAT return was for the period ended 30th September 2025. The reclaim was for £17,967.67 and was prepared on the 30th of October. The refund was received on the 5th November. The council is up to date with its financial postings. The RFO was able to properly navigate to the underlying data on the VAT return.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

I am of the opinion that the control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Confirm by sample testing that councillors sign statutory office forms

I have confirmed by sample testing that councillors sign "Acceptance of Office" forms together with a formal acceptance to receive information by electronic means "As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"

The council website includes a councillor page, where the individual Register of Members' Interests forms are also published.

Confirm that the council is compliant with GDPR

It was noted the council has established .gov email address for all staff and councillors. A single common email is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 *Email management - Every authority must have a generic email account hosted on an authority owned domain, for example Clerk@abcparishcouncil.gov.uk or Clerk@abcparishcouncil.org.uk rather than abcparishClerk@gmail.com or abcparishClerk@outlook.com for example.*

1.48 *All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.*

1.49 *All websites must meet the [Web Content Accessibility Guidelines 2.2 AA](#) and the [Public Sector Bodies \(Websites and Mobile Applications\) \(No. 2\) Accessibility Regulations 2018](#) (where applicable).*

1.50 *All websites must include published documentation as specified in the [Freedom of Information Act 2000](#) and the [Transparency Code for Smaller Authorities](#) (where applicable).*

1.51 *All smaller authorities, including parish meetings, must follow both the [General Data Protection Regulation \(GDPR\) 2016](#) and the [Data Protection Act \(DPA\) 2018](#).*

1.52 *All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.*

1.53 *The [DPA 2018](#) supplements the [GDPR](#) and classifies an authority as both a Data Controller and a Data Processor.*

1.54 *All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - Clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.*

The council has demonstrated that it has taken robust steps towards compliance with Assertion 10. The Clerk understood the requirements, and I am under no doubt this council will continue to maintain best practice compliance. **I recommend a data audit is carried out to summarise the data points. I have sign posted the Clerk & RFO to a council web site where a data audit can be seen in practice.**

Confirm that the council meets regularly throughout the year

Full council meets circa six weekly together with committees and working groups. The Clerk was able to demonstrate council has up to date the terms of reference. These were last reviewed in May 2025.

A diary of future meeting dates is published on the council website, along with historic agendas and minutes for council.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance.

The council correctly publishes supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) www.ico.org.uk/minutesandagendas

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are routinely and consistently uploaded to the council website and can be agreed to the signed minutes.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the NALC model. They were last reviewed in May 2025.

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the new NALC model. They were last reviewed in May 2025.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by: • the Chief Executive Officer, under delegated authority, for any items up to £5,000 excluding VAT. • the Council for all items of expenditure within their delegated budgets for items over £5,000 Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

A review of the published Council minutes confirmed that all payments were approved in accordance with the Council's Financial Regulations.

The Clerk & RFO confirmed that councillors are aware they are not allowed to place or make orders, new councillors are given a briefing when they start.

The RFO was able to demonstrate they regularly check the budget to ensure payments can continue and will report to council if they have exceeded budget and this is reported in the minutes.

Based on the Council's level of financial activity and discussions with the Clerk & RFO, the current authorisation thresholds are considered appropriate. The RFO was able to demonstrate that necessary approvals were obtained for a sample of invoices reviewed.

Local Purchase Order and Payment Authorisation Procedures

The council does not use a purchase order system, because there are so few ad hoc purchases. When the supplier invoice arrives the clerk or RFO verifies the invoice meets expectation and it is batched together with other invoices awaiting payment. All supplier invoices are filed in a folder awaiting payment.

The RFO will populate the on-line bank with the payments and together with the invoices pass to the Clerk for review. Two Councillors are then asked to authorise the on-line banking. This is a dual authorisation process.

The invoices are then posted to Rialtas and the invoices filed in date and number order.

This system is entirely adequate for a council of this size.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector

The council does have the GPC. S137 amounts are not applicable

Confirm that checks of the accounts are made by a councillor

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

I am of the opinion that the control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

The council's adopted Financial Regulations include a section covering Risk Management and state:

The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management. 2.2. The Chief Executive Officer with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually. 2.3. When considering any new activity, the Chief Executive Officer with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council. 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

The Clerk has prepared comprehensive risk management arrangement tables for the various risks associated with this council, together with policies to cover internal controls.

The council has a calendar of policy review dates.

The council has playgrounds which are inspected daily by trained contractor who prepare a weekly report. There are also an annual ROSPA type written inspections. The guidelines within proper practices suggest as part of internal audit *"Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches; such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation."*

I confirmed that the council has a valid insurance policy in place with Aviva Insurance which covers the year under review. The policy includes Public Liability cover of £10 million, Employers Liability cover of £10 million and a Fraud & Dishonesty (Fidelity Guarantee) level of £250k. Council is advised to keep this figure under review to ensure it covers the maximum balance held.

The Council has Cyber insurance.

I am of the opinion that the control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

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

Audit findings

Full council set a precept of £623,148 in the meeting on the 10th of December 2024 minute ref C 5969. This was agreed to the underlying accounts and has been correctly posted.

The Clerk confirmed that the 2026/27 budget and precept work is underway with deadlines achievable.

The RFO produces comprehensive budget reports together with a detailed narrative to explain the reports. The RFO was able to describe the movements on budgets compared to actual and also demonstrate this is reported to council. There is no evidence to suggest that the budget has not been accurately set and carefully monitored throughout the year.

There is evidence within the minutes of meetings that councillors regularly receive budget reports together with a written narrative, providing them with sufficient financial information to make informed decisions.

The council currently has £735k of earmarked reserves, with reserves properly recorded and CIL/S106 shown separately. The reserves appear to be for bonafide projects, and the RFO & Clerk were able to describe the lifecycle of the projects when asked. I am under no doubt the council manages and maintains its earmarked reserves in accordance with regulations.

The current estimate of the year end general reserves is approximately c.£380k, this is within recommend guidance as set out below.

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

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

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

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

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

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

I am of the opinion that the control objective has been met.

E. INCOME

Internal audit requirement

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

Audit findings

Apart from the precept, the council receives income from a range of sources including, grants, bank interest, allotments, hires, and VAT refunds.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

There was evidence in the meeting of October 2025 fees being reviewed. The RFO was able to demonstrate a set of fees being reviewed and agreed. I was able to correctly verify the charges set by council to the invoices raised. I was also able to verify rentals charged to lease documentation.

VAT is correctly charged.

Credit control is monitored monthly, the current aged report shows £8,895. The RFO is aware and is chasing the debts.

I am of the opinion that the control objective has been met.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council has no petty cash – this test does not apply.

I am of the opinion that the control objective has been met.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has a number of employees. All staff members have a signed contract of employment, based on the NALC template, and the council has LGPS pension schemes in place. The performance reviews are completed by the Clerk and the Clerk's by the Chairman.

The payroll is processed in house using Sage. I reviewed the payroll summary for October, and the payroll deductions appear correct. I was able to verify the rate of pay on a payslip to the SCP rates and contract of employment.

I was able to verify the amounts per the payroll agreed to the submission data on the government gateway, there were no errors. The council has correctly not claimed the employment allowance.

I was able to verify the pay per the payroll summary to the payroll journal & physical payment shown in the financial reporting package.

There are no councillor allowances. The RFO knows they would need to be processed through payroll and assessed for tax and national insurance.

I am of the opinion that the control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings: ASSETS

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 *Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.*

5.65 *Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.*

5.66 *The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.*

5.67 *For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.*

5.68 *Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.*

5.69 *The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.*

The council has a fixed asset register on Excell, this will be tested at the end of the year

Audit findings: INVESTMENTS

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 *Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:*

- a. are denominated in pounds Sterling;*
- b. be realisable at full value on demand or have a maturity end date of not more than 12 months;*
- c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and*
- d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.*

2.26 *A long-term investment arises where the authority invests money in anything other than a short-term investment.*

1.11 *Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's Statutory Guidance on Local Government Investments. If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.*

The council has no long-term investments.

The council has PWLB borrowing agreed to statements.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation *'At least once in each quarter, and at each financial year end, a member other than the Chair, or a cheque signatory, shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.'*

Bank reconciliations are completed regularly and presented to council for review. I reviewed the bank reconciliations and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations.

As the council's annual budget is above the €500,000 (£430,950 as of 3 July comparative date) threshold, it is not protected by the Financial Services Compensation Scheme (FSCS).

There is evidence in the minutes of bank balances being regularly reported to council.

I am of the opinion that the control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement

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

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

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

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – The Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2024/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.

8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A - the council has no trusts

Section 2 – Accounting Statements

AGAR box number		2023/24	2024/25	Internal Auditor notes
1	Balances brought forward	415,520	676,428	Agrees to 2024/25 carry forward (box 7)
2	Precept or rates and levies	525,016	604,096	Figure confirmed to central precept record
3	Total other receipts	407,424	583,459	Agrees to underlying accounting records
4	Staff costs	232,078	222,521	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	47,141	47,141	Confirmed to PWLB documents
6	All other payments	392,313	398,502	Agrees to underlying accounting records
7	Balances carried forward	676,428	1,195,819	Casts correctly and agrees to balance sheet

8	Total value of cash and short- term investments	736,620	1,237,239	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	2,424,580	2,560,984	Matches asset register total and changes from previous year have been traced
10	Total borrowings	578,039	546,643	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		<input checked="" type="checkbox"/>		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2023/24 and published on the council website.

The variance analysis has been completed to explain the variances where required.

I am satisfied the requirements of this control objective were met for 2024/25.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

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

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

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

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

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

We have considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements).

https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Parish Councils. <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/> & <https://ico.org.uk/for-organisations/foi/publication-schemes-a-guide/definition-documents/>

The council has a model publication scheme and its website contains copies of historic accounting statements.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement. The council publishes information in accordance with the act.

I am of the opinion that the control objective has been met

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	17 th June
Date inspection notice issued	20 th June
Inspection period begins	23 rd June
Inspection period ends	1 st August
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

The Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) was published in time with the correct time periods.

I am satisfied the requirements of this control objective were met for 2024/25

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

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

Before 1 July 2025 authorities must publish:

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

Not later than 30 September 2025 authorities must publish:

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

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

Audit findings

The External Auditor's Report was not qualified. The AGAR and notice of conclusion have been correctly published on the council website within timescales. This was taken to full council on the 28th October 2025.

I note the council received and considered the previous internal auditor report at a meeting held on the 17th June.

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

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts this test does not apply

Achievement of control assertions at final internal audit date

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

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	<input checked="" type="checkbox"/>		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	<input checked="" type="checkbox"/>		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	<input checked="" type="checkbox"/>		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			<input checked="" type="checkbox"/> None
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H	Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I	Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			<input checked="" type="checkbox"/> n/a
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		
N	The authority complied with the publication requirements for prior year AGAR.	<input checked="" type="checkbox"/>		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			<input checked="" type="checkbox"/> n/a

Should you have any queries please contact me directly on mark@mulberrylas.co.uk.

Yours sincerely



Mark Mulberry

Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

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

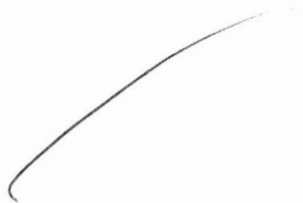
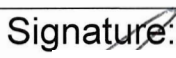

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

July 2025

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

Observations (Councillors)	Clerk/ RFO's action
NTR.	
Name: L. EASTRABROOK	Signature: 
Signature: _____	
Name: M. GEORGE	Signature: 
Signature: _____	
Date: 30/10/25	Date: 30/10/25



HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

August 2025

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

Observations (Councillors)	Clerk/ RFO's action
NTR	
Name: L. EASTERBROOK	Sign
Signature: 	
Date: 30/10/25	Date: 30/10/25

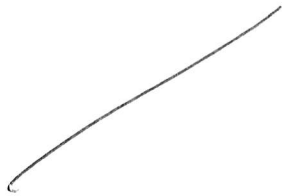
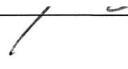
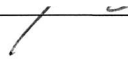
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

September 2025

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

Observations (Councillors)	Clerk/ RFO's action
NTR	
Name: L. EASTERBROOK	Signature: 
Signature:	
Name: M. GEORGE	Signature: 
Signature:	
Date: 30/10/25	Date:

Date:22/08/2025

Horley Town Council

Page 1

Time: 15:25

**Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		87,706.52
			<u>87,706.52</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87,706.52
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87,706.52
		Balance per Cash Book is :-	87,706.52
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		271,859.54
			<u>271,859.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			271,859.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			271,859.54
		Balance per Cash Book is :-	271,859.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		1,602.30
			<u>1,602.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,602.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,602.30
		Balance per Cash Book is :-	1,602.30
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:22/08/2025

Horley Town Council

Page 1

Time: 15:46

Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		1,052.26
			<u>1,052.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,052.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,052.26
		Balance per Cash Book is :-	1,052.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:19/08/2025

Horley Town Council

Page 1

Time: 12:40

Bank Reconciliation Statement as at 31/07/2025
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	31/07/2025		633,285.15
			<u>633,285.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			633,285.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			633,285.15
		Balance per Cash Book is :-	633,285.15
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/07/2025
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)	31/07/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

Date:19/08/2025

Horley Town Council

Page 1

Time: 12:36

Bank Reconciliation Statement as at 31/07/2025
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>
Handelsbanken FT 3786859	31/07/2025		251,516.64
			<u>251,516.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,516.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,516.64
		Balance per Cash Book is :-	251,516.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

22/08/2025

Horley Town Council

15:48

Cashbook transactions totalling £0.00 or more
for the period 01/07/2025 to 31/07/2025

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	4	04/07/2025	BACS	Surrey Pensions	3,345.90
1	HSBC Current 51219138	4	04/07/2025	C6048	Horley Anglican Team Ministry	6,750.00
1	HSBC Current 51219138	4	08/07/2025	INV-1362	Mulberry & Co	108.00
1	HSBC Current 51219138	4	08/07/2025	INV-26682	Smartguard Security	373.92
1	HSBC Current 51219138	4	08/07/2025	2919-2931	Surrey Association of Local Co	699.84
1	HSBC Current 51219138	4	23/07/2025	INV-5726	The Great Outdoor Gym Company	1,066.50
1	HSBC Current 51219138	4	23/07/2025	BACS	Surrey County Council	2,265.41
1	HSBC Current 51219138	4	01/07/2025	00265402-4	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	4	16/07/2025	19335275	Corona Energy	102.88
1	HSBC Current 51219138	4	14/07/2025	IN00029713	Corona Energy	132.41
1	HSBC Current 51219138	4	14/07/2025	0002971703	Corona Energy	111.48
1	HSBC Current 51219138	4	16/07/2025	100070	Constant Hydiene Ltd	156.00
1	HSBC Current 51219138	4	16/07/2025	INV-0375	Haus Structures Consulting Str	337.50
1	HSBC Current 51219138	4	16/07/2025	10943784	Idverde Limited	6,347.70
1	HSBC Current 51219138	4	16/07/2025	1000065	LG Business Consultants	1,468.90
1	HSBC Current 51219138	4	16/07/2025	INV01660	MVL Architects and Surveyors	29,724.30
1	HSBC Current 51219138	4	16/07/2025	153661	Nviro Ltd	2,174.00
1	HSBC Current 51219138	4	16/07/2025	21080667	Sage UK	69.00
1	HSBC Current 51219138	4	22/07/2025	106405	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	4	23/07/2025	51GEHEABE	Amazon Business	71.86
1	HSBC Current 51219138	4	23/07/2025	27830	Amethyst Horticulture	12,966.54
1	HSBC Current 51219138	4	23/07/2025	687/88/89	National Association of Local	126.00
1	HSBC Current 51219138	4	25/07/2025	SBS129998	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	4	28/07/2025	1/001/0725	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	4	23/07/2025	INV-0742	RJS Contractors Ltd	10,800.48
1	HSBC Current 51219138	4	16/07/2025	To Equals	FairFX Bank Debit Card	1,000.00
2	HSBC Deposit 01219154	4	11/07/2025	To Current	HSBC Current 51219138	50,000.00
2	HSBC Deposit 01219154	4	17/07/2025	To Current	HSBC Current 51219138	40,000.00
2	HSBC Deposit 01219154	4	29/07/2025	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	4	24/07/2025	BACS	HMRC	4,219.90
1	HSBC Current 51219138	4	16/07/2025	BACS	Grant Donation	800.00
3	HSBC Payroll 81345788	4	28/07/2025	BACS	Net Salaries	11,080.02
3	HSBC Payroll 81345788	4	19/07/2025	BACS	HSBC	8.00
1	HSBC Current 51219138	4	21/07/2025	To Payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	4	23/07/2025	TRANSFER	RR Creative Design	75.00
1	HSBC Current 51219138	4	23/07/2025	TRANSFER	Deposit Return	150.00
1	HSBC Current 51219138	4	17/07/2025	00088057	SOS Systems Limited	52.66
1	HSBC Current 51219138	4	28/07/2025	4531908	Everflow Water	151.42
1	HSBC Current 51219138	4	01/07/2025	00087481	SOS Systems Limited	270.00
1	HSBC Current 51219138	4	19/07/2025	BACS	HSBC	8.50
5	FairFX Bank Debit Card	4	02/07/2025	G098475860	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	4	07/07/2025	E0200WJ9A	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	4	30/07/2025	G103627022	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	4	02/07/2025	CC-39934	Email Blaster UK	15.59
5	FairFX Bank Debit Card	4	13/07/2025	5009447458	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	4	19/07/2025	219612	Sage UK HR	36.96
5	FairFX Bank Debit Card	4	27/07/2025	3-00040532	Cisco International Limited	13.80
5	FairFX Bank Debit Card	4	04/07/2025	TRANSFER	Milk and More	5.00

22/08/2025

Horley Town Council

15:48

Cashbook transactions totalling £0.00 or more
for the period 01/07/2025 to 31/07/2025

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	4	11/07/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	4	18/07/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	4	25/07/2025	BACS	Milk and More	5.00
5	FairFX Bank Debit Card	4	09/07/2025	BACS	Land Registry	14.00
5	FairFX Bank Debit Card	4	05/07/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	4	05/07/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	4	05/07/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	4	05/07/2025	BACS	GiffGaff	6.00
5	FairFX Bank Debit Card	4	28/07/2025	BACS	GiffGaff	6.00
1	HSBC Current 51219138	4	14/07/2025	12647032	HSBC UK Bank PLC	49.84
1	HSBC Current 51219138	4	23/07/2025	BACS	Surrey Pensions	1,100.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	4	01/07/2025	156.00
1	HSBC Current 51219138	4	01/07/2025	132.00
1	HSBC Current 51219138	4	01/07/2025	165.00
1	HSBC Current 51219138	4	03/07/2025	23.00
1	HSBC Current 51219138	4	07/07/2025	99.00
1	HSBC Current 51219138	4	05/07/2025	33.00
1	HSBC Current 51219138	4	03/07/2025	179.00
1	HSBC Current 51219138	4	14/07/2025	500.00
1	HSBC Current 51219138	4	08/07/2025	71.00
1	HSBC Current 51219138	4	14/07/2025	34.50
1	HSBC Current 51219138	4	14/07/2025	66.00
1	HSBC Current 51219138	4	16/07/2025	11.50
1	HSBC Current 51219138	4	17/07/2025	240.00
1	HSBC Current 51219138	4	17/07/2025	71.00
1	HSBC Current 51219138	4	18/07/2025	71.00
1	HSBC Current 51219138	4	23/07/2025	2,380.00
1	HSBC Current 51219138	4	18/07/2025	105.00
1	HSBC Current 51219138	4	27/07/2025	944.23
1	HSBC Current 51219138	4	28/07/2025	46.00
1	HSBC Current 51219138	4	25/07/2025	0.24
5	FairFX Bank Debit Card	4	16/07/2025	1,000.00
1	HSBC Current 51219138	4	11/07/2025	50,000.00
1	HSBC Current 51219138	4	17/07/2025	40,000.00
1	HSBC Current 51219138	4	29/07/2025	20,000.00
3	HSBC Payroll 81345788	4	21/07/2025	11,000.00
8	Handelsbanken FT	4	28/07/2025	1,516.64
6	Handelsbanken 50044859	4	31/07/2025	1,789.08
1	HSBC Current 51219138	4	30/07/2025	11.50

22/08/2025

Horley Town Council

15:48

Cashbook transactions totalling £500.00 or more
for the period 01/07/2025 to 31/07/2025

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	4	04/07/2025	BACS	Surrey Pensions	3,345.90
1	HSBC Current 51219138	4	04/07/2025	C6048	Horley Anglican Team Ministry	6,750.00
1	HSBC Current 51219138	4	08/07/2025	2919-2931	Surrey Association of Local Co	699.84
1	HSBC Current 51219138	4	23/07/2025	INV-5726	The Great Outdoor Gym Company	1,066.50
1	HSBC Current 51219138	4	23/07/2025	BACS	Surrey County Council	2,265.41
1	HSBC Current 51219138	4	16/07/2025	10943784	Idverde Limited	6,347.70
1	HSBC Current 51219138	4	16/07/2025	1000065	LG Business Consultants	1,468.90
1	HSBC Current 51219138	4	16/07/2025	INV01660	MVL Architects and Surveyors	29,724.30
1	HSBC Current 51219138	4	16/07/2025	153661	Nviro Ltd	2,174.00
1	HSBC Current 51219138	4	23/07/2025	27830	Amethyst Horticulture	12,966.54
1	HSBC Current 51219138	4	23/07/2025	INV-0742	RJS Contractors Ltd	10,800.48
1	HSBC Current 51219138	4	16/07/2025	To Equals	FairFX Bank Debit Card	1,000.00
2	HSBC Deposit 01219154	4	11/07/2025	To Current	HSBC Current 51219138	50,000.00
2	HSBC Deposit 01219154	4	17/07/2025	To Current	HSBC Current 51219138	40,000.00
2	HSBC Deposit 01219154	4	29/07/2025	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	4	24/07/2025	BACS	HMRC	4,219.90
1	HSBC Current 51219138	4	16/07/2025	BACS	Grant Donation	800.00
3	HSBC Payroll 81345788	4	28/07/2025	BACS	Net Salaries	11,080.02
1	HSBC Current 51219138	4	21/07/2025	To Payroll	HSBC Payroll 81345788	11,000.00
1	HSBC Current 51219138	4	23/07/2025	BACS	Surrey Pensions	1,100.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	4	14/07/2025	500.00
1	HSBC Current 51219138	4	23/07/2025	2,380.00
1	HSBC Current 51219138	4	27/07/2025	944.23
5	FairFX Bank Debit Card	4	16/07/2025	1,000.00
1	HSBC Current 51219138	4	11/07/2025	50,000.00
1	HSBC Current 51219138	4	17/07/2025	40,000.00
1	HSBC Current 51219138	4	29/07/2025	20,000.00
3	HSBC Payroll 81345788	4	21/07/2025	11,000.00
8	Handelsbanken FT	4	28/07/2025	1,516.64
6	Handelsbanken 50044859	4	31/07/2025	1,789.08

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2025	Reigate & Banstead Borough Cou	00265402-4	104.00		National Non-Domestic Rates
01/07/2025	SOS Systems Limited	00087481	270.00		Printer Lease Charge 0625-0925
04/07/2025	Surrey Pensions	BACS	3,345.90		Pension for June
04/07/2025	Horley Anglican Team Ministry	C6048	6,750.00		Churchyard Grant
08/07/2025	Mulberry & Co	INV-1362	108.00		Planning Training
08/07/2025	Smartguard Security	INV-26682	373.92		Security patrol all sites
08/07/2025	Surrey Association of Local Co	2919-2931	699.84		LGR & Devolution training
14/07/2025	Corona Energy	IN00029713	132.41		Office Electricty Bill
14/07/2025	Corona Energy	0002971703	111.48		Innes Electricty Bill
14/07/2025	HSBC UK Bank PLC	12647032	49.84		Bank Charges for May 2025
16/07/2025	Corona Energy	19335275	102.88		Innes Gas Bill
16/07/2025	Constant Hydiene Ltd	100070	156.00		Allotment Sani Disposal
16/07/2025	Haus Structures Consulting Str	INV-0375	337.50		office exp structural design
16/07/2025	Idverde Limited	10943784	6,347.70		Grounds Maintenance June
16/07/2025	LG Business Consultants	1000065	1,468.90		Consultancy & Project Work 06
16/07/2025	MVL Architects and Surveyors	INV01660	29,724.30		General follow up meeting
16/07/2025	Nviro Ltd	153661	2,174.00		HTC Cleaning 01/07-31/07
16/07/2025	Sage UK	21080667	69.00		Sage Payroll
16/07/2025	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equals Bank
16/07/2025	Grant Donation	BACS	800.00		Grant - Horley Infant School
17/07/2025	SOS Systems Limited	00088057	52.66		Office Printing
19/07/2025	HSBC	BACS	8.50		bank charges 28-05 to 27-06-25
21/07/2025	HSBC Payroll 81345788	To Payroll	11,000.00		Transfer to payroll
22/07/2025	Micro Maintenance Limited	106405	492.78		Monthly It Support
23/07/2025	The Great Outdoor Gym Company	INV-5726	1,066.50		Rec Outdoor Gym Equipment
23/07/2025	Surrey County Council	BACS	2,265.41		Pension Payments July
23/07/2025	Amazon Business	51GEHEABEY	71.86		Office Supplys
23/07/2025	Amethyst Horticulture	27830	12,966.54		baskets, planters and watering
23/07/2025	National Association of Local	687/88/89	126.00		Green responsibilites SLM
23/07/2025	RJS Contractors Ltd	INV-0742	10,800.48		french drains Horley Rec playg
23/07/2025	RR Creative Design	TRANSFER	75.00		Horley In Bloom Logo 2025
23/07/2025	Deposit Return	TRANSFER	150.00		Damage Deposit Refund #926 JC
23/07/2025	Surrey Pensions	BACS	1,100.00		Pensions Payment July Reminder
24/07/2025	HMRC	BACS	4,219.90		PAYE and NIC June 2025
25/07/2025	Spitfire Networking Services L	SBS1299987	124.86		Service Charges
28/07/2025	VIRGIN MEDIA BUSINESS	1/001/0725	72.00		Broadband Charge
28/07/2025	Everflow Water	4531908	151.42		water charges for
Total Payments			98,869.58		

List of Payments made between 01/07/2025 and 31/07/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2025	Microsoft Ireland Operations L	G098475860	88.56		Microsoft Teams Billing
02/07/2025	Email Blaster UK	CC-39934	15.59		2000 emails per month
04/07/2025	Milk and More	TRANSFER	5.00		Office Milk Delivery
05/07/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/07/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/07/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
05/07/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
07/07/2025	Microsoft Ireland Operations L	E0200WJ9A1	178.00		Microsoft Office License
09/07/2025	Land Registry	BACS	14.00		Land Registry Title plan
11/07/2025	Milk and More	BACS	5.00		Office Milk Delivery
13/07/2025	Adobe Systems Software Ireland	5009447458	60.66		Acrobat Pro x3
18/07/2025	Milk and More	BACS	5.00		Office Milk Delivery
19/07/2025	Sage UK HR	219612	36.96		Leave Management x 7
25/07/2025	Milk and More	BACS	5.00		Office Milk Delivery
27/07/2025	Cisco International Limited	3-00040532	13.80		Cisco Webex Starter Monthly
28/07/2025	GiffGaff	BACS	6.00		2GB Unlimited Calls and Texts
30/07/2025	Microsoft Ireland Operations L	G103627022	88.56		Microsoft Teams Billing
Total Payments			546.13		

22/08/2025

Horley Town Council

15:50

Sales Ledger Invoices totalling £0.00 or more
for the period 01/07/2025 to 31/07/2025

<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	4	01/07/2025	01/07/2025	01/07/2025	1169	CAI001	Francesca Cain	165.00	0.00	165.00
1	4	01/07/2025	01/07/2025	01/07/2025	1170	CAR001	The Carlton Clinic	132.00	0.00	132.00
1	4	01/07/2025	31/07/2025	01/07/2025	1172	HOR001	Horley Society of Artists	156.00	0.00	156.00
1	4	01/07/2025	01/07/2025	03/07/2025	1168	JHA001	Julie Hall	179.00	0.00	179.00
1	4	01/07/2025	31/07/2025	05/07/2025	1171	BON001	Boni Jenkins - Yoga	33.00	0.00	33.00
1	4	01/07/2025	01/07/2025	07/07/2025	1173	JCM001	James Chapman	99.00	0.00	99.00
1	4	03/07/2025	03/07/2025	03/07/2025	1175	LAL001	Langshott Ladybirds Nursery	23.00	0.00	23.00
1	4	03/07/2025	03/07/2025	28/07/2025	1174	COP001	Copthorne Prep School	46.00	0.00	46.00
1	4	04/07/2025	04/07/2025	04/07/2025	1176	BEA001	Beach's Funfair	1,000.00	0.00	1,000.00
1	4	04/07/2025	04/07/2025		1177	DUN001	Dunottar School	92.00	0.00	92.00
1	4	11/07/2025	10/08/2025	14/07/2025	1178	YES001	Youth East Surrey Performing Arts	34.50	0.00	34.50
1	4	15/07/2025	15/07/2025		1181	EXT001	Extreme Fun Funfair	2,300.00	0.00	2,300.00
1	4	16/07/2025	16/07/2025	17/07/2025	1179	VC001	Vikki Breach	240.00	0.00	240.00
1	4	16/07/2025	16/07/2025	16/07/2025	1180	LOW001	Lowfield Heath Windmill Trust	11.50	0.00	11.50
1	4	18/07/2025	18/07/2025	18/07/2025	1182	POW001	PowerPlay Indoor Cricket Centre	105.00	0.00	105.00
1	4	25/07/2025	25/07/2025	30/07/2025	1183	MS001	Martin Saunders	11.50	0.00	11.50
1	4	28/07/2025	28/07/2025		1184	FUZ001	Fuzion Martial Arts - Sean Reynolds	932.44	4.25	936.69
1	4	28/07/2025	28/07/2025		1185	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
2	4	03/07/2025	03/07/2025	08/07/2025	ALT387	ALLWHIA001	Ms Aneliese Whittaker	71.00	0.00	71.00
2	4	17/07/2025	17/07/2025	17/07/2025	ALT388	ALLROBS001	Ms Samantha-Lea Roberts	71.00	0.00	71.00
2	4	17/07/2025	17/07/2025	18/07/2025	ALT389	ALLDIXH001	Howard & Gemma Dix	71.00	0.00	71.00

22/08/2025

Horley Town Council

15:50

Sales Ledger Invoices totalling £500.00 or more
for the period 01/07/2025 to 31/07/2025

<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	4	04/07/2025	04/07/2025	04/07/2025	1176	BEA001	Beach's Funfair	1,000.00	0.00	1,000.00
1	4	15/07/2025	15/07/2025		1181	EXT001	Extreme Fun Funfair	2,300.00	0.00	2,300.00
1	4	28/07/2025	28/07/2025		1184	FUZ001	Fuzion Martial Arts - Sean Reynolds	932.44	4.25	936.69
1	4	28/07/2025	28/07/2025		1185	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - HSBC Current 51219138

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Current 51219138	31/08/2025		84,146.72
			<u>84,146.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			84,146.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			84,146.72
		Balance per Cash Book is :-	84,146.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		251,859.54
			<u>251,859.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,859.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,859.54
		Balance per Cash Book is :-	251,859.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		172.27
			<u>172.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			172.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			172.27
		Balance per Cash Book is :-	172.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:08/09/2025

Horley Town Council

Page 1

Time: 10:42

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		1,060.39
			<u>1,060.39</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,060.39
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,060.39
		Balance per Cash Book is :-	1,060.39
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:16/09/2025

Horley Town Council

Page 1

Time: 17:37

Bank Reconciliation Statement as at 31/08/2025
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	31/08/2025		634,979.30
			<u>634,979.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			634,979.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			634,979.30
		Balance per Cash Book is :-	634,979.30
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/08/2025
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)	31/08/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

Date:16/09/2025

Horley Town Council

Page 1

Time: 17:39

Bank Reconciliation Statement as at 31/08/2025
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>
Handelsbanken FT 3786859	31/08/2025		251,516.64
			<u>251,516.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,516.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,516.64
		Balance per Cash Book is :-	251,516.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

16/09/2025

Horley Town Council

18:49

Cashbook transactions totalling £0.00 or more
for the period 01/08/2025 to 31/08/2025

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>
7	Safe (unbanked money)	5	28/08/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	5	20/08/2025	To Payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	5	20/08/2025	BACS	Net Salaries	12,422.03
3	HSBC Payroll 81345788	5	18/08/2025	BACS	HSBC	8.00
2	HSBC Deposit 01219154	5	28/08/2025	To current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	5	01/08/2025	0265402/5	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	5	06/08/2025	INV-47033	Active Pump Services Ltd	828.52
1	HSBC Current 51219138	5	06/08/2025	GB5/07	Amazon Business	243.94
1	HSBC Current 51219138	5	06/08/2025	4979-05	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	5	06/08/2025	0066774	Bernard Simms Associates	600.00
1	HSBC Current 51219138	5	06/08/2025	10946392	Idverde Limited	6,347.70
1	HSBC Current 51219138	5	06/08/2025	13469-71	L&C Installations Ltd	1,111.09
1	HSBC Current 51219138	5	06/08/2025	1000066	LG Business Consultants	2,420.70
1	HSBC Current 51219138	5	06/08/2025	01544	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	5	14/08/2025	EA41566	Earth Anchors Ltd	1,201.20
1	HSBC Current 51219138	5	14/08/2025	1343	JF Environmental Limited	440.00
1	HSBC Current 51219138	5	14/08/2025	INV-26743	Smartguard Security	411.31
1	HSBC Current 51219138	5	14/08/2025	12713668	HSBC UK Bank PLC	46.00
1	HSBC Current 51219138	5	18/08/2025	0003035438	Corona Energy	113.79
1	HSBC Current 51219138	5	18/08/2025	0003038019	Corona Energy	142.88
1	HSBC Current 51219138	5	18/08/2025	21228440	Sage UK	69.00
1	HSBC Current 51219138	5	22/08/2025	106431	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	5	22/08/2025	1205147	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	5	22/08/2025	INV-47283	Active Pump Services Ltd	222.00
1	HSBC Current 51219138	5	22/08/2025	5076/5096	Bennetts Builders Ltd	2,672.40
1	HSBC Current 51219138	5	22/08/2025	EA41941	Earth Anchors Ltd	82.80
1	HSBC Current 51219138	5	22/08/2025	153969	Nviro Ltd	2,304.44
1	HSBC Current 51219138	5	27/08/2025	4626563	Everflow Water	1,131.14
1	HSBC Current 51219138	5	28/08/2025	509789-05	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	5	28/08/2025	001/0825	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	5	06/08/2025	BACS	Refund	66.45
1	HSBC Current 51219138	5	18/08/2025	BACS	HSBC	8.00
1	HSBC Current 51219138	5	06/08/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	5	06/08/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	5	06/08/2025	BACS	Deposit Return	150.00
1	HSBC Current 51219138	5	22/08/2025	100808	SOS Systems Limited	77.14
1	HSBC Current 51219138	5	26/08/2025	BACS	HMRC	4,280.02
5	FairFX Bank Debit Card	5	02/08/2025	CC-40288	Email Blaster UK	15.59
5	FairFX Bank Debit Card	5	07/08/2025	E0200WT7H	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	5	26/08/2025	G108967576	Microsoft Ireland Operations L	88.56
5	FairFX Bank Debit Card	5	09/08/2025	182718	Unlimited One Ltd	543.30
5	FairFX Bank Debit Card	5	13/08/2025	5011401318	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	5	21/08/2025	226001	Sage UK HR	36.96
5	FairFX Bank Debit Card	5	27/08/2025	3-00041168	Cisco International Limited	13.80
1	HSBC Current 51219138	5	01/08/2025	TRANSFER	Milk and More	5.00
1	HSBC Current 51219138	5	08/08/2025	TRANSFER	Milk and More	5.00
1	HSBC Current 51219138	5	15/08/2025	TRANSFER	Milk and More	5.00
1	HSBC Current 51219138	5	29/08/2025	TRANSFER	Milk and More	5.00

16/09/2025

Horley Town Council

18:49

Cashbook transactions totalling £0.00 or more
for the period 01/08/2025 to 31/08/2025

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	5	01/08/2025	TRANSFER	Milk and More	5.00
5	FairFX Bank Debit Card	5	08/08/2025	TRANSFER	Milk and More	5.00
5	FairFX Bank Debit Card	5	15/08/2025	TRANSFER	Milk and More	5.00
5	FairFX Bank Debit Card	5	22/08/2025	TRANSFER	Milk and More	5.00
5	FairFX Bank Debit Card	5	29/08/2025	TRANSFER	Milk and More	5.00
5	FairFX Bank Debit Card	5	05/08/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	5	05/08/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	5	05/08/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	5	05/08/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	5	28/08/2025	DD	GiffGaff	6.00
1	HSBC Current 51219138	5	14/08/2025	To Equal	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	5	31/08/2025	BACS	SumUp	1.52

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	5	01/08/2025	165.00
1	HSBC Current 51219138	5	02/08/2025	156.00
1	HSBC Current 51219138	5	05/08/2025	99.00
1	HSBC Current 51219138	5	18/08/2025	90.00
1	HSBC Current 51219138	5	19/08/2025	34.50
1	HSBC Current 51219138	5	11/08/2025	148.00
1	HSBC Current 51219138	5	11/08/2025	1,500.00
1	HSBC Current 51219138	5	20/08/2025	11.50
1	HSBC Current 51219138	5	20/08/2025	1,700.00
1	HSBC Current 51219138	5	21/08/2025	240.00
1	HSBC Current 51219138	5	22/08/2025	0.25
1	HSBC Current 51219138	5	22/08/2025	330.00
1	HSBC Current 51219138	5	25/08/2025	642.57
1	HSBC Current 51219138	5	27/08/2025	301.00
3	HSBC Payroll 81345788	5	20/08/2025	11,000.00
1	HSBC Current 51219138	5	28/08/2025	20,000.00
5	FairFX Bank Debit Card	5	14/08/2025	1,000.00
1	HSBC Current 51219138	5	04/08/2025	24,270.00
6	Handelsbanken 50044859	5	30/08/2025	1,694.15

16/09/2025

Horley Town Council

18:49

Cashbook transactions totalling £500.00 or more
for the period 01/08/2025 to 31/08/2025

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	5	20/08/2025	To Payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	5	20/08/2025	BACS	Net Salaries	12,422.03
2	HSBC Deposit 01219154	5	28/08/2025	To current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	5	06/08/2025	INV-47033	Active Pump Services Ltd	828.52
1	HSBC Current 51219138	5	06/08/2025	4979-05	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	5	06/08/2025	0066774	Bernard Simms Associates	600.00
1	HSBC Current 51219138	5	06/08/2025	10946392	Idverde Limited	6,347.70
1	HSBC Current 51219138	5	06/08/2025	13469-71	L&C Installations Ltd	1,111.09
1	HSBC Current 51219138	5	06/08/2025	1000066	LG Business Consultants	2,420.70
1	HSBC Current 51219138	5	14/08/2025	EA41566	Earth Anchors Ltd	1,201.20
1	HSBC Current 51219138	5	22/08/2025	5076/5096	Bennetts Builders Ltd	2,672.40
1	HSBC Current 51219138	5	22/08/2025	153969	Nviro Ltd	2,304.44
1	HSBC Current 51219138	5	27/08/2025	4626563	Everflow Water	1,131.14
1	HSBC Current 51219138	5	28/08/2025	509789-05	Public Work's Loan Board	13,797.82
1	HSBC Current 51219138	5	26/08/2025	BACS	HMRC	4,280.02
5	FairFX Bank Debit Card	5	09/08/2025	182718	Unlimited One Ltd	543.30
1	HSBC Current 51219138	5	14/08/2025	To Equal	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	5	11/08/2025	1,500.00
1	HSBC Current 51219138	5	20/08/2025	1,700.00
1	HSBC Current 51219138	5	25/08/2025	642.57
3	HSBC Payroll 81345788	5	20/08/2025	11,000.00
1	HSBC Current 51219138	5	28/08/2025	20,000.00
5	FairFX Bank Debit Card	5	14/08/2025	1,000.00
1	HSBC Current 51219138	5	04/08/2025	24,270.00
6	Handelsbanken 50044859	5	30/08/2025	1,694.15

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Reigate & Banstead Borough Cou	0265402/5	104.00		National Non-Domestic Rates
01/08/2025	Milk and More	TRANSFER	5.00		Office milk delivery
01/08/2025	Milk and More	TRANSFER	-5.00		office milk delivery fix
06/08/2025	Active Pump Services Ltd	INV-47033	828.52		Cafe full service pump station
06/08/2025	Amazon Business	GB5/07	243.94		Office supplies and allotment
06/08/2025	Bennetts Builders Ltd	4979-05	1,329.12		Yearly invoice for works
06/08/2025	Bernard Simms Associates	0066774	600.00		design coordination meeting
06/08/2025	Idverde Limited	10946392	6,347.70		Grounds Maintenance July
06/08/2025	L&C Installations Ltd	13469-71	1,111.09		Church Rd Al shed elec works
06/08/2025	LG Business Consultants	1000066	2,420.70		Consultancy & Project Work 07
06/08/2025	Michael Stone Window Cleaning	01544	55.00		Window Cleaning Albert Room
06/08/2025	Refund	BACS	66.45		HIB Judges Lunch Refund
06/08/2025	Deposit Return	BACS	150.00		Damage Deposit Return #1179 VB
06/08/2025	Deposit Return	BACS	150.00		Damage Deposit Refund #672 PG
06/08/2025	Deposit Return	BACS	150.00		Damage Deposit Refund #1146 CR
08/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
08/08/2025	Milk and More	TRANSFER	-5.00		office milk delivery fix
14/08/2025	Earth Anchors Ltd	EA41566	1,201.20		memorial bench & picnic table
14/08/2025	JF Environmental Limited	1343	440.00		Abestos Management Survey
14/08/2025	Smartguard Security	INV-26743	411.31		Security Patrol all sites
14/08/2025	HSBC UK Bank PLC	12713668	46.00		Bank Charges for July 2025
14/08/2025	FairFX Bank Debit Card	To Equal	1,000.00		Transfer to Equal's Bank
15/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
15/08/2025	Milk and More	TRANSFER	-5.00		office milk delivery fix
18/08/2025	Corona Energy	0003035438	113.79		Innes Electricty Bill
18/08/2025	Corona Energy	0003038019	142.88		Office Electricty Bill
18/08/2025	Sage UK	21228440	69.00		Sage Payroll
18/08/2025	HSBC	BACS	8.00		bank charges to 27/07/25
20/08/2025	HSBC Payroll 81345788	To Payroll	11,000.00		Transfer to payroll account
22/08/2025	Micro Maintenance Limited	106431	492.78		Monthly IT support
22/08/2025	Spitfire Networking Services L	1205147	124.86		Service Charges
22/08/2025	Active Pump Services Ltd	INV-47283	222.00		Cafe drain effluent & dispose
22/08/2025	Bennetts Builders Ltd	5076/5096	2,672.40		June Ad Hoc Maintenance
22/08/2025	Earth Anchors Ltd	EA41941	82.80		100L Tr. Inner Cont Galv
22/08/2025	Nviro Ltd	153969	2,304.44		HTC Cleaning 01/08-31/08
22/08/2025	SOS Systems Limited	100808	77.14		Office Printing
26/08/2025	HMRC	BACS	4,280.02		Paye and NIC July
27/08/2025	Everflow Water	4626563	1,131.14		Water charges for
28/08/2025	Public Work's Loan Board	509789-05	13,797.82		Cafe Loan Repayment
28/08/2025	VIRGIN MEDIA BUSINESS	001/0825	72.00		Broadband Charges
29/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
29/08/2025	Milk and More	TRANSFER	-5.00		office milk delivery fix
31/08/2025	SumUp	BACS	1.52		Sum up charges for August

Total Payments	53,247.62
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List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
02/08/2025	Email Blaster UK	CC-40288	15.59		2000 emails per month
05/08/2025	GiffGaff	DD	6.00		2GB Unlimited Calls and Texts
05/08/2025	GiffGaff	DD	6.00		2GB Unlimited Calls and Texts
05/08/2025	GiffGaff	DD	6.00		2GB Unlimited Calls and Texts
05/08/2025	GiffGaff	DD	6.00		2GB Unlimited Calls and Texts
07/08/2025	Microsoft Ireland Operations L	E0200WT7HS	178.00		Microsoft Office Licenses
08/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
09/08/2025	Unlimited One Ltd	182718	543.30		Wire Mesh for Langshott AI x5
13/08/2025	Adobe Systems Software Ireland	5011401318	60.66		Acrobat Pro x 3
15/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
21/08/2025	Sage UK HR	226001	36.96		Leave Management x 7
22/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
26/08/2025	Microsoft Ireland Operations L	G108967576	88.56		Microsoft Teams Billing
27/08/2025	Cisco International Limited	3-00041168	13.80		Cisco Webex Starter Monthly
28/08/2025	GiffGaff	DD	6.00		2GB Unlimited Calls and Texts
29/08/2025	Milk and More	TRANSFER	5.00		office milk delivery
Total Payments			991.87		

16/09/2025

Horley Town Council

18:52

Sales Ledger Invoices totalling £0.00 or more
for the period 01/08/2025 to 31/08/2025

<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	5	01/08/2025	01/08/2025	11/08/2025	1186	JHA001	Julie Hall	148.00	0.00	148.00
1	5	01/08/2025	01/08/2025		1187	CAI001	Francesca Cain	99.00	0.00	99.00
1	5	01/08/2025	01/08/2025	03/09/2025	1188	WWI001	Wardrobe Wizards	273.00	0.00	273.00
1	5	01/08/2025	01/08/2025	01/08/2025	1189	CAR001	The Carlton Clinic	165.00	0.00	165.00
1	5	01/08/2025	31/08/2025	05/08/2025	1190	BON001	Boni Jenkins - Yoga	99.00	0.00	99.00
1	5	01/08/2025	31/08/2025	02/08/2025	1191	HOR001	Horley Society of Artists	156.00	0.00	156.00
1	5	07/08/2025	07/08/2025	19/08/2025	1192	SC001	St Catherine's Hospice	34.50	0.00	34.50
1	5	19/08/2025	18/09/2025	20/08/2025	1193	CIR001	Circus Worlds Entertainment	1,700.00	0.00	1,700.00
1	5	20/08/2025	20/08/2025		1194	FUZ001	Fuzion Martial Arts - Sean Reynolds	934.20	4.34	938.54
1	5	20/08/2025	20/08/2025		1195	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	5	20/08/2025	20/08/2025	21/08/2025	1196	WFC001	Wheely Fun Club East Surrey	240.00	0.00	240.00
1	5	20/08/2025	20/08/2025		1197	YMC001	YMCA East Surrey	46.00	0.00	46.00
1	5	20/08/2025	20/08/2025	20/08/2025	1198	LOW001	Lowfield Heath Windmill Trust	11.50	0.00	11.50
1	5	22/08/2025	21/09/2025	27/08/2025	1199	HBC001	HORLEY BOWLING CLUB	301.00	0.00	301.00
1	5	22/08/2025	22/08/2025		1200	REI001	Reigate & Banstead Borough	1,700.00	0.00	1,700.00
1	5	22/08/2025	22/08/2025		1201	REI001	Reigate & Banstead Borough	1,700.00	0.00	1,700.00
1	5	27/08/2025	27/08/2025		1202	TO001	Trinity Oaks C of E Primary School	140.00	0.00	140.00

16/09/2025

Horley Town Council

18:52

Sales Ledger Invoices totalling £500.00 or more
for the period 01/08/2025 to 31/08/2025

<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	5	19/08/2025	18/09/2025	20/08/2025	1193	CIR001	Circus Worlds Entertainment	1,700.00	0.00	1,700.00
1	5	20/08/2025	20/08/2025		1194	FUZ001	Fuzion Martial Arts - Sean Reynolds	934.20	4.34	938.54
1	5	20/08/2025	20/08/2025		1195	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	5	22/08/2025	22/08/2025		1200	REI001	Reigate & Banstead Borough	1,700.00	0.00	1,700.00
1	5	22/08/2025	22/08/2025		1201	REI001	Reigate & Banstead Borough	1,700.00	0.00	1,700.00

Date:03/10/2025

Horley Town Council

Page 1

Time: 15:00

Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		85,468.48
			<u>85,468.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,468.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,468.48
		Balance per Cash Book is :-	85,468.48
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		648,655.60
			<u>648,655.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			648,655.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			648,655.60
		Balance per Cash Book is :-	648,655.60
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		1,801.27
			<u>1,801.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,801.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,801.27
		Balance per Cash Book is :-	1,801.27
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		1,031.17
			<u>1,031.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,031.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,031.17
		Balance per Cash Book is :-	1,031.17
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
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	30/09/2025		636,623.30
			<u>636,623.30</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			636,623.30
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			636,623.30
		Balance per Cash Book is :-	636,623.30
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
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)	30/09/2025		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:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 8 - Handelsbanken FT 3786859**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Handelsbanken FT 3786859	30/09/2025		251,516.64
			<u>251,516.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			251,516.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			251,516.64
		Balance per Cash Book is :-	251,516.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

14/10/2025

Horley Town Council

15:04

Cashbook transactions totalling £0.00 or more
for the period 01/09/2025 to 30/09/2025

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	6	03/09/2025	BACS	Surrey County Council	3,920.47
1	HSBC Current 51219138	6	25/09/2025	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	6	01/09/2025	40026540/6	Reigate & Banstead Borough Cou	104.00
1	HSBC Current 51219138	6	03/09/2025	2503	A. Dansie Roofing Ltd	240.00
1	HSBC Current 51219138	6	03/09/2025	250812D	Horley Baptist Church	375.00
1	HSBC Current 51219138	6	03/09/2025	10948777	Idverde Limited	6,347.70
1	HSBC Current 51219138	6	03/09/2025	1418/43	Mulberry & Co	36.00
1	HSBC Current 51219138	6	03/09/2025	10920	Sussex Wildlife Trust	2,235.00
1	HSBC Current 51219138	6	03/09/2025	5837	The Great Outdoor Gym Company	674.89
1	HSBC Current 51219138	6	10/09/2025	47471	Active Pump Services Ltd	360.00
1	HSBC Current 51219138	6	10/09/2025	GB50BDBHI	Amazon Business	80.74
1	HSBC Current 51219138	6	10/09/2025	19405411	Corona Energy	96.54
1	HSBC Current 51219138	6	10/09/2025	19405410	Corona Energy	93.65
1	HSBC Current 51219138	6	10/09/2025	98477	IASME Consortium Ltd	384.00
1	HSBC Current 51219138	6	10/09/2025	1000067	LG Business Consultants	1,368.90
1	HSBC Current 51219138	6	10/09/2025	23313	Reigate Environmental Services	282.00
1	HSBC Current 51219138	6	10/09/2025	26841	Smartguard Security	448.71
1	HSBC Current 51219138	6	10/09/2025	01584	Michael Stone Window Cleaning	55.00
1	HSBC Current 51219138	6	16/09/2025	INV2137528	Sage UK	69.00
1	HSBC Current 51219138	6	17/09/2025	GB51TFCTA	Amazon Business	75.58
1	HSBC Current 51219138	6	17/09/2025	592267	Don Ruffles Limited	432.00
1	HSBC Current 51219138	6	17/09/2025	13508-11	Firetronics Limited	531.34
1	HSBC Current 51219138	6	17/09/2025	154290	Nviro Ltd	2,239.22
1	HSBC Current 51219138	6	17/09/2025	254659-1	Society of Local Council Clerk	416.00
1	HSBC Current 51219138	6	17/09/2025	255040-3	Society of Local Council Clerk	360.00
1	HSBC Current 51219138	6	17/09/2025	7180980	Southern Building Control Part	4,990.00
1	HSBC Current 51219138	6	25/09/2025	21303	County Tree Surgeons Ltd	300.00
1	HSBC Current 51219138	6	25/09/2025	31192/1	Environment Invasive Plant Spe	3,960.00
1	HSBC Current 51219138	6	25/09/2025	SB20251788	PKF Littlejohn LLP	2,520.00
1	HSBC Current 51219138	6	29/09/2025	001/0925	VIRGIN MEDIA BUSINESS	72.00
1	HSBC Current 51219138	6	03/09/2025	4979-06	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	6	17/09/2025	TRANSFER	Deposit Return	150.00
1	HSBC Current 51219138	6	17/09/2025	TRANSFER	Deposit Return	150.00
1	HSBC Current 51219138	6	15/09/2025	0003103924	Corona Energy	120.05
1	HSBC Current 51219138	6	15/09/2025	0003089522	Corona Energy	109.39
1	HSBC Current 51219138	6	15/09/2025	12782907	HSBC UK Bank PLC	46.00
1	HSBC Current 51219138	6	16/09/2025	03458	SOS Systems Limited	31.21
1	HSBC Current 51219138	6	23/09/2025	101813	SOS Systems Limited	126.00
1	HSBC Current 51219138	6	22/09/2025	106512	Micro Maintenance Limited	492.78
1	HSBC Current 51219138	6	24/09/2025	1310325	Spitfire Networking Services L	124.86
1	HSBC Current 51219138	6	29/09/2025	4722335	Everflow Water	543.13
5	FairFX Bank Debit Card	6	02/09/2025	40611	Email Blaster UK	15.59
5	FairFX Bank Debit Card	6	30/09/2025	41193	Email Blaster UK	1.02
5	FairFX Bank Debit Card	6	07/09/2025	E0200X31W	Microsoft Ireland Operations L	178.00
5	FairFX Bank Debit Card	6	24/09/2025	G114935370	Microsoft Ireland Operations L	99.07
5	FairFX Bank Debit Card	6	19/09/2025	232284	Sage UK HR	38.64
5	FairFX Bank Debit Card	6	13/09/2025	5013368280	Adobe Systems Software Ireland	60.66
5	FairFX Bank Debit Card	6	27/09/2025	3-00041847	Cisco International Limited	13.80

14/10/2025

Horley Town Council

15:04

Cashbook transactions totalling £0.00 or more
for the period 01/09/2025 to 30/09/2025

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	6	08/09/2025	686BAD7-02	Fireflies.ai Corp	90.15
5	FairFX Bank Debit Card	6	05/09/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	6	05/09/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	6	05/09/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	6	05/09/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	6	29/09/2025	DD	GiffGaff	6.00
5	FairFX Bank Debit Card	6	05/09/2025	DD	Milk and More	5.00
5	FairFX Bank Debit Card	6	12/09/2025	DD	Milk and More	5.00
5	FairFX Bank Debit Card	6	19/09/2025	DD	Milk and More	5.16
5	FairFX Bank Debit Card	6	26/09/2025	DD	Milk and More	5.16
1	HSBC Current 51219138	6	23/09/2025	To Payroll	HSBC Payroll 81345788	2,000.00
1	HSBC Current 51219138	6	20/09/2025	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	6	26/09/2025	BACS	Net Salaries	11,371.00
1	HSBC Current 51219138	6	25/09/2025	BACS	HMRC	5,327.30
1	HSBC Current 51219138	6	03/09/2025	To Savings	HSBC Deposit 01219154	335,473.50
2	HSBC Deposit 01219154	6	04/09/2025	To current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	6	25/09/2025	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	6	29/09/2025	To Saving	HSBC Deposit 01219154	100,000.00
5	FairFX Bank Debit Card	6	10/09/2025	TRANS	Nisbets	95.98
5	FairFX Bank Debit Card	6	18/09/2025	TRANS	Royal Mail	8.15
5	FairFX Bank Debit Card	6	26/09/2025	TRANS	Planning Portal RBBC	383.00
1	HSBC Current 51219138	6	30/09/2025	BACS	SumUp	30.42

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	HSBC Current 51219138	6	02/09/2025	132.00
1	HSBC Current 51219138	6	08/09/2025	1,500.00
1	HSBC Current 51219138	6	09/09/2025	185.40
1	HSBC Current 51219138	6	09/09/2025	23.00
1	HSBC Current 51219138	6	09/09/2025	35.00
1	HSBC Current 51219138	6	09/09/2025	168.02
1	HSBC Current 51219138	6	09/09/2025	150.00
1	HSBC Current 51219138	6	10/09/2025	53.00
1	HSBC Current 51219138	6	10/09/2025	508.40
1	HSBC Current 51219138	6	12/09/2025	140.00
1	HSBC Current 51219138	6	15/09/2025	940.20
1	HSBC Current 51219138	6	15/09/2025	1,800.00
1	HSBC Current 51219138	6	22/09/2025	3,400.00
1	HSBC Current 51219138	6	29/09/2025	99.00
1	HSBC Current 51219138	6	25/09/2025	0.25
1	HSBC Current 51219138	6	02/09/2025	195.00
1	HSBC Current 51219138	6	03/09/2025	273.00
1	HSBC Current 51219138	6	03/09/2025	240.00
1	HSBC Current 51219138	6	05/09/2025	62.00
1	HSBC Current 51219138	6	03/09/2025	335,473.50
1	HSBC Current 51219138	6	30/09/2025	106,865.67
5	FairFX Bank Debit Card	6	25/09/2025	1,000.00
3	HSBC Payroll 81345788	6	23/09/2025	2,000.00

14/10/2025

Horley Town Council

15:04

Cashbook transactions totalling £0.00 or more
for the period 01/09/2025 to 30/09/2025

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
3	HSBC Payroll 81345788	6	20/09/2025	11,000.00
2	HSBC Deposit 01219154	6	03/09/2025	335,473.50
1	HSBC Current 51219138	6	04/09/2025	20,000.00
1	HSBC Current 51219138	6	25/09/2025	20,000.00
2	HSBC Deposit 01219154	6	29/09/2025	100,000.00
2	HSBC Deposit 01219154	6	05/09/2025	1,322.56
6	Handelsbanken 50044859	6	30/09/2025	1,644.00

14/10/2025

Horley Town Council

15:05

Cashbook transactions totalling £500.00 or more
for the period 01/09/2025 to 30/09/2025

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	6	03/09/2025	BACS	Surrey County Council	3,920.47
1	HSBC Current 51219138	6	25/09/2025	To Equals	FairFX Bank Debit Card	1,000.00
1	HSBC Current 51219138	6	03/09/2025	10948777	Idverde Limited	6,347.70
1	HSBC Current 51219138	6	03/09/2025	10920	Sussex Wildlife Trust	2,235.00
1	HSBC Current 51219138	6	03/09/2025	5837	The Great Outdoor Gym Company	674.89
1	HSBC Current 51219138	6	10/09/2025	1000067	LG Business Consultants	1,368.90
1	HSBC Current 51219138	6	17/09/2025	13508-11	Firetronics Limited	531.34
1	HSBC Current 51219138	6	17/09/2025	154290	Nviro Ltd	2,239.22
1	HSBC Current 51219138	6	17/09/2025	7180980	Southern Building Control Part	4,990.00
1	HSBC Current 51219138	6	25/09/2025	31192/1	Environment Invasive Plant Spe	3,960.00
1	HSBC Current 51219138	6	25/09/2025	SB20251788	PKF Littlejohn LLP	2,520.00
1	HSBC Current 51219138	6	03/09/2025	4979-06	Bennetts Builders Ltd	1,329.12
1	HSBC Current 51219138	6	29/09/2025	4722335	Everflow Water	543.13
1	HSBC Current 51219138	6	23/09/2025	To Payroll	HSBC Payroll 81345788	2,000.00
1	HSBC Current 51219138	6	20/09/2025	To payroll	HSBC Payroll 81345788	11,000.00
3	HSBC Payroll 81345788	6	26/09/2025	BACS	Net Salaries	11,371.00
1	HSBC Current 51219138	6	25/09/2025	BACS	HMRC	5,327.30
1	HSBC Current 51219138	6	03/09/2025	To Savings	HSBC Deposit 01219154	335,473.50
2	HSBC Deposit 01219154	6	04/09/2025	To current	HSBC Current 51219138	20,000.00
2	HSBC Deposit 01219154	6	25/09/2025	To Current	HSBC Current 51219138	20,000.00
1	HSBC Current 51219138	6	29/09/2025	To Saving	HSBC Deposit 01219154	100,000.00

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	6	08/09/2025	1,500.00
1	HSBC Current 51219138	6	10/09/2025	508.40
1	HSBC Current 51219138	6	15/09/2025	940.20
1	HSBC Current 51219138	6	15/09/2025	1,800.00
1	HSBC Current 51219138	6	22/09/2025	3,400.00
1	HSBC Current 51219138	6	03/09/2025	335,473.50
1	HSBC Current 51219138	6	30/09/2025	106,865.67
5	FairFX Bank Debit Card	6	25/09/2025	1,000.00
3	HSBC Payroll 81345788	6	23/09/2025	2,000.00
3	HSBC Payroll 81345788	6	20/09/2025	11,000.00
2	HSBC Deposit 01219154	6	03/09/2025	335,473.50
1	HSBC Current 51219138	6	04/09/2025	20,000.00
1	HSBC Current 51219138	6	25/09/2025	20,000.00
2	HSBC Deposit 01219154	6	29/09/2025	100,000.00
2	HSBC Deposit 01219154	6	05/09/2025	1,322.56
6	Handelsbanken 50044859	6	30/09/2025	1,644.00

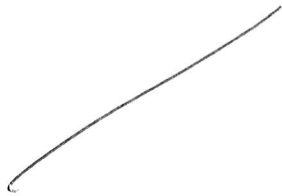
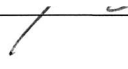
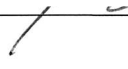
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

September 2025

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

Observations (Councillors)	Clerk/ RFO's action
NTR	
Name: L. EASTBROOK	Signature: 
Signature:	
Name: M. GEORGE	Signature: 
Signature:	
Date: 30/10/25	Date:

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	Reigate & Banstead Borough Cou	40026540/6	104.00		National Non-Domestic Rates
01/09/2025	British Telecommunications Ltd	Q019XV	-199.82		BT Credit note
03/09/2025	Surrey County Council	BACS	3,920.47		Pension contributions Aug 25
03/09/2025	A. Dansie Roofing Ltd	2503	240.00		innes + langshott roof survey
03/09/2025	Horley Baptist Church	250812D	375.00		Manor and Ramsey rooms deposit
03/09/2025	Idverde Limited	10948777	6,347.70		Grounds Maintenance August
03/09/2025	Mulberry & Co	1418/43	36.00		AGAR Assertion 10 Mike George
03/09/2025	Sussex Wildlife Trust	10920	2,235.00		Annual Sub Gatwick Green Space
03/09/2025	The Great Outdoor Gym Company	5837	674.89		TGO PowerSmart Console
03/09/2025	Bennetts Builders Ltd	4979-06	1,329.12		Yearly invoice for works
03/09/2025	HSBC Deposit 01219154	To Savings	335,473.50		Transfer of precept to savings
10/09/2025	Active Pump Services Ltd	47471	360.00		full service booster pump set
10/09/2025	Amazon Business	GB50BDBHIB	80.74		sugar
10/09/2025	Corona Energy	19405411	96.54		Office Gas Bill Jul-Aug 25
10/09/2025	Corona Energy	19405410	93.65		Innes Gas Bill Jul-Aug 25
10/09/2025	IASME Consortium Ltd	98477	384.00		Purchase of Cyber Essentials
10/09/2025	LG Business Consultants	1000067	1,368.90		Consultancy & Project Work 08
10/09/2025	Reigate Environmental Services	23313	282.00		Innes Pavilion contract PPMS
10/09/2025	Smartguard Security	26841	448.71		Security Patrol all sites
10/09/2025	Michael Stone Window Cleaning	01584	55.00		Window Cleaning Albert Room
15/09/2025	Corona Energy	0003103924	120.05		Office Electricity Bill
15/09/2025	Corona Energy	0003089522	109.39		Innes Electricity Bill
15/09/2025	HSBC UK Bank PLC	12782907	46.00		Bank Charges for July 2025
16/09/2025	Sage UK	INV2137528	69.00		Sage Payroll
16/09/2025	SOS Systems Limited	03458	31.21		Office Printing
17/09/2025	Amazon Business	GB51TFCTAB	75.58		office safe and Highlighters
17/09/2025	Don Ruffles Limited	592267	432.00		2x blue office chairs
17/09/2025	Firetronics Limited	13508-11	531.34		office fit Shutter battery
17/09/2025	Nviro Ltd	154290	2,239.22		HTC Cleaning 01/09-30/09
17/09/2025	Society of Local Council Clerk	254659-1	416.00		Membership fee Joan Walsh
17/09/2025	Society of Local Council Clerk	255040-3	360.00		Membership Fee Sam Adeniji
17/09/2025	Southern Building Control Part	7180980	4,990.00		Building Control Application F
17/09/2025	Deposit Return	TRANSFER	150.00		Damage deposit refund #1206
17/09/2025	Deposit Return	TRANSFER	150.00		Damage deposit return #1163
20/09/2025	HSBC Payroll 81345788	To payroll	11,000.00		Transfer to payroll
22/09/2025	Micro Maintenance Limited	106512	492.78		Monthly IT support
23/09/2025	SOS Systems Limited	101813	126.00		Machine Lease
23/09/2025	HSBC Payroll 81345788	To Payroll	2,000.00		Transfer to payroll account
24/09/2025	Spitfire Networking Services L	1310325	124.86		Service Charges
25/09/2025	FairFX Bank Debit Card	To Equals	1,000.00		Transfer to Equal's bank
25/09/2025	County Tree Surgeons Ltd	21303	300.00		tree works at horley rec
25/09/2025	Environment Invasive Plant Spe	31192/1	3,960.00		Japanese Knotweed Treatment
25/09/2025	PKF Littlejohn LLP	SB20251788	2,520.00		AGAR Review Services

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/09/2025	HMRC	BACS	5,327.30		Paye and NIC August 2025
29/09/2025	VIRGIN MEDIA BUSINESS	001/0925	72.00		Broadband Charges
29/09/2025	Everflow Water	4722335	543.13		Water Charges for
29/09/2025	HSBC Deposit 01219154	To Saving	100,000.00		Transfer to savings
30/09/2025	SumUp	BACS	30.42		SumUp Fees for Sept 2025
Total Payments			<u>490,921.68</u>		

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/09/2025	Email Blaster UK	40611	15.59		2000 emails per month
05/09/2025	GiffGaff	DD	6.00		2GB Unlimited Calls & Texts 1
05/09/2025	GiffGaff	DD	6.00		2GB Unlimited Calls & Texts 2
05/09/2025	GiffGaff	DD	6.00		2GB Unlimited Calls & Texts 3
05/09/2025	GiffGaff	DD	6.00		2GB Unlimited Calls & Texts 4
05/09/2025	Milk and More	DD	5.00		Office Milk Delivery 1
07/09/2025	Microsoft Ireland Operations L	E0200X31WC	178.00		Microsoft Office Licenses
08/09/2025	Fireflies.ai Corp	686BAD7-02	90.15		Pro Fireflies Plan
10/09/2025	Nisbets	TRANS	95.98		Moblie Black Trolley
12/09/2025	Milk and More	DD	5.00		Office Milk Delivery 2
13/09/2025	Adobe Systems Software Ireland	5013368280	60.66		Acrobat Pro x 3
18/09/2025	Royal Mail	TRANS	8.15		Tracked Postage
19/09/2025	Sage UK HR	232284	38.64		Leave Management x 7
19/09/2025	Milk and More	DD	5.16		Office Milk Delivery 3
24/09/2025	Microsoft Ireland Operations L	G114935370	99.07		Microsoft Teams Billing
26/09/2025	Milk and More	DD	5.16		Office Milk Delivery 4
26/09/2025	Planning Portal RBBC	TRANS	383.00		payment for app PP-14345745
27/09/2025	Cisco International Limited	3-00041847	13.80		Cisco Webex Starter Monthly
29/09/2025	GiffGaff	DD	6.00		2GB Unlimited Calls & Texts 5
30/09/2025	Email Blaster UK	41193	1.02		new card registration
30/09/2025	Milk and More	DD	-2.58		Office Milk Delivery Refund 1
30/09/2025	Milk and More	DD	-2.58		Office Milk Delivery Refund 2
Total Payments			1,029.22		

14/10/2025

Horley Town Council

15:08

Sales Ledger Invoices totalling £0.00 or more
for the period 01/09/2025 to 30/09/2025

<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	6	02/09/2025	02/09/2025	05/09/2025	1203	JHA001	Julie Hall	62.00	0.00	62.00
1	6	02/09/2025	02/09/2025	02/09/2025	1204	CAR001	The Carlton Clinic	132.00	0.00	132.00
1	6	02/09/2025	02/10/2025	02/09/2025	1205	HOR001	Horley Society of Artists	195.00	0.00	195.00
1	6	03/09/2025	03/09/2025	03/09/2025	1206	BD001	Bincy Dora	240.00	0.00	240.00
1	6	03/09/2025	03/09/2025	10/09/2025	1207	CAR002	Carmel Pentecostal Church	53.00	0.00	53.00
1	6	08/09/2025	08/09/2025	09/09/2025	1208	LOW001	Lowfield Heath Windmill Trust	23.00	0.00	23.00
1	6	09/09/2025	09/09/2025	09/09/2025	1209	SLI001	Slimming World	35.00	0.00	35.00
1	6	15/09/2025	15/09/2025	01/10/2025	1210	HCC001	Horley Cricket and Hockey Club	140.00	0.00	140.00
1	6	29/09/2025	29/09/2025	04/10/2025	1211	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	6	30/09/2025	30/09/2025		1212	FUZ001	Fuzion Martial Arts - Sean Reynolds	946.47	4.95	951.42
1	6	30/09/2025	30/09/2025	07/10/2025	1213	MEA001	Meath Green Infant School	46.00	0.00	46.00

14/10/2025

Horley Town Council

15:09

Sales Ledger Invoices totalling £500.00 or more
for the period 01/09/2025 to 30/09/2025

<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	6	29/09/2025	29/09/2025	04/10/2025	1211	WIL01	WILF'S CAFE LTD	1,500.00	0.00	1,500.00
1	6	30/09/2025	30/09/2025		1212	FUZ001	Fuzion Martial Arts - Sean Reynolds	946.47	4.95	951.42



Horley Town Council

Information Technology Policy

1. Introduction

Horley Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Horley Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Horley Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Horley Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Horley Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Horley Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Horley Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Horley Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Horley Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Horley Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13. Training and awareness

Horley Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Chief Executive Officer.

All staff and councillors are responsible for the safety and security of Horley Town Council's IT and email systems. By adhering to this IT and Email Policy, Horley Town

Council aims to create a secure and efficient IT environment that supports its mission and goals.

**THIS INFORMATION TECHNOLOGY POLICY WAS APPROVED FOR ADOPTION AT THE FULL COUNCIL
MEETING HELD ON 9th December 2025**

NEXT REVIEW DATE: 2026

DRAFT

Precept 2026/27		Precept 2026-27 Scenario A - Copy.xlsx							
Scenario A			Budget	Forecast	Budget	Projection	Projection		
			2025/26		2026/27	2027/28	2028/29		
Expenditure/Income			£	£	£	£	£		
F&GP Expenditure			436,015	370,709	458,204	465,039	477,169		
F&GP Income			-15,015	-27,553	-15,015	-17,000	-16,500		
Leisure & Amenities Expenditure			188,494	188,494	193,846	198,442	201,523		
Leisure & Amenities Income			-50,210	-52,000	-51,577	-52,806	-53,923		
Full Council, Grants, Loans etc			39,346	39,346	39,603	37,813	38,029		
Net Expenditure			598,630	518,996	625,061	631,488	646,298		
Net Expenditure			598,630		625,061	631,488	646,298		
Earmarked Funds requirement (below)			100,000		105,000	90,000	100,000		
Total Expenditure			698,630	0	730,061	721,488	746,298		
			0		0	0	0		
Double Taxation Grant			-45,482		-49,615	-51,600	-53,664		
CIL									
General Reserve funds(- used /+increased)			-30,000		-31,300	10,000	20,000		
			623,148	0	649,146	679,888	712,634		
Precept requirement			623,148		649,146	679,888	712,634		
r									
Summary 2026/27		(Band D Parish Element of Council Tax)							
					Tax				
No of Households 2026	11,327.10		26/27		57.31				
No of Households 2025	11,286.60		25/26		55.21				
Increase in no of households	41	Annual Increase per household			2.10				
					% increase	3.80			
Predicted Movements on Reserves		1.4.25	25/26	25/26	1.4.26				
			movements	spend	earmark				
General fund	261,131				281,131				
predicted underspend 25/26	50,000				60,000				
	281,131				309,831				
Earmarked Funds			movement 25/26	earmark 26/27	bal				
CIL	69,759	106,866			176,624				
Election Contingency	2,500	0		0	2,500	Included in the budget			
Edmonds Hall	23,685	-1,933		15,000	36,752	For Edmonds Hall Repairs			
Parks and Playgrounds	60,100	-18,151		10,000	51,949	For P & P development			
HTC Projects Match Funding EMF	10,000	0		10,000	20,000	For match funding			
CIL SIP (2) - 18 Office Expansion	527,474	-34,594		10,000	502,881	To complete office expansion			
LGR	0	0		60,000	60,000	For LGR			
SCC Funding	68,773	-59,295			0				
CIL SIP (2) - 17 Railings	4,526	0			4,526				
CIL SIP (2) - 20 Horley Rec Perimeter	0	0			0				
sub total	766,817	-7,107	0	105,000	855,232				
Total Reserves	1,047,948	-7,107	0	105,000	1,165,063				

Precept 2026/27		Precept 2026-27 Scenario B - Copy.xlsx							
Scenario B			Budget	Forecast	Budget	Projection	Projection		
			2025/26		2026/27	2027/28	2028/29		
Expenditure/Income			£	£	£	£	£		
F&GP Expenditure			436,015	370,709	458,204	465,039	477,169		
F&GP Income			-15,015	-27,553	-15,015	-17,000	-16,500		
Leisure & Amenities Expenditure			188,494	188,494	193,846	198,442	201,523		
Leisure & Amenities Income			-50,210	-52,000	-51,577	-52,806	-53,923		
Full Council, Grants, Loans etc			39,346	39,346	39,603	37,813	38,029		
Net Expenditure			598,630	518,996	625,061	631,488	646,298		
Net Expenditure			598,630		625,061	631,488	646,298		
Earmarked Funds requirement (below)			100,000		110,000	90,000	100,000		
Total Expenditure			698,630	0	735,061	721,488	746,298		
			0		0	0	0		
Double Taxation Grant			-45,482		-49,615	-51,600	-53,664		
CIL									
General Reserve funds(- used /+increased)			-30,000		-31,300	10,000	20,000		
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Increase in no of households	41	Annual Increase per household			2.54				
				% increase	4.60				
Predicted Movements on Reserves		1.4.25	25/26	25/26	1.4.26				
			movements	spend	earmark				
General fund	261,131				281,131				
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Earmarked Funds			movement 25/26	earmark 26/27	bal				
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LGR	0	0		60,000	60,000	For LGR			
SCC Funding	68,773	-59,295			0				
CIL SIP (2) - 17 Railings	4,526	0			4,526				
CIL SIP (2) - 20 Horley Rec Perimeter	0	0			0				
sub total	766,817	-7,107	0	110,000	860,232				
Total Reserves	1,047,948	-7,107	0	110,000	1,170,063				

INVOICE

<6505788< 300000+00200190+< 73 X

PAYMENT DUE DATE

All payments are due on receipt of the invoice unless otherwise stated.

ACCOUNT ENQUIRIES

If you have any queries concerning the content of this account please contact the person shown overleaf.

WAYS TO PAY

1. ONLINE

www.reigate-banstead.gov.uk follow the links to "ways to pay" - "online payment".

2. BY TELEPHONE

Tel: 01737 276727 (24 hours).

3. BACS TRANSFER

Payment can be made by BACS Transfer to Sort Code 30-00-00 Account No. 00200190 Lloyds Bank. Please quote the invoice number.

4. BY POST

Detach counterfoil and send with cheque made payable to "Reigate & Banstead Borough Council". Please write your invoice number on the back of the cheque.

Site Improvement Plan



Project Aims

- Futureproof the Club as a key facility for Horley residents
- Improve the overall environment and experience for existing and new members
- Eliminate identified health and safety hazards
- Create a flexible spectator's area
- Create a flexible internal space that supports:
 - The needs of the Youth Team
 - Visiting teams and Club guests

Location

[Google Maps - Horley Bowling Club](#)



Horley Bowling Club - Overview



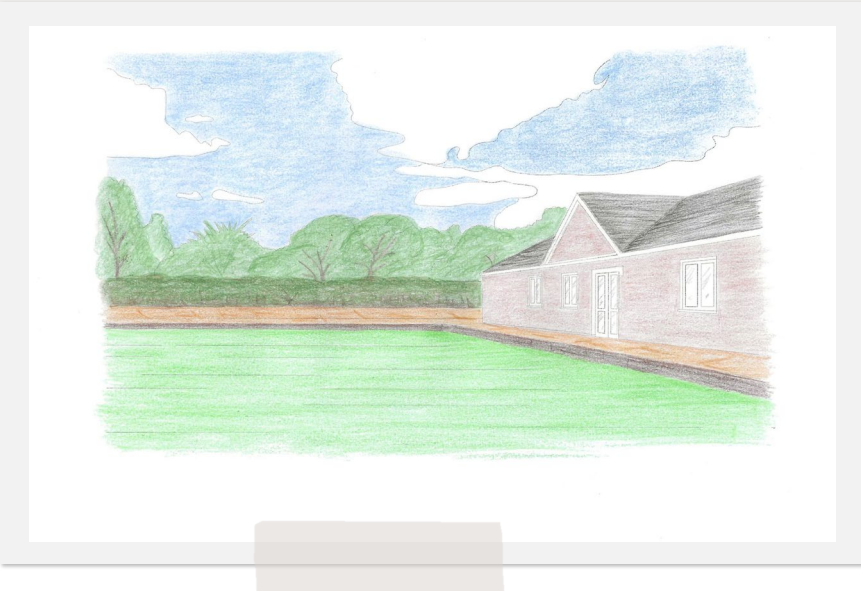
- Over 100 years of community-based sporting history in Horley;
- Inclusive lawn and short mat bowls for all ages and abilities;
- Players at National, County and League level;
- Friendship league and club competition for all members;
- Ladies team runner up in the Reigate and Banstead Sports Awards;
- Outstanding green - runner up in the National Bowls England Greenkeeper of the Year;
- Excellent reputation - hosting National and County-level players;
- Growing Youth team who are starting to play at County level;
- Community organisation run by unpaid volunteers;
- Participates in and has won of Horley in Bloom;
- Supports local charities through an annual designated Captain's charity.

Issues

- Operating at full capacity, now limiting membership;
- Ageing infrastructure – needs refurbishment;
- Deteriorating green surrounds – slab paths breaking up
- Accessibility challenges, particularly for those with mobility issues;
- Ageing clubhouse requiring expansion to accommodate youth and senior teams;
- Extra sheds erected to compensate
- Site constrained by wide hedge which reduces space within the club;
- Small financial reserve, but need external funding for any large works;
- Lease with HTC is only 18 years



Stage 1 of the Project



Horley Town Council is asked to agree that HBC can make these changes:

- Repair and/or replace the green surrounds.
- Improve access for disabled users and those with limited mobility.
- Create a designated spectator area by moving and bringing together storage units.



Shelters moved
around the green

Location for new
storage units

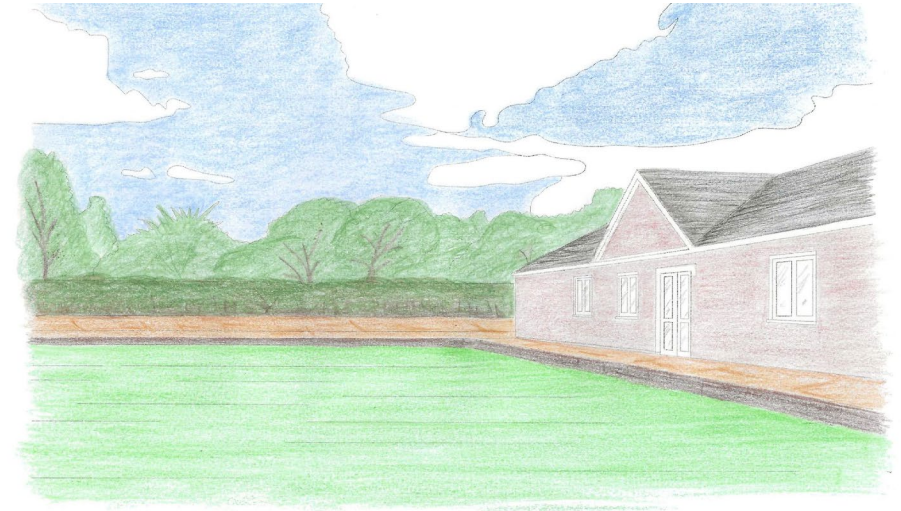
Flowerbed
removed

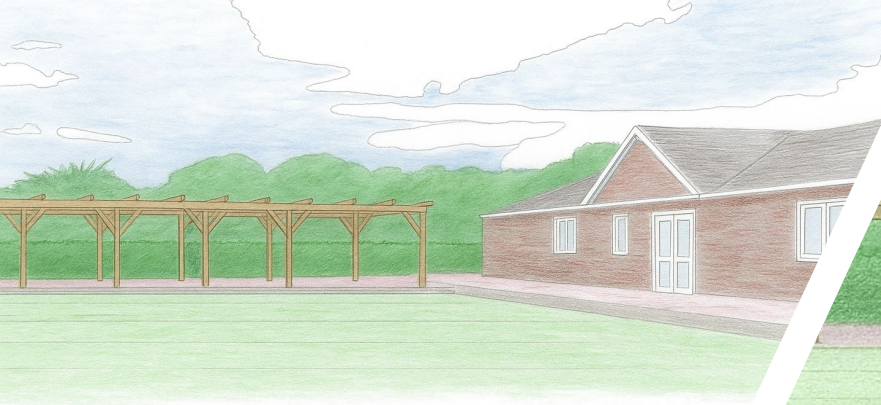
Playing equipment moved to
southeast corner

Green maintenance equipment
moved to new storage units, space
released becomes part of new
spectator area

Stage 1 Proposals

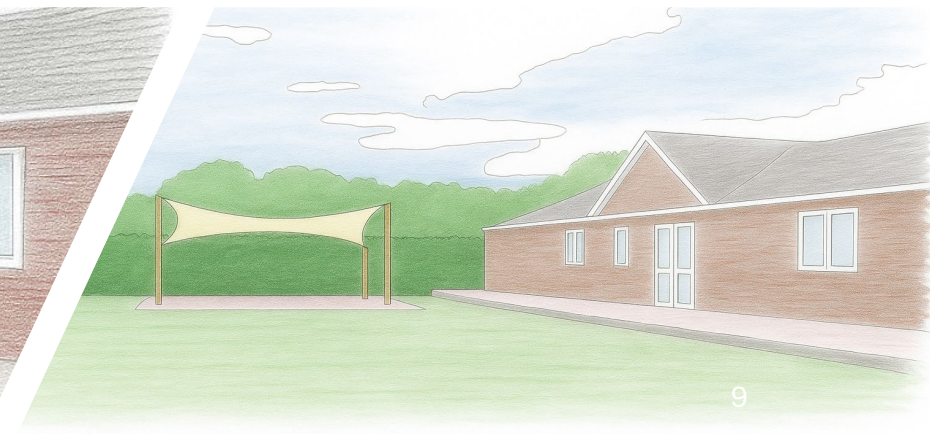
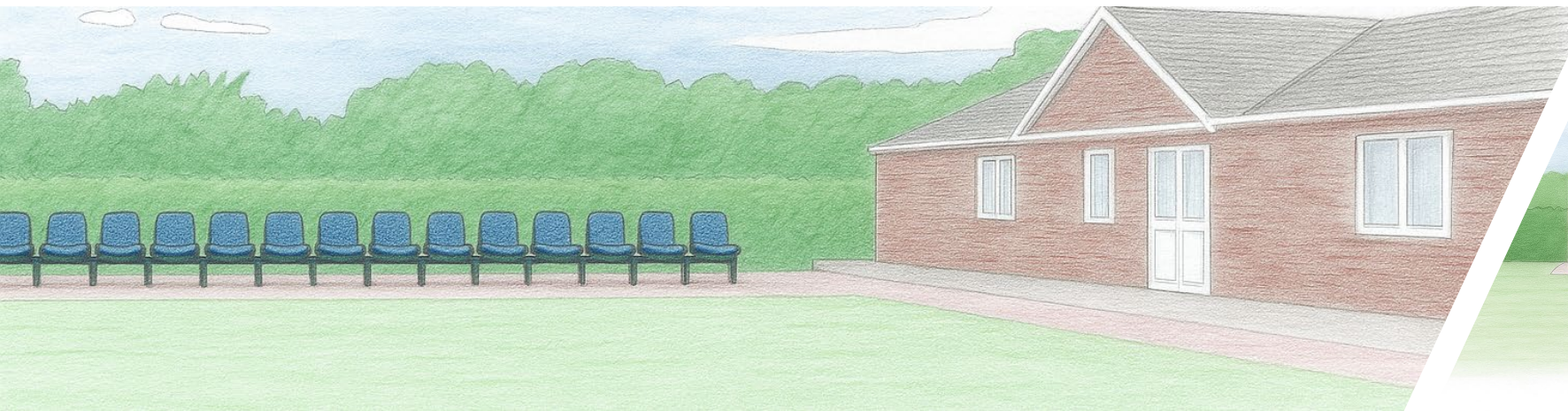
Artist impression of
a shed free site
which creates a
flexible spectator
/social space.

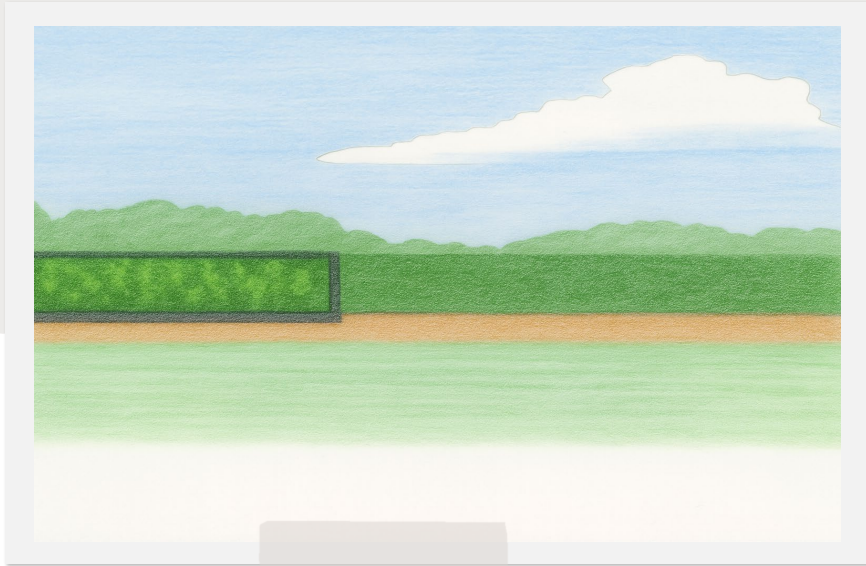




New Space will flexible – Artist impression of different uses

12/4/2025





- **Arist impression of replaced storage (not to scale)**
- **Replaced storage will be covered by living wall and placed at the far end of site**

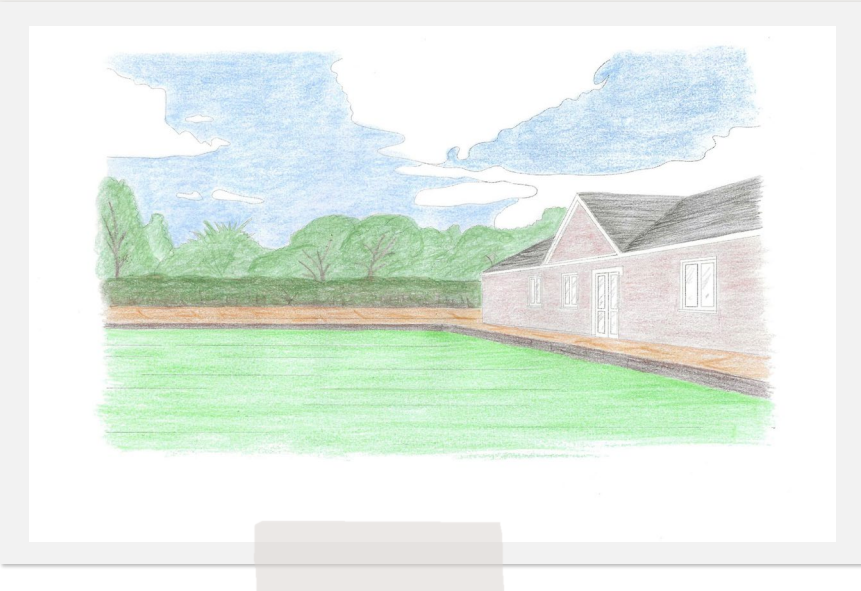
Stage 2 of Project

Stage two – small extension to building
relies on -

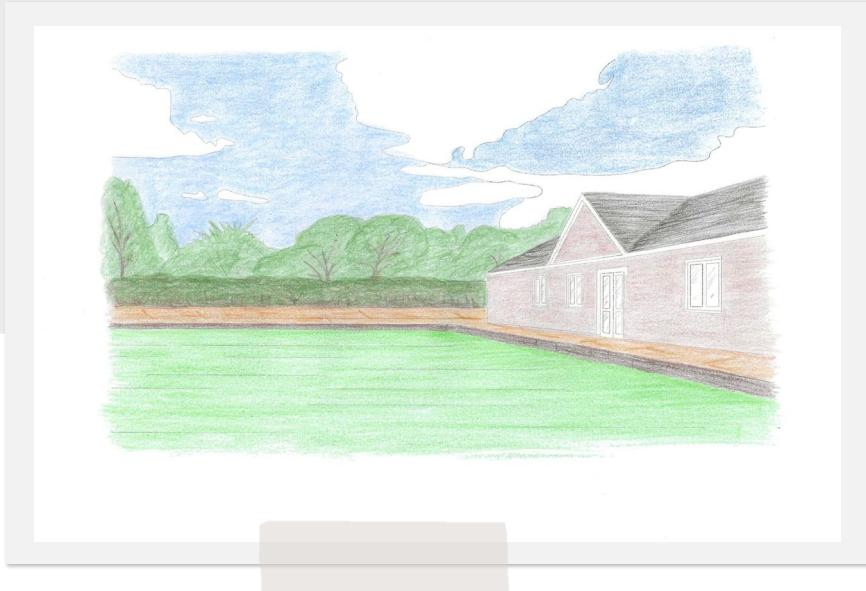
- external funding
- outcome of the feasibility of the recreation ground
- Reigate and Banstead Planning consent



Horley Town Council is asked to agree that HBC can -



1. Repair and/or replace the green surrounds.
2. Improve access for disabled users and those with limited mobility.
3. Create a designated spectator area by moving and bringing together storage units.
4. Support our planning application
5. To contribute to the Council's feasibility review of Recreation Ground
6. HTC to support our external funding bids.
7. Consider our needs in any 106/CILF planning discussions.
8. Negotiate our Lease extension.



- **Thank you:**

- ☐ for giving us the opportunity to describe our plans

- ☐ and for all the support we have had over the last few years

- **Any questions?**