

HORLEY TOWN COUNCIL

Finance & General Purposes Committee

Minutes of a Meeting of the above-named Committee held at the Town Council Offices,
Albert Road, Horley on Tuesday 10 March 2020, at 7.30 pm

Present: Cllrs J Baird
M George
H Kitajewski – Chairman
A Kitajewski
G Kumar
Samantha Marshall
Simon Marshall
Martin Saunders

In attendance: J Walsh – Town Clerk
J Morgan – RFO

F 4546 Apologies and Reasons for Absence

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

**F 4547 Approval of Minutes
Finance & General Purposes Committee, 28 January 2020**

RESOLVED: that the minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be approved.

Finance Updates

F 4548 F4350 - Damage to Railings, Horley Recreation Ground

It was noted that the Insurers had informed the Town Council that they had been successful in the pursuit of the recovery of the excess of £250 from the responsible third party, and the excess would be now be repaid.

RESOLVED: noted.

F 4549 Audit Matters

RESOLVED: that the Councillors' Audit Certificates for January and February 2020 and responses by the Clerk/RFO, where applicable, be noted. (A copy is appended).

Financial Matters

F 4550 Financial Reports for January 2020

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

- i) **Bank Reconciliations**
- ii) **Receipts List totalling £8,453.66 plus VAT (£8549.66)**
- iii) **Payments List totalling £54,169.64 plus VAT (£6,1952.27) - includes a payment of £33,413.83 including VAT to Newlyn towards the Café Pavilion Building Works.**

F 4551 Financial Reports for February 2020

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

- i) **Bank Reconciliations**
- ii) **Receipts List totalling £3,992.86 plus VAT (£4,057.86)**
- iii) **Payments List totalling £93,138.70 plus VAT (£93,826.20) – includes payment of £60,301.82 including VAT to Newlyn towards the Café Pavilion Building Works.**
- iv) **Summary of Receipts and Payments compared with Estimates.**

F 4552 Communications

The Clerk updated members on the meeting of the Communications Sub-Committee, which was held earlier in the evening. (The minutes of the Communications Sub-Committee meeting are appended.)

The Chairman reminded Members of the Cyber Awareness Training which would be taking place prior to the Full Council meeting on Tuesday 31 March at 6:30 pm.

RESOLVED: noted.

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

F 4553 Coronavirus Outbreak (Covid-19)

The Town Clerk reported that all the information and guidance on Covid-19 received from NALC/SSALC had been circulated to all Members and Staff. She urged everyone to keep up to date with the latest information. The situation was evolving all the time and HTC were following Government guidelines and taking all the necessary precautions. These included the placement of information signs around the Council building about hygiene recommendations and extra cleaning measures to combat the spread of the virus which was known to be highly contagious.

In response to Members about daily operations of the Council during Covid-19, she explained that there was a satisfactory level of business continuity in place, through remote working with IT equipment that could be used off site and this would be kept under careful review.

F 4553) It was noted that the coronavirus outbreak had led to the annual NALC Spring Conference being postponed along with many other local government events. It was inevitable that many other council and community events would need to be

suspended in the interests of public safety, including the cancellation of upcoming Town Meeting, the Horley Carnival and the VE Day celebrations.

Regular updates on guidance would be circulated to all Members and published on the Town Council website. The situation would continue to be closely monitored.

RESOLVED: noted.

Café Project, Horley Recreation Ground

F 4554

The Clerk provided the following update on the Café project and associated external works with reference to the latest surveyor's report and accompanying photographs:

- The next Progress Meeting with all parties would be on 13 February and this would be preceded with a brief visit at the site to see the Café's structural developments.
- A Leaders meeting had been held on 27 February to consider further works required to complete the project.
- It was anticipated that partial completion and handover to the Town Council be on 20 March 2020, at which point the operators would be able to start the internal fit out to their requirements. It was hoped that this would enable there to be an official opening in the Spring 2020.
- The operator had expressed a preference for propane gas as a fuel source for cooking. It had been explained that the Council had not budgeted for this and could not meet the additional cost of providing propane gas. The operator accepted this position and agreed to make their own enquiries for such provision.
- HTC was liaising with Openreach to provide a fibre connection for the broadband which would be needed for the CCTV.
- The full planning application for the car park extension and redesign had been approved subject to conditions by the Borough Council. There were some predevelopment conditions which needed to be addressed before the work on the car park extension could begin.
- A meeting had taken place with the operator to agree the Heads of Terms of the Café Concession and the Lease and was being drafted by the solicitor.
- A press release with the latest Café update had been circulated and the article had been included on the website and in the eNewsletter.

Members were advised that the next progress meeting would be on 12 March, beginning at 9:45 am at the site.

RESOLVED: noted.

F 4555

The Clerk advised that at the Leaders meeting held on 27 February, the following *expenditure* on key additional requirements had been approved so as not to hold up the completion date and to avoid any penalty from time related costs. She provided more background information on the proposed extra expenditure.

F 4555)

RESOLVED: that the additional expenditure required for the Café project, be ratified, including

- i) the provision of enhanced drainage at an estimated cost of £23k + VAT,**
- ii) rear security gates at a cost of £6,131.00 + VAT and**

iii) CCTV conduit costing approximately £3,400 + VAT

F 4556 ***RESOLVED: that the underspent amounts of £4,000 in the Tree Surgery Budget (Code 77) and £17,222 in the PWLB Loan Repayment Budget (Code 143) be vired in accordance with Financial Regulation 4.3 to the Café Build Budget (Code 145).***

F 4557 **Security Patrols**

In response to Members questions about the 6% increase on security patrols, the Clerk said that several contractors had levied a similar increase for services this year and agreed that it would be prudent for HTC to ensure that they were made aware of prospective increases prior to setting the precept. The Clerk added that the number and frequency of security patrols was under review.

RESOLVED: noted that Smartguard Security has implemented a 6% increase on charges made for Security Patrols. (No change to charges for keyholding services and alarm response services).

F 4558 **Cycle of Meetings 2020 – 2021**

A Member suggested that the Terms of Reference for Council and Committees should also be reviewed in due course.

RESOLVED: that the proposed cycle of meetings (a copy is appended) be recommended for approval to Full Council on 31 March 2020 and the Terms of Reference be reviewed in due course.

F 4559 **Charging Arrangements 2020-2021**

Following some discussion, Members agreed with the proposed changes to fees for Council services. The changes were proposed by Cllr Simon Marshall and seconded by Cllr Adrian Kitajewski. All Members agreed.

RESOLVED: that the following increases be applied to charges for the following services: -

- ***Football Pitch Hire – to increase by RPI 2.7%***
- ***Banner Display – to increase by RPI 2.7%***
- ***Community Hall Hire – no fee increase noted.***

F 4560 **Defibrillator Donation at The Bull Public House, Horley Row**

The Town Clerk gave the following update. As HTC wished to put a 5-year Licence in place, the written consent of the owner of the Public House was required. HTC was currently awaiting a response and once this had been received, would be able to go ahead and draw down the funds from the charity and get the defibrillator in place.

F 4560) ***RESOLVED noted.***
Scout Hut at Michael Crescent Centenary Park

F 4561 The Town Clerk advised Members about proposals from the RBBC Air Quality Monitoring Officer to make a contingency plan for the future growth of Gatwick Airport by installing a larger electrical box and extending the tarmac by the scout hut building. This would have the added bonus of no longer being

dependent on using the scout hut building thus releasing any constraints on the Town Council. Examples of the size of the electrical box and the area of tarmac were displayed. Members welcomed the proposal and gave their full support.

RESOLVED: To approve proposals from the RBBC Air Quality Monitoring Officer to

- i. install a new electrical box to increase power for future Gatwick growth (and not reliant on the Scout Hut Building) and***
- ii. to extend the tarmac area at the side of the building.***

F 4562 Following a former decision by Members not to install a secure metal door on the Scout hut building (costing approximately £1800), a more affordable solution to secure the building had been sought. The Clerk reported that the Council's contractors, Bennetts, had secured the entry door with a much cheaper alternative (known as a 'London Bar'), costing in the region of £30. HTC was still advising HATs and other organisations using the building for storage, not to keep anything of value in the building as it was a high risk. Any items held there would therefore be at their own risk and should preferably be stored elsewhere. HTC took the strong view that the Scout hut building remained a target for vandalism.

RESOLVED: noted.

Operational matters for noting

RESOLVED: noted that

F 4563 ***i. the Mayors Charity Account will be kept operational by topping up monthly from the Chairman's Allowance Budget and***

F 4564 ***ii. that there had been a Change of Governance of the Public Works Loan Board which would have no impact on current and future loans and no action was necessary.***

F 4565 **Borough Council support for upcoming community events in Horley**

The Clerk reported that she had written to the RBBC Council Leader, as requested, to seek support for upcoming community events in Horley especially in regard to parking and traffic management arrangements. Following this, the Head of Neighbourhood Operations at RBBC had been very helpful by putting necessary arrangements in place where possible. The Clerk would be responding to each organiser separately with the information provided by the Borough Council.

F 4565) **RESOLVED: noted.**

F 4566 **Diary Dates**

RESOLVED: that upcoming events including the Carnival Committee Meeting on 17 March and the HTMG meeting on 23 March 2020 be noted.

F 4567 **Items for Future Consideration**

Vacancy for Town Councillor (Statutory Notice issued).

Air Quality Monitoring Update, to include progress on air quality on A23 between the Longridge Roundabout and Massetts Road and the impact of the Gatwick Airport DCO process on Horley.

RESOLVED: noted.

Meeting closed at 8.35 pm

Date of Next Meeting – 12 May 2020

(Delayed from published date and to be held remotely due to COVID-19 precautions)

HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

January 2020

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

Observations (Councillors)	Clerk's action
<i>None</i>	
Name: <i>Heben Kitajewski</i>	Signature:
Signature: <i>HLA Kitajewski</i>	
Name: <i>Doreen Powell</i>	
Signature: <i>[Signature]</i>	
Date: <i>4/3/20</i>	Date

Horley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2020		
	Cash in Hand 01/04/2019		388,715.63
	ADD Receipts 01/04/2019 - 31/01/2020		991,133.84
			1,379,849.47
	SUBTRACT Payments 01/04/2019 - 31/01/2020		899,059.00
A	Cash in Hand 31/01/2020 (per Cash Book)		480,790.47
	Cash in hand per Bank Statements		
	Cash 31/01/2020	50.00	
	Handelsbanken 31/01/2020	298,110.34	
	FairFX Bank Debit Card 31/01/2020	1,007.09	
	Barclays Direct Access 31/01/2020	0.00	
	Nationwide Intl 31/01/2020	22,417.31	
	Barclays 10 Day 31/01/2020	0.00	
	HSBC Payroll 31/01/2020	13,130.39	
	HSBC Deposit 31/01/2020	96,587.39	
	HSBC Current 31/01/2020	49,487.95	
			480,790.47
	Less unrepresented payments		0.00
			480,790.47
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		480,790.47
	A = B Checks out OK		

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
297	01/01/2020		HSBC Current	9920	Football pitch hire	Redhill Rovers	S	120.00	24.00	144.00
298	02/01/2020		HSBC Current	9919	Football pitch hire	Horley AFC	S	360.00	72.00	432.00
299	02/01/2020		HSBC Current	n/a	Insurance Claim	Royal Sunalliance	E	1,880.00	0.00	1,880.00
300	03/01/2020		HSBC Current	9922	Hall Hire Fee	Kicks Dance	E	27.00	0.00	27.00
301	07/01/2020		HSBC Current	9927	Allotment Rent	Various	E	53.00	0.00	53.00
302	11/01/2020		HSBC Current	9926	Hall Hire Fee	Yoga - Charlotte Huggins	E	50.00	0.00	50.00
303	14/01/2020		HSBC Current	9965	Allotment Rent	Various	E	53.00	0.00	53.00
304	14/01/2020		HSBC Current	9948/9949	Allotment Rent	Various	E	106.00	0.00	106.00
305	14/01/2020		HSBC Current	9953	Allotment Rent	Various	E	53.00	0.00	53.00
306	14/01/2020		HSBC Current	9954	Allotment Rent	Various	E	53.00	0.00	53.00
307	14/01/2020		HSBC Current	9957	Allotment Rent	Various	E	53.00	0.00	53.00
308	15/01/2020		HSBC Current	9849	Meeting Room hire fee	Sam Gyimah MP	E	110.00	0.00	110.00
309	16/01/2020		HSBC Current	9923	Hall Hire Fee	Pilates - Kathy Gerrard	E	46.00	0.00	46.00
310	16/01/2020		HSBC Current	9940	Allotment Rent	Various	E	53.00	0.00	53.00
311	16/01/2020		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
312	16/01/2020		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
313	16/01/2020		HSBC Current	9908	Hall Hire Fee	Reigate & Banstead Borough	E	200.00	0.00	200.00
314	20/01/2020		HSBC Current	9942	Allotment Rent	Various	E	53.00	0.00	53.00
315	20/01/2020		HSBC Current	9986	Allotment Rent	Various	E	53.00	0.00	53.00
316	20/01/2020		HSBC Current	9977	Allotment Rent	Various	E	53.00	0.00	53.00
317	20/01/2020		HSBC Current	n/a	Planters	Surrey County Council	E	2,073.00	0.00	2,073.00
318	21/01/2020		HSBC Current	9945	Allotment Rent	Various	E	53.00	0.00	53.00
319	21/01/2020		HSBC Current	9962	Allotment Rent	Various	E	53.00	0.00	53.00
320	21/01/2020		HSBC Current	9982	Allotment Rent	Various	E	53.00	0.00	53.00
321	22/01/2020		HSBC Current	9946	Allotment Rent	Various	E	53.00	0.00	53.00
322	22/01/2020		HSBC Current	9984	Allotment Rent	Various	E	53.00	0.00	53.00
323	22/01/2020		HSBC Current	9915	Banner Display	Reigate Grammer	E	40.00	0.00	40.00
324	23/01/2020		HSBC Current	9967	Allotment Rent	Various	E	53.00	0.00	53.00
325	24/01/2020		HSBC Current	9955	Allotment Rent	Various	E	53.00	0.00	53.00
326	24/01/2020		HSBC Current	9950	Allotment Rent	Various	E	53.00	0.00	53.00
327	24/01/2020		HSBC Current	9932	Allotment Rent	Various	E	32.00	0.00	32.00
328	24/01/2020		HSBC Current	9966	Allotment Rent	Various	E	53.00	0.00	53.00
329	24/01/2020		HSBC Current	9970	Allotment Rent	Various	E	53.00	0.00	53.00
330	24/01/2020		HSBC Current		Market Income	Saturday Market	E	10.00	0.00	10.00
331	24/01/2020		HSBC Current	9925	Hall Hire Fee	Silver Moon Dancing	E	40.00	0.00	40.00
332	24/01/2020		HSBC Current	9951	Allotment Rent	Various	E	53.00	0.00	53.00

Horley Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
333	Church Rd Allotments	24/01/2020		HSBC Current	9963	Allotment Rent	Various	E	53.00	0.00	53.00
334	Church Rd Allotments	24/01/2020		HSBC Current	9968	Allotment Rent	Various	E	53.00	0.00	53.00
335	Church Rd Allotments	24/01/2020		HSBC Current	9947	Allotment Rent	Various	E	53.00	0.00	53.00
336	Church Rd Allotments	27/01/2020		HSBC Current	9937	Allotment Rent	Various	E	42.00	0.00	42.00
337	Church Rd Allotments	28/01/2020		HSBC Current	9969	Allotment Rent	Various	E	53.00	0.00	53.00
338	Church Rd Allotments	28/01/2020		HSBC Current	9985	Allotment Rent	Various	E	53.00	0.00	53.00
339	Church Rd Allotments	28/01/2020		HSBC Current	9983	Allotment Rent	Various	E	53.00	0.00	53.00
340	Church Rd Allotments	28/01/2020		HSBC Current	9936	Allotment Rent	Various	E	42.00	0.00	42.00
341	Church Rd Allotments	28/01/2020		HSBC Current	9960	Allotment Rent	Various	E	53.00	0.00	53.00
342	Edmonds Hall	28/01/2020		HSBC Current	9921	Hall Hire Fee	Art Class	E	105.00	0.00	105.00
343	Edmonds Hall	28/01/2020		HSBC Current	9929	Hall Hire Fee	Wardrobe Wizards	E	210.00	0.00	210.00
344	Church Rd Allotments	28/01/2020		HSBC Current	9944	Allotment Rent	Various	E	53.00	0.00	53.00
345	Church Rd Allotments	28/01/2020		HSBC Current	9939	Allotment Rent	Various	E	53.00	0.00	53.00
346	Church Rd Allotments	28/01/2020		HSBC Current	9943	Allotment Rent	Various	E	53.00	0.00	53.00
347	Church Rd Allotments	28/01/2020		HSBC Current	9971	Allotment Rent	Various	E	53.00	0.00	53.00
348	Church Rd Allotments	28/01/2020		HSBC Current	9973	Allotment Rent	Various	E	53.00	0.00	53.00
349	Church Rd Allotments	28/01/2020		HSBC Current	9956	Allotment Rent	Various	E	53.00	0.00	53.00
350	Church Rd Allotments	28/01/2020		HSBC Current	9980	Allotment Rent	Various	E	53.00	0.00	53.00
351	Church Rd Allotments	28/01/2020		HSBC Current	9941	Allotment Rent	Various	E	53.00	0.00	53.00
352	Church Rd Allotments	30/01/2020		HSBC Current	9974	Allotment Rent	Various	E	53.00	0.00	53.00
354	Church Rd Allotments	30/01/2020		HSBC Current	9934	Allotment Rent	Various	E	32.00	0.00	32.00
353	Church Rd Allotments	31/01/2020		HSBC Current	9976	Allotment Rent	Various	E	53.00	0.00	53.00
355	Church Rd Allotments	31/01/2020		HSBC Current	9979	Allotment Rent	Various	E	53.00	0.00	53.00
356	Bank Interest	31/01/2020		Handelsbanken		Interest	HANDELSBANKEN	E	88.66	0.00	88.66
Total									8,453.66	96.00	8,549.66

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
625	01/01/2020		FairFX Bank Debit Car		Office supplies	Various	E	12.70	0.00	12.70
586	02/01/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	94.00	0.00	94.00
587	03/01/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
626	03/01/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
627	07/01/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	126.80	0.00	126.80
588	07/01/2020		HSBC Current		Electricity supply	British Gas	S	191.80	38.36	230.16
589	08/01/2020		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
628	09/01/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
590	10/01/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,691.16	0.00	1,691.16
591	10/01/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
592	10/01/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
593	10/01/2020		HSBC Current		Professional Fees	LG Business Consultation	E	375.60	0.00	375.60
594	10/01/2020		HSBC Current		CCTV Maintenance	Innovation Fire & Security	S	370.00	74.00	444.00
595	10/01/2020		HSBC Current		PAYE	HMRC	E	1,231.20	0.00	1,231.20
596	10/01/2020		HSBC Current		NIC Employer	HMRC	E	1,069.22	0.00	1,069.22
597	10/01/2020		HSBC Current		NIC Employee	HMRC	E	693.72	0.00	693.72
598	10/01/2020		HSBC Current		Playground repairs	HAGS-SMP Ltd	S	170.24	34.04	204.28
599	10/01/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,960.43	792.09	4,752.52
600	10/01/2020		HSBC Current		Cleaning	Asbit	S	829.50	165.90	995.40
601	13/01/2020		HSBC Current		Bank charge	HSBC	E	41.76	0.00	41.76
602	13/01/2020		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
603	15/01/2020		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
604	16/01/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
605	17/01/2020		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
606	17/01/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	144.08	28.82	172.90
629	17/01/2020		FairFX Bank Debit Car		Shredding	HomeShredUK	S	74.99	15.00	89.99
607	20/01/2020		HSBC Current		Gas boiler service	British Gas	S	41.00	8.20	49.20
608	20/01/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
609	21/01/2020		HSBC Current		Hall Hire Fee	Staywell Regent House	E	201.30	0.00	201.30
610	21/01/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	1,234.16	246.83	1,480.99
611	21/01/2020		HSBC Current		Horley in Bloom	Horley Flower Club	E	30.00	0.00	30.00
612	21/01/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	31.09	6.22	37.31
613	21/01/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
614	22/01/2020		HSBC Current		Gas supply	British Gas	S	254.40	50.88	305.28
615	22/01/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	239.80	47.96	287.76
616	24/01/2020		HSBC Current		Electricity supply	British Gas	L	125.01	6.25	131.26

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
617	24/01/2020		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
618	28/01/2020		HSBC Current		cafe pavilion	Newlyns	S	27,844.86	5,568.97	33,413.83
619	28/01/2020		HSBC Current		Christmas tree	Mitchells of Horley Ltd	S	440.00	88.00	528.00
620	28/01/2020		HSBC Current		Repairs/Maintenance	L&C Installations	S	847.00	169.40	1,016.40
621	28/01/2020		HSBC Current		Grounds Maintenance	L&C Installations	S	513.00	102.60	615.60
622	28/01/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
633	28/01/2020		HSBC Payroll		Salaries	Horley Town Council	E	7,932.20	0.00	7,932.20
630	29/01/2020		FairFX Bank Debit Car		Telephone Line Rental	Zen Internet	S	34.00	6.80	40.80
632	30/01/2020		FairFX Bank Debit Car		Cyber Essentials Certification	IT Governance	S	300.00	60.00	360.00
631	31/01/2020		FairFX Bank Debit Car		Telephone Line Rental	Zen Internet	S	76.00	15.20	91.20
623	31/01/2020		HSBC Current		Electricity supply	British Gas	L	148.90	7.44	156.34
624	31/01/2020		HSBC Current		Bank charge - debit card mach	SumUp	E	4.31	0.00	4.31
Total								54,169.64	7,782.63	61,952.27


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

February 2020

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

Observations (Councillors)	Clerk's action
None	
Name: Helen Kitajewski	Signature:
Signature: H Kitajewski	
Name: David Powell	
Signature: 	
Date: 4/3/20	Date

Horley Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 29/02/2020		
	Cash in Hand 01/04/2019		388,715.63
	ADD Receipts 01/04/2019 - 29/02/2020		995,191.70
			1,383,907.33
	SUBTRACT Payments 01/04/2019 - 29/02/2020		992,885.20
A	Cash in Hand 29/02/2020 (per Cash Book)		391,022.13
	Cash in hand per Bank Statements		
	Cash 29/02/2020	50.00	
	Handelsbanken 29/02/2020	218,190.20	
	FairFX Bank Debit Card 29/02/2020	842.35	
	Barclays Direct Access 29/02/2020	0.00	
	Nationwide Intl 29/02/2020	22,417.31	
	Barclays 10 Day 29/02/2020	0.00	
	HSBC Payroll 29/02/2020	13,248.76	
	HSBC Deposit 29/02/2020	36,287.39	
	HSBC Current 29/02/2020	99,986.12	
			391,022.13
	Less unrepresented payments		0.00
			391,022.13
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		391,022.13
	A = B Checks out OK		

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
357	01/02/2020		HSBC Current	9933/9964	Allotment Rent	Various	E	85.00	0.00	85.00
358	03/02/2020		HSBC Current	9981	Allotment Rent	Various	E	53.00	0.00	53.00
359	03/02/2020		HSBC Current	9990	Football pitch hire	AFC Gatwick	S	240.00	48.00	288.00
360	04/02/2020		HSBC Current	9958/9975/9961	Allotment Rent	Various	E	159.00	0.00	159.00
361	04/02/2020		HSBC Current	9989	Banner Display	Various	E	60.00	0.00	60.00
362	08/02/2020		HSBC Current	9991	Football pitch hire	Various	S	34.00	6.80	40.80
363	10/02/2020		HSBC Current	9993	Hall Hire Fee	Kicks Dance	E	81.00	0.00	81.00
364	10/02/2020		HSBC Current	99939999	Hall Hire Fee	Yoga - Dariya Kamenska	E	116.00	0.00	116.00
365	11/02/2020		HSBC Current	9928/9972	Allotment Rent	Various	E	106.00	0.00	106.00
366	12/02/2020		HSBC Current	9988	Football pitch hire	Charlwood Juniors	S	51.00	10.20	61.20
367	13/02/2020		HSBC Current	9846	Emlyn Meadows	Reigate & Banstead Borough	E	1,700.00	0.00	1,700.00
368	13/02/2020		HSBC Current	9906	Hall Hire Fee	C Huggins	E	100.00	0.00	100.00
369	18/02/2020		HSBC Current	9998	Allotment Rent	Various	E	25.00	0.00	25.00
370	19/02/2020		HSBC Current		Innes Pavilion rent	Kickboxing - S Reynolds	E	771.00	0.00	771.00
371	19/02/2020		HSBC Current		Innes Pavilion Electricity Contr	Kickboxing - S Reynolds	E	55.00	0.00	55.00
372	19/02/2020		HSBC Current	9997	Hall Hire Fee	C Huggins	E	100.00	0.00	100.00
373	21/02/2020		HSBC Current	9928	Banner Display	Reigate Grammer	E	60.00	0.00	60.00
374	21/02/2020		HSBC Current	9873	Allotment Rent	Various	E	25.00	0.00	25.00
375	21/02/2020		HSBC Current	9994	Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
376	28/02/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	79.86	0.00	79.86
Total								3,992.86	65.00	4,057.86

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
668	04/02/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
634	05/02/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
635	05/02/2020		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	1,043.40	208.68	1,252.08
636	05/02/2020		HSBC Current		PAYE	HMRC	E	1,220.80	0.00	1,220.80
637	05/02/2020		HSBC Current		Pension payments Employee	Prudential LGAVC	E	750.00	0.00	750.00
638	05/02/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
639	05/02/2020		HSBC Current		NIC Employee	HMRC	E	687.48	0.00	687.48
640	05/02/2020		HSBC Current		NIC Employer	HMRC	E	1,062.05	0.00	1,062.05
641	05/02/2020		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,691.17	0.00	1,691.17
642	10/02/2020		HSBC Current		Telephone charges	BT	S	249.95	49.99	299.94
643	10/02/2020		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	41.36	0.00	41.36
644	10/02/2020		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
645	10/02/2020		HSBC Current		CCTV Broadband	Zen Internet	S	30.00	6.00	36.00
669	10/02/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	126.80	0.00	126.80
670	10/02/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
646	17/02/2020		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
647	17/02/2020		HSBC Current		Telephone charges	EE	S	19.00	3.80	22.80
648	17/02/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
649	18/02/2020		HSBC Current		Gas boiler service	British Gas	S	41.00	8.20	49.20
650	19/02/2020		HSBC Current		Gas boiler service	British Gas	S	62.02	12.40	74.42
651	20/02/2020		HSBC Current		Cleaning	Asbit	S	585.50	117.10	702.60
652	20/02/2020		HSBC Current		Mayor's Charity	Horley Town Council	E	200.00	0.00	200.00
653	20/02/2020		HSBC Current		Fire Extinguisher Maintenance	Fireline ltd	S	84.08	16.82	100.90
654	20/02/2020		HSBC Current		Consultancy	LG Business Consultation	E	832.40	0.00	832.40
655	20/02/2020		HSBC Current		Building supplies	Mitchells of Horley Ltd	S	61.00	12.20	73.20
656	20/02/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	49.62	9.92	59.54
657	20/02/2020		HSBC Current		cafe pavilion	Newlyns	S	50,251.52	10,050.30	60,301.82
658	20/02/2020		HSBC Current		cafe pavilion	Newlyns	S	0.00	-10,050.30	-10,050.30
659	20/02/2020		HSBC Current		cafe pavilion	Newlyns	Z	10,050.30	0.00	10,050.30
660	20/02/2020		HSBC Current		Playground Inspection	Playground Inspection Co	S	255.00	51.00	306.00
661	21/02/2020		HSBC Current		Gas supply	British Gas	S	271.63	54.32	325.95
671	21/02/2020		FairFX Bank Debit Car		Rail Users Association	RR&D Rail Users Association	E	5.00	0.00	5.00
662	24/02/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	239.80	47.96	287.76
663	24/02/2020		HSBC Current		Gas supply	British Gas	L	133.33	6.67	140.00
664	24/02/2020		HSBC Current		Electricity supply	British Gas	L	139.89	6.99	146.88
665	25/02/2020		HSBC Current		Electricity supply	British Gas	L	11.18	0.55	11.73

Horley Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
672	Office Supplies & Equipment	25/02/2020		FairFX Bank Debit Car		Office supplies	Various	E	6.40	0.00	6.40
673	Net Salaries	28/02/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,081.63	0.00	8,081.63
666	Cafe/Pavilion PWLB Loan Rep	28/02/2020		HSBC Current		PWLB repayment	PWLB	E	13,777.90	0.00	13,777.90
667	Bank charges	29/02/2020		HSBC Current		Bank charge	SumUp	Z	5.93	0.00	5.93
Total									93,138.70	687.50	93,826.20

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

February 2020 (2019-2020)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	372,755.00	372,755.00					
SUB TOTAL		372,755.00	372,755.00					

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	1,137.78	138			138	
3	Section 136 LGA	37,000.00	37,711.00	711			711	
5	Devolved Powers	1,700.00	1,700.00					
6	Council Tax Support Grant							
141	CIL	5,000.00	17,535.64	12,536			12,536	
SUB TOTAL		44,700.00	58,084.42	13,384			13,384	

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	12,097.00	97			97	
8	Football Pitches	8,400.00	5,246.51	-3,153	1,587.05	-1,587	-4,741	
9	Church Rd Allotments	3,300.00	2,866.00	-434			-434	
10	Langshott Allotments	3,800.00	3,735.00	-65			-65	
11	Bowls Club	276.00	251.00	-25			-25	
12	Innes Pavilion	10,000.00	8,481.00	-1,519			-1,519	
13	Saturday Market	200.00	370.00	170			170	
14	Events and Banners	6,000.00	12,028.00	6,028	2,500.00	-2,500	3,528	
15	Meeting Room	220.00	330.00	110			110	
16	Edmonds Hall Deposits		100.00	100	150.00	-150	-50	
17	Football Pitch Deposits		100.00	100	100.00	-100		
SUB TOTAL		44,196.00	45,604.51	1,409	4,337.05	-4,337	-2,929	

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	717.75	882	882
20	Courier & Postage				400.00	66.80	333	333
21	Office Supplies & Equipment				3,000.00	2,903.50	97	97
22	Photocopying	50.00	229.90	180	4,500.00	2,605.53	1,894	2,074
23	IT				6,000.00	4,485.19	1,515	1,515
24	Website				2,800.00	4,180.00	-1,380	-1,380
25	Communications				1,800.00	1,851.96	-52	-52
26	Environment Campaign							

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

3 March 2020 (2019-2020)

SUB TOTAL	50.00	229.90	180	20,100.00	16,810.73	3,289	3,469
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				96,000.00	93,186.09	2,814	2,814
31	PAYE				11,000.00	13,301.55	-2,302	-2,302
32	NI Employee				11,000.00	7,263.56	3,736	3,736
33	NI Employer				11,000.00	11,238.87	-239	-239
34	SCC Pension Employee				12,000.00	13,553.06	-1,553	-1,553
35	SCC Pension Employer				24,000.00	17,809.09	6,191	6,191
SUB TOTAL					165,000.00	156,352.22	8,648	8,648

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	3,353.82	-354	-354
39	Cleaning of hall and office				10,500.00	13,155.80	-2,656	-2,656
40	Utilities				5,400.00	4,162.23	1,238	1,238
41	Rates				3,000.00	936.52	2,063	2,063
42	Maintenance Contracts				3,200.00	831.20	2,369	2,369
43	Window Cleaning				750.00	300.00	450	450
44	Security Alarm system							
45	Compliance and Regulatory				5,060.00	3,991.90	1,068	1,068
46	Market rates and utilities							
SUB TOTAL					30,910.00	26,731.47	4,179	4,179

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges				1,350.00	557.40	793	793
52	Insurance				8,500.00	7,050.01	1,450	1,450
53	Legal and professional fees				19,500.00	30,651.43	-11,151	-11,151
54	Audit fees				2,200.00	2,179.00	21	21
55	Subscriptions & Licences				7,100.00	6,103.16	997	997
56	Advertising							
57	Newsletter							
58	Town Guide							
59	Presentation Badges							
60	Election Expenses				2,500.00		2,500	2,500
61	QPS							
62	Chairman's Allowance				400.00	200.00	200	200
63	Clr Expenses				200.00	36.00	164	164
64	Clr Training		21.59	22	1,300.00	1,205.55	94	116
65	Staff Expenses				500.00	17.10	483	483

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

3 March 2020 (2019-2020)

66 Staff Training				1,500.00	586.60	913	913
137 Langshott Legal fees							
138 Gatwick Consultancy							
142 GDPR				3,000.00	35.00	2,965	2,965
SUB TOTAL	21.59	22		67,595.00	68,166.17	-571	-550

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				50,000.00	42,375.90	7,624	7,624
71	Contractors' Maint (Agency)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	5,315.00	2,985	2,985
73	Playground Repairs				4,000.00	5,163.74	-1,164	-1,164
74	Parks Furniture				4,000.00	2,987.00	1,013	1,013
75	Signage				1,600.00		1,600	1,600
76	Pest Control				550.00		550	550
77	Tree Surgery		350.00	350	8,000.00	1,000.00	7,000	7,350
125	Project Expenditure							
126	Himalayan Balsam							
SUB TOTAL			350.00	350	78,150.00	56,841.64	21,308	21,658

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	857.00	2,643	2,643
80	Ornamental Gardens				1,500.00	884.63	615	615
81	Skatepark & MUGA					150.00	-150	-150
82	Footpaths & Car park					733.81	-734	-734
123	Grounds		1,888.60	1,889	2,000.00	43,118.50	-41,119	-39,230
143	Cafe/Pavilion PWLB Loan Repaym				31,000.00	13,777.90	17,222	17,222
144	Pavilion Cafe PWLB Loan		472,834.45	472,834				472,834
145	Pavilion Cafe					505,327.30	-505,327	-505,327
SUB TOTAL			474,723.05	474,723	38,000.00	564,849.14	-526,849	-52,126

COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,000.00	399.50	601	601
87	Buildings				5,000.00	3,126.54	1,873	1,873
88	Utilities		605.00	605	2,500.00	2,761.12	-261	344
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,200.00	569.70	1,630	1,630
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment							
130	Refurbishment							

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

3 March 2020 (2019-2020)

131 Maintenance Contracts				820.00	673.17	147	147
132 Innes Communications				300.00	301.34	-1	-1
133 Rates							
134 Security Patrols					142.40	-142	-142
135 Insurance							
139 Innes Cleaning							
SUB TOTAL			605	11,821.00	7,974.77	3,846	4,451

MICHAEL CRESCENT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91 Rates & Utilities				700.00	565.72	134	134
121 Buildings and Grounds				1,550.00	2,700.30	-1,150	-1,150
140 Scout Hut Demolition							
SUB TOTAL				2,250.00	3,266.02	-1,016	-1,016

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	216.00	284	284
SUB TOTAL				500.00	216.00	284	284

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance					3,113.49	-3,113	-3,113
97 Church Rd Maintenance				1,800.00	1,940.15	-140	-140
98 Church Rd Utilities				500.00	84.39	416	416
99 Langshott Utilities		70.73	71	900.00	12.71	887	958
SUB TOTAL		70.73	71	3,200.00	5,150.74	-1,951	-1,880

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	725.00	2,423.00	1,698	8,500.00	8,762.00	-262	1,436
101 Horley/South & SE in Bloom		248.29	248	2,100.00	1,433.48	667	915
102 Christmas				1,900.00	1,148.80	751	751
SUB TOTAL	725.00	2,671.29	1,946	12,500.00	11,344.28	1,156	3,102

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

3 March 2020 (2019-2020)

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,000.00	5,551.14	-551	-551
106	CCTV Installation				11,000.00	8,815.00	2,185	2,185
107	CCTV Maintenance				1,000.00	425.00	575	575
108	CCTV Broadband Connections				1,000.00	1,061.20	-61	-61
SUB TOTAL					18,000.00	15,852.34	2,148	2,148

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00		1,000	1,000
111	Churchyards				6,500.00	6,400.00	100	100
112	Clr Initiative grants					100.00	-100	-100
113	Other Grants							
SUB TOTAL					7,500.00	6,500.00	1,000	1,000

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments							
SUB TOTAL								

CONTINGENCY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
122	Contingency							
SUB TOTAL								

Summary

NET TOTAL	462,426.00	955,115.49	492,689	455,526.00	944,392.57	-488,867	3,823
V.A.T.		40,076.21			48,492.63		
GROSS TOTAL		995,191.70			992,885.20		

HORLEY TOWN COUNCIL
Communications Sub-Committee

Minutes of a Meeting of the above-named Sub-Committee held at the
Town Council Offices, 92 Albert Road, Horley on 10 March 2020, at 6.45 pm

Present

Cllrs Helen Kitajewski (HK), Chairman
Samantha Marshall (SM)
Adrian Kitajewski (AK)
Mike George (MG)
Martin Saunders (MS)

In Attendance

Joan Walsh (JW)
Helen Maan (HM)

1. Apologies and Reasons for Absence

Apologies were received from Wayne Philips (WP) Alan Jones (AJ)

2. Declarations of Interest

None were declared.

3. Minutes of Previous Meeting (held on 28 January 2019)

The minutes were approved as a correct record.

4. Updates from Previous Meetings

JW reported that the new cyber security software had been purchased and installed through our IT providers Micro Maintenance. They will be offering training for Councillors and staff on 30th March 2020 at 18:30 before the Full Council Meeting

Noted

5. Data Protection Act and General Data Protection Regulations (GDPR)

JW reported that the ICO has provided further information about article 28 of the EU regs. In summary the ICO has advised that if a data controller (such as the Council) outsources to a contractor then a written agreement must be in place to comply with GDPR. This will ensure both parties are clear in their GDPR roles and responsibilities.

Noted

6. eNewsletter

To receive an update

HM advised that nearly 50% of subscribers are now reading the newsletter. The number of subscribers has stayed stable at 1160.

Noted

MS advised that the newsletter had gone into his Junk Email box for two separate reasons.

(i) Office 365 had introduced more stringent email domain validity verification called DMARC. MS to speak to Matt from Micro Maintenance about updating our verification

MS to action

(ii) Also the new filters on many email accounts check the content of the email. As the Newsletter contains numerous links this may be causing it to be identified as SPAM. HM to speak to Email Blaster to see if they have any solutions

HM to action

7. HTC Website

(i) **Accessibility Regulations and compliance - To receive an update**

JW reported that work to implement this was well underway and we hoped to have the statement on our website soon

Noted.

(ii) To receive an update on any other matters

HM advised that she is still waiting for the information from the Environment Working Group. MS to provide HM with the relevant documents.

Action: HM/MS

8. Hall Sound system – To receive an update on attempts to improve the current set-up

HM reported that Bennets had investigated ways to improve the system in the hall. It looks likely that the costs for speakers and an amplifier will be around £1000. Bennets still have more investigations to complete to ensure the compatibility with the Apple TV system.

Noted

There was some discussion about the possibility of webcasting committee meeting but it was decided that it wasn't viable at this time due to cost and infrastructure limitations.

Noted

9. Town Plan – Review the design of the Town Plan booklet

It was agreed that the diamond shaped photographs should be removed from the design and that Cllr Powell's picture should be changed to a more recent one. HM to liaise with MAD ideas.

Action: HM

10. Other Communications Matters – To receive an update on any other matters

None to report

Noted

11. Date of Next Meeting

The next meeting will take place on **28 April 2020, 6.45pm**

Comms SC / HM

11.03.20