

HORLEY TOWN COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held virtually on 24 November 2020, at 7.30 pm

Present	Cllrs	Jante Baird	Helen Kitajewski (Chairman)	Samantha Marshall
		Jordan Beech	Ganesh Kumar*	Simon Marshall
		Mike George	Wayne Phillips	Robert Marr
		Adrian Kitajewski	David Powell*	Martin Saunders

*** Absent**

Also Present Joan Walsh (Town Clerk)
 Judy Morgan (RFO and Planning Officer)
 Alan Jones (Consultant)

F 4659 Virtual Meeting

The Chairman welcomed new Committee Member Cllr Beech to the meeting.

RESOLVED: that in view of the COVID-19 lockdown period, the meeting of the Finance and General Purposes Committee be held virtually.

F 4660 Apologies and Reasons for Absence

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

F 4661 Approval of Minutes

RESOLVED: that the minutes of the meeting of the Finance & General Purposes Committee held on 06 October 2020, be approved.

F 4662 Finance Updates

F4615 - Safe Drive Stay Alive Campaign

The Town Clerk reported that further to the resolution made that the Council donate £100 to the digital campaign; the payment had been made and had been gratefully received. She understood that the online performances had been a great success.

RESOLVED: noted.

F 4663 Internal Audit Matters

The Chairman thanked Cllrs Samantha Marshall and Saunders for carrying out the Councillor audit.

The Town Clerk said that Andy Beams of Mulberry & Co had conducted the first internal audit on site (with COVID measures in place). The interim audit report had previously been circulated for information. The internal auditor focussed on governance and accountability and reviewed and performed tests on the following areas:

- Review of the accounting system and financial reporting package
- Review of the Financial Regulations and Standing Orders
- Review of the risk assessments and insurance
- Review of the budgeting process
- Review of salaries
- Review of fixed asset register

His opinion was the Council takes governance, policies, and procedures very seriously and that the systems and internal procedures at Horley Town Council are well established and followed and that sound internal control was in place.

He made a few recommendations for future actions which he felt would enhance an already well-ordered system. The Clerk together with the RFO circulated draft responses to the recommendations for consideration and these were agreed by the Committee.

RESOLVED:

- i) that the Councillors' Audit Certificate for September and October 2020 and responses by the RFO, be noted. (Copies are appended).*
- ii) that the outcome of the first internal audit with Mulberry & Co be noted and Council responses (appended) agreed.*

F 4664 Financial Reports for September and October 2020

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

- i) September and October Bank Reconciliations*
- ii) September Receipts List totalling £223,145 and October Receipts List totalling £17,091 – includes Precept of £202,388, S136 £18,871 and CIL £14,988.*
- iii) September Payments List totalling £35,090.56 plus VAT (£37938.49). October Payments List totalling £73,799.88 plus VAT (£84,732.57)- includes a payment of £27,826.83 excluding VAT to Newlyn's towards the Café Build.*
- iv) October Summary of Accounts*

F 4665 Town Council Estimates and Precept 2021/22

The RFO referred to the information previously circulated to all Members, outlining the aims and context for setting the precept for 2021/22, and the proposals to meet those requirements as modelled in the scenario being recommended. The views of all committees had been included in the modelling and the Chair and Vice Chair of the Finance Committee had reviewed the proposal together with the Town Clerk and RFO. The RFO recommended that to preserve the level of General Reserve, as much as possible, while continuing to deliver all services and funding some new community initiatives an amount of £15,000 should be precepted giving a rise in tax of 4.56%; which is lower than last year's increase and would see Band D tax for HTC rise by £1.81 for the year.

Following that work, the Leisure Committee had the opportunity to further consider the proposals and felt that there should be a significant reduction in the level of income predicted and they had a few other queries which the RFO answered. The RFO explained that if Members wished to reduce predicted income by £8,000, some consideration as to how to balance this out would need to be given. The options were to cut expenditure, reduce earmarked reserves, reduce general reserve, or increase precept. Members discussed the

issues and agreed that following the recent Government announcement about vaccinations they wished to take a more optimistic view and reduce the predicted income by £4,000. They instructed the RFO to cut some of the budgets to make up the £4,000 budget gap.

The level of proposed increase in precept was debated by Members. Concern for the economic circumstances of residents was expressed. Some Members felt that this would be offset by Council Tax Relief. Cllr Simon Marshall proposed that the increase in precept be 4.56% or a rise of £1.81 per year for a band D household, as modelled for the reasons set out by the RFO. Cllr Baird seconded the proposal, and this was agreed. The draft precept amended as agreed by the Finance Committee would be presented to Full Council for approval at its meeting in December.

RESOLVED:

- i) That the RFO adjust the draft budgets according to the guidance received from Members at the Finance Committee Meeting***
- ii) That although the earmarked reserves for the Edmonds Hall and Election Contingency would be reduced to zero, they should remain on the fund list as they would need to be built up in future***
- iii) That a rise in precept of 4.56% be agreed***
- iv) That the draft budget, amended as agreed, be presented to Full Council for approval at the meeting on 15 December 2020***

F 4666 Café In The Park Project, Horley Recreation Ground - Practical Completion

The Town Clerk provided a comprehensive update on Practical Completion of the new Café build and associated external works at Horley Recreation Ground. She explained that handover from the contractors to Horley Town Council took place on 20 November 2020. She had been in attendance along with the contractors, the managing surveyor acting for the Council, Cllrs Baird and Hudson (representing the Council's Working Group) and HTC Consultant, Alan Jones. The group had a final inspection of the site and Café build and full sets of keys were provided for the keyholders. HTC would receive the completed Health & Safety and Operations & Maintenance Manuals shortly.

The Town Clerk further advised that the fire curtain (linked to alarm systems) and the lowered counter had been successfully installed and Building Control had signed off the building in its entirety. These features would be duly validated in the Final Building Control Certificate to follow. The Building Control Inspector had advised the contractors that the final construction was thought to be of award-winning status and should be put forward for accreditation in due course.

The Town Clerk further confirmed that everything was in order for the operator to begin trading as soon as possible but this would depend on ongoing public health guidance from Government on the COVID-19 pandemic. Members were very pleased to note that this major capital project had reached a satisfactory conclusion and it was an exciting milestone for the Town Council to have reached despite many difficult challenges during unprecedented times. Ultimately the objectives to provide a new contemporary Café with toilets along with larger car park and attractive landscaping had been achieved and it was hoped to be seen as transforming the Recreation Ground into a flagship park and creating a real legacy for the Horley community.

F 4666) (**Supplementary Note:** A [Press Release](#) was subsequently issued by the Town Council and published through its normal online and social media channels.)

RESOLVED: Noted.

F 4667 Café Tenancy and anticipated Opening Date

The Town Clerk explained that the operator was aiming to open in early January (subject to Government guidance on COVID-19 precautions at that time). She said it was clear to see that the operator had put an enormous amount of hard work and large capital investment into their new business venture and they were looking to employ local staff on contracts to work at the Café to coincide with their opening from 7.00 am up until 7.00 pm in the summer months. Planning approval from RBBC to house the outside container was still outstanding. She added that the operator remained very enthusiastic and excited about the project and they had many good innovative ideas to impart for their new business venture.

In response to Members questions, the Town Clerk confirmed that a small ceremony would be arranged to coincide with the official opening and HTC would be inviting the local MP along with County and Borough Councillors. Further details would be provided in due course.

RESOLVED: Noted.

F 4668 Licensing Application

The Town Clerk Informed Members that the operator has made a Licensing Application to the Borough Council to provide alcohol. They planned to serve wine and beer with meals but only on the premises.

RESOLVED: That a letter of consent to serve wine and beer with meals be issued to the operator subject to them obtaining the appropriate Alcohol License from the RBBC.

F 4669 Mobile Unit Use

The Town Clerk reported that the operator was utilising their mobile unit occasionally at the site during the second COVID-19 lockdown period and sought approval of the arrangement. She said that they were using the opportunity to get to know local people, keeping the unit secure and were giving some informal viewings of the Café. She understood that that the mobile unit service had been well received and custom was generally regular.

RESOLVED: That a letter of consent approving the arrangement whereby the operator is using their mobile unit to trade prior to opening be issued.

F 4670 Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)

Surrey ALC AGM, 22 October 2020

Cllr Mike George as the Town Council's representative reported on the meeting, as follows:

- The unitary process is being paused and may not come back.
- SCC will be operational from their new Reigate location effective 1 January 2021.

- F 4670)**
- Councils should start planning for hybrid meetings as these may become a reality in the future
 - There was a discussion around Remembrance Services and Parades this year and with regards to future parades, when these can be held, the civic authority responsible for organising these is deemed to be the Borough or District Council.
 - Training has been particularly successful since the lockdown in March with increased attendances in comparison to actual sessions. Virtual sessions have meant no venue costs incurred & members saving on travel costs. The case was being made for this to continue. The recent meeting of council chairmen attracted 50 participants: a record number for this event.
 - A homeworking policy template is available, there is a duty on the employer to ensure that the homeworking environment is adequate.
 - Playgrounds may be re-opened by not outdoor gyms.
 - It was being recommended for resilience that Town and Parish Councils work together in clusters for resilience.
 - Following HTC's recent successful experience of conducting a virtual online poll for the Co-option of two new Town Councillors, Cllr George had offered for the Town Council to share their experience with other Councils.
 - Opposing views were expressed on the recording of meetings and it was up to each Council to decide on how it wished to proceed.

RESOLVED: noted.

F 4671 SSALC and NALC subscriptions for 2021/2022 –

RESOLVED: noted that for 2021/22 the Town Council's SSALC subscription will be £1,750 and the NALC subscription will be £1,433 (Total £3,183).

F 4672 Standards Matter 2: Public Consultation and Public Sector Survey – Closing Date: 18 December 2020 (NALC Response Deadline: 4 December 2020)

The Town Clerk said that as part of its review into the institutions, processes, and structures in place to support high standards of conduct, the Committee on Standards in Public Life was seeking the views of the public. Following a brief discussion, it was agreed that the Chairman and Vice-Chairman (with Officer support) should prepare a draft response for consideration by Council at the meeting on 15 December. Although this would be after NALC's deadline it would meet the closing date stated by the Committee on Standards in Public Life (since this deadline had been extended to 29 January 2021)

RESOLVED: that Cllrs H Kitajewski and Samantha Marshall draft a response to the Standards Matter 2: Public Consultation and Public Sector Survey, for consideration and approval at the Full Council on 15 December 2020.

F 4673 National and County Association Updates (NALC and SSALC)

The Town Clerk gave the following updates:

- The latest NALC guidance was being followed with regard to the continuance of remote meetings under the amended regulations. The introduction of some blended meetings seemed a possible option at a future stage and HTC would facilitate these when it was safe to do so.

- NALC had recently launched the 'Make a Change' Campaign to encourage people to become Councillors in the run up to the May 2021 local Elections and the process to be followed through the principal authority's Returning Officer.
- Awareness of the 'Level Up' Laptop Appeal had been raised with SSALC and Cllr Saunders had offered to run online presentations for any Town and Parish Councils that might be interested to launch a similar initiative in their respective areas.

RESOLVED: noted.

F 4674 COVID-19 Response

The Town Clerk gave the following overview on the Town Council's current measures in response to the COVID-19 crisis:

- The Edmonds Hall had been closed to hirers for the duration of the second lockdown; most hirers have said that they do not plan to return before the Christmas break.
- The HTC office is now open and manned between 10 am and 4 pm weekdays. Staff are back to a blend of home working and lone working and the office is generally busy with visitors and telephone calls. Because the team is small and providing as much cover as possible, visitors are advised to call ahead for an appointment to ensure that a staff member will be available. The Council caretaker is on site daily. She said that HTC staff should be commended for stepping up to the many challenges of working in this way to ensuring that all day-to-day activities of the Town Council are being met. Members thanked the Town Clerk and Officers for their tenacity and flexibility to enable the Town Council to remain public facing during the crisis.
- The Town Clerk explained that there were some persistent youngsters using the back of the building for football and there was also a broken rear bollard light. It had therefore been decided to turn out the lights at the rear the building for a couple of weeks in the hope that this would discourage such use. Once the hirers return the lights will be switched back on again for safety reasons.
- The Town Council's Homeworking Policy would be brought forward for action and it was planned for each member of staff to carry out a DSE Assessment to ensure that they were full equipped to carry out home working.
- The Town Clerk added that as part of planning for staff to return to the office, modular desk screens for dividing up the workspace had been purchased to provide a COVID secure environment.

RESOLVED:

- F 4674**
- i) That the reclosure of the Edmonds Hall and the maintenance of Town Council Office opening hours during the second lockdown be noted and kept under regular review; and***
 - ii) that the purchase of modular desk screens 4 bay workstation dividers for the office in the sum of £570 (including shipping) plus VAT be ratified***

F 4675 Operational Matters

RESOLVED:

- i) That the Town Council's annual telephone maintenance contract in the sum of £250***

- F 4675) *plus VAT be ratified.*
- ii) *That the Town Council's annual website hosting in the sum of £500 plus VAT be ratified.*
 - iii) *That the quotation from WET for the replacement of 11 Thermostatic Mixing Valves at the Innes Pavilion, in the sum of £1,405 plus VAT be accepted.*

F 4676 Defibrillators in Horley – The Bull Public House

The Town Clerk reported that delivery of the defibrillator was expected on 26 November 2020, after which time, HTC would arrange for it to be installed. They planned to hold a small informal opening ceremony and then the project would be concluded.

RESOLVED: Noted.

F 4677 Horley Edmonds Fund

The Town Clerk advised that the deadline for applications in the next round for consideration by the Community Foundation of Surrey (CFS) was 17 January 2021 and it was already open for Expressions of Interest. She would ensure that the deadlines for next year coincided with Full Council meetings.

RESOLVED: noted.

F 4678 SCC Community Projects Fund

The Town Clerk said that SCC had launched its widespread community engagement of the £100m 'Your Fund' Community Scheme and HTC should collate a list of ideas and thoughts to lodge on the SCC 'Commonplace' interactive map put forward to SCC Cllr Kay Hammond.

It is intended to support projects put forward by residents, community groups and organisations that meet a set of criteria, designed to ensure the deliverability and sustainability of the proposals put forward. It will specifically provide capital funding relating to an asset such as buildings, equipment, vehicles, public realm, rather than cover revenue costs, such as for the running and administration of an organisation. A large capital project may be put forward for consideration by the panel or a series of smaller schemes and match funding through other sources would also be considered. She noted from the SCC website that both Oakwood School and the Family Centre in Horley had put forward ideas for funding.

Members made the following suggestions for inclusion:

- Horley Commercial Hub
- Michael Crescent
- Solar Panels for the Edmonds Hall
- Railings and Lampposts for Horley Recreation Ground
- Review of project listed in the Town Plan

RESOLVED: that the Town Plan Working Group would collate a shortlist of projects for inclusion in the SCC 'Your Fund' Community Scheme, for consideration at the Full Council meeting on 15 December 2020.

F 4679 Diary Dates

RBBC/ HTC Liaison meeting 6 pm on Tuesday 1 December

Planning Meeting 7:30 pm on Tuesday 8 December preceded by a presentation from Aldi at 6:30 pm.

RESOLVED: noted.

Meeting closed at 21:05 pm

Date of Next Meeting – 2 February 2021

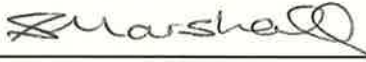


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

06. SEPTEMBER 2020

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

Observations (Councillors)	Clerk's ^{RFO} action
INVOICE NUMBERS HARD TO RECONCILE WITH PAYMENTS LIST RECEIPTS	WE WILL
	ADD THE
	RECEIPT
	VOUCHER
	NUMBER TO THE RECEIPTS TO
	MAKE THIS CLEARER
Name: SAMANTHA MARSHALL	Signature:
Signature: 	
Name: MARTIA SAUNDERS	
Signature: 	
Date: 17/11/2020	Date 19/11/20.

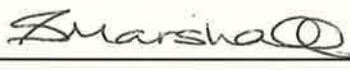
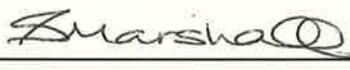

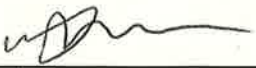
HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

07. OCTOBER 2020

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

Observations (Councillors)	Clerk's ^{1 RFO} Action
Invoice numbers sometimes hard to reconcile with Receipts list	WE WILL ADD THE RECEIPT VOUCHER NUMBER TO THE RECEIPTS TO MAKE THIS CLEARER
Name: S. MARSHALL	Signature: 
Signature: 	Signature: 
Name: MARTIN SAUNDERS	
Signature: 	
Date: 17/11/2020	Date 19/11/20.

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Statutory office forms	I recommend consent obtained using the following wording ' <i>As per schedule 12 of the Local Government Act 1972, I give my consent to receive communication by electronic means.</i> '	Noted for the next administration when HTC will ensure that the wording is added for signature to the Declaration of Acceptance of Office by each elected Member and such consent received to receive communications electronically will be recorded by the Town Clerk.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS - Agendas	I remind council it is required to also post any supporting documentation with the agendas as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf	The reminder is noted, and the practice will be applied by appending relevant supporting documentation to future agendas and placing it in the public domain.
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS – Financial Regulations	For a council of this size, these thresholds are relatively low and may hinder the smooth operational running of the council. I recommend considering raising the thresholds and introducing a lower level of authorisation	The recommendations are noted and will be considered at the time of the next review of our Standing Orders and Financial Regulations.
BUDGET, PRECEPT AND RESERVES	The council's general reserve is lower than expected and the council is advised to keep the level under careful review and consider a forward plan to replenish the general reserve over a period of time.	Duly noted and we are mindful of achieving the target of general reserves to be maintained at 50% and to take full account of this target when setting the budget and the precept calculations.

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 30/09/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 30/09/2020		536,253.11
	SUBTRACT Payments 01/04/2020 - 30/09/2020		838,164.71
			357,528.00
A	Cash in Hand 30/09/2020 (per Cash Book)		480,636.71
	Cash in hand per Bank Statements		
	Cash 30/09/2020	0.00	
	Handelsbanken 30/09/2020	258,491.60	
	FairFX Bank Debit Card 30/09/2020	1,136.43	
	Nationwide Intl 30/09/2020	22,664.58	
	HSBC Payroll 30/09/2020	10,632.63	
	HSBC Deposit 30/09/2020	145,377.78	
	HSBC Current 30/09/2020	42,333.69	
			480,636.71
	Less unrepresented payments		0.00
			480,636.71
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		480,636.71
	A = B Checks out OK		

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 31/10/2020		
	Cash in Hand 01/04/2020		301,911.60
	ADD Receipts 01/04/2020 - 31/10/2020		569,741.47
			871,653.07
	SUBTRACT Payments 01/04/2020 - 31/10/2020		442,244.98
A	Cash in Hand 31/10/2020 (per Cash Book)		429,408.09
	Cash in hand per Bank Statements		
	Cash 31/10/2020	0.00	
	Handelsbanken 31/10/2020	218,501.30	
	FairFX Bank Debit Card 31/10/2020	888.54	
	Nationwide Intl 31/10/2020	22,664.58	
	HSBC Payroll 31/10/2020	9,888.11	
	HSBC Deposit 31/10/2020	105,377.78	
	HSBC Current 31/10/2020	72,087.78	
			429,408.09
	Less unrepresented payments		0.00
			429,408.09
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		429,408.09
	A = B Checks out OK		

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
328	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
329	01/09/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
330	02/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
331	03/09/2020		HSBC Current		Electricity supply	British Gas	L	81.17	4.05	85.22
332	07/09/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
333	09/09/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
334	09/09/2020		HSBC Current		Bank charge	HSBC	E	30.12	0.00	30.12
335	10/09/2020		HSBC Current		Football deposit	AFC Gatwick	E	100.00	0.00	100.00
336	10/09/2020		HSBC Current		COVID response	Amazon	S	24.02	4.80	28.82
337	10/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
338	10/09/2020		HSBC Current		Cleaning	Asbit	S	316.50	63.30	379.80
339	10/09/2020	C4873	HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
340	10/09/2020		HSBC Current		Stationery	Don Ruffles Ltd.	S	198.86	39.77	238.63
341	10/09/2020		HSBC Current		PAYE	HMRC	E	1,236.40	0.00	1,236.40
342	10/09/2020		HSBC Current		NIC Employer	HMRC	E	1,054.87	0.00	1,054.87
343	10/09/2020		HSBC Current		NIC Employee	HMRC	E	661.20	0.00	661.20
344	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	Z	9.99	0.00	9.99
345	10/09/2020		HSBC Current		Staff Expenses	Horley Town Council	E	3.70	0.00	3.70
346	10/09/2020	F4538	HSBC Current		Hall Lighting Replacement	L&C Installations	S	1,750.36	350.07	2,100.43
347	10/09/2020	F4563	HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
348	10/09/2020	L4907	HSBC Current		Signage	PLG Signs	S	1,300.00	260.00	1,560.00
349	10/09/2020		HSBC Current		AVCs - Carol Fenton	Prudential LGAVC	E	750.00	0.00	750.00
350	10/09/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	419.52	83.90	503.42
351	10/09/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	686.12	0.00	686.12
352	10/09/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	1,944.85	0.00	1,944.85
353	10/09/2020	L4923	HSBC Current		Gatwick Greenspace Partnersh	Sussex Wildlife Trust	E	2,033.00	0.00	2,033.00
354	10/09/2020		HSBC Current		Tennis Courts	Trevor May	S	125.50	25.10	150.60
355	11/09/2020		FairFX Bank Debit Car		Sundries	McColl's	Z	7.97	0.00	7.97
356	11/09/2020		FairFX Bank Debit Car		COVID response	First Aid 4 Less	S	68.20	13.64	81.84
357	15/09/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
358	16/09/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.01	5.21	31.22
359	17/09/2020		HSBC Current		Mop	Amazon	S	18.33	3.67	22.00
360	17/09/2020		HSBC Current		Stationery	Amazon	S	5.73	1.15	6.88
361	17/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
362	17/09/2020		HSBC Current		Website	Jarret & Lam Consulting	S	150.00	30.00	180.00
363	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	S	1,240.00	248.00	1,488.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
364	17/09/2020		HSBC Current		Professional Fees	Newmans Solicitors	E	8.00	0.00	8.00
365	18/09/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
366	21/09/2020		HSBC Current		Broadband	Zen Internet	S	93.50	18.70	112.20
367	21/09/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
368	21/09/2020		HSBC Current		Gas supply	British Gas	L	86.39	4.31	90.70
369	22/09/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
370	22/09/2020		HSBC Current		Printing	SOS Systems Ltd	S	27.22	5.44	32.66
371	23/09/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
372	23/09/2020		HSBC Current		Staff Training	SSALC Ltd	S	60.00	12.00	72.00
373	24/09/2020		HSBC Current		Gas supply	British Gas	L	143.81	7.19	151.00
374	24/09/2020		HSBC Current		Electricity supply	British Gas	L	100.62	5.03	105.65
375	28/09/2020		HSBC Payroll		Salaries	Horley Town Council	E	11,171.97	0.00	11,171.97
376	29/09/2020		HSBC Current		Cleaning	Asbit	S	334.00	66.80	400.80
377	29/09/2020	L4950	HSBC Current		Playground Equipment	HAGS-SMP Ltd	S	1,617.00	323.40	1,940.40
378	29/09/2020	L4918	HSBC Current		Tree surgery	Heatherlands Tree Care	S	900.00	180.00	1,080.00
379	29/09/2020		HSBC Current		Office repairs	L&C Installations	S	97.00	19.40	116.40
380	29/09/2020		HSBC Current		Consultancy	LG Business Consultation	E	385.00	0.00	385.00
381	29/09/2020		HSBC Current		Signage	PLG Signs	S	42.00	8.40	50.40
382	29/09/2020		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
383	21/09/2020		HSBC Current		Electricity supply	British Gas	L	67.82	3.39	71.21
384	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
385	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	-1.45	0.00	-1.45
386	30/09/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
Total								35,090.56	2,847.93	37,938.49

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
102	08/09/2020		HSBC Current		Football deposit	Oakwood Black U14s	E	100.00	0.00	100.00
103	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
104	01/09/2020		HSBC Current		Football deposit	Horley AFC	E	50.00	0.00	50.00
105	01/09/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
106	01/09/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
107	03/09/2020		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	566.00	0.00	566.00
108	03/09/2020		HSBC Current		Precept	Reigate & Banstead Borough	E	202,338.00	0.00	202,338.00
109	03/09/2020		HSBC Current		Section 136 Agreement	Reigate & Banstead Borough	E	18,871.00	0.00	18,871.00
110	11/09/2020		HSBC Current		Banner Display	Bobtails Pre-School	E	41.08	0.00	41.08
111	17/09/2020		HSBC Current		Football pitch hire	Reigate and Banstead Eagles	S	123.24	24.66	147.90
112	19/09/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	385.50	0.00	385.50
113	30/09/2020		HSBC Current		Football pitch hire	Horley AFC	S	246.48	49.30	295.78
114	16/09/2020		HSBC Current		Allotment Rent	Wojciech Skowronek	E	3.00	0.00	3.00
115	04/09/2020		HSBC Deposit		Bank interest	HSBC	E	1.45	0.00	1.45
116	30/09/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	8.42	0.00	8.42
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20

Horley Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
138	Bank Interest	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
139	Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
140	Football Pitches	10/11/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
								Total	240,298.40	16,565.03	256,863.43

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
390 Rates	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	104.00	0.00	104.00
391 Rates & Utilites	01/10/2020		HSBC Current		Rates	Reigate & Banstead Borough	E	53.00	0.00	53.00
392 Photocopying	01/10/2020		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
393 Communications	02/10/2020		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
394 Utilities	02/10/2020		HSBC Current		Electricity supply	British Gas	L	92.81	4.64	97.45
395 Courier & Postage	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	11.55	0.00	11.55
396 IT	08/10/2020		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	124.80	0.00	124.80
397 Tree Surgery	08/10/2020		HSBC Current		Tree surgery	Heatherlands Tree Care	S	150.00	30.00	180.00
398 PAYE	08/10/2020		HSBC Current		PAYE	HMRC	E	1,928.00	0.00	1,928.00
399 NI Employer	08/10/2020		HSBC Current		NIC Employer	HMRC	E	1,568.51	0.00	1,568.51
400 NI Employee	08/10/2020		HSBC Current		NIC Employee	HMRC	E	951.38	0.00	951.38
401 Pavilion Cafe	08/10/2020		HSBC Current		cafe pavilion	Newlyn's	S	27,826.83	5,565.37	33,392.20
402 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee -	Prudential LGAVC	E	750.00	0.00	750.00
403 SCC Pension Employer	08/10/2020		HSBC Current		Pension payments Employer	Surrey Pension Fund	E	2,625.60	0.00	2,625.60
404 SCC Pension Employee	08/10/2020		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	957.58	0.00	957.58
405 Bank charges	08/10/2020		HSBC Current		Bank charge	HSBC	E	26.96	0.00	26.96
406 IT	09/10/2020		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
407 Office Supplies & Equipment	13/10/2020		HSBC Current		Office Equipment	Amazon	S	6.24	1.24	7.48
408 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	22.49	4.50	26.99
409 Compliance and Regulatory	13/10/2020		HSBC Current		Office Equipment	Amazon	S	5.82	1.17	6.99
410 COVID -19 Compliance	13/10/2020		HSBC Current		IT Hardware	Amazon	S	99.99	20.00	119.99
411 COVID -19 Compliance	13/10/2020		HSBC Current		Printer Cartridges	Amazon	S	61.50	12.30	73.80
412 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	5.41	1.08	6.49
413 COVID -19 Compliance	13/10/2020		HSBC Current		Cleaning Supplies	Amazon	S	13.32	2.66	15.98
414 Baskets and planting	13/10/2020		HSBC Current		Planters	Amethyst Horticulture	S	6,363.00	1,272.60	7,635.60
415 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
416 Cleaning of hall and office	13/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
417 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	389.00	77.80	466.80
418 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
419 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	360.00	72.00	432.00
420 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
421 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	220.00	44.00	264.00
422 Playground Inspections	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	176.00	35.20	211.20
423 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
424 Football Pavillion Cleaning	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	53.30	10.66	63.96
425 Compliance and Regulatory	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	100.00	20.00	120.00

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
426	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	106.60	21.32	127.92
427	13/10/2020		HSBC Current		Legionella Testing	Bennetts Builders Ltd	S	80.00	16.00	96.00
428	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	25.00	5.00	30.00
429	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	120.00	24.00	144.00
430	13/10/2020		HSBC Current		Cleaning	Bennetts Builders Ltd	S	100.00	20.00	120.00
431	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
432	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
433	13/10/2020		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	150.00	30.00	180.00
434	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	60.00	12.00	72.00
435	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	45.00	9.00	54.00
436	13/10/2020		HSBC Current		Playground Risk Assessment	Bennetts Builders Ltd	S	230.00	46.00	276.00
437	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	82.50	16.50	99.00
438	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	236.00	47.20	283.20
439	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	120.00	24.00	144.00
440	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	480.00	96.00	576.00
441	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	183.00	36.60	219.60
442	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	460.00	92.00	552.00
443	13/10/2020		HSBC Current		Hand Sanitizer Dispensers	Bennetts Builders Ltd	S	62.50	12.50	75.00
444	13/10/2020		HSBC Current		Signage	Bennetts Builders Ltd	S	45.00	9.00	54.00
445	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	57.00	11.40	68.40
446	13/10/2020		HSBC Current		Fencing	Bennetts Builders Ltd	S	184.00	36.80	220.80
447	13/10/2020		HSBC Current		Waste Removal	Bennetts Builders Ltd	S	45.00	9.00	54.00
448	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	470.00	94.00	564.00
449	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	420.00	84.00	504.00
450	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	390.00	78.00	468.00
451	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
452	13/10/2020		HSBC Current		Playground Cleaning	Bennetts Builders Ltd	S	780.00	156.00	936.00
453	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	745.00	149.00	894.00
454	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	321.00	64.20	385.20
455	13/10/2020		HSBC Current		Repairs/Maintenance	Bennetts Builders Ltd	S	696.00	139.20	835.20
456	13/10/2020		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
457	13/10/2020		HSBC Current		Fire Risk Assessment	Fire Protection Services Ltd	S	325.00	65.00	390.00
458	13/10/2020		HSBC Current		Mayor's Charity	Horley Town Council	E	60.00	0.00	60.00
459	13/10/2020		HSBC Current		Website	Jarret & Lam Consulting	S	240.00	48.00	288.00
460	15/10/2020		HSBC Current		Mobile Phone	EE	S	19.52	3.90	23.42
461	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	365.00	73.00	438.00
462	16/10/2020		HSBC Current		Security Guard Patrol	SmartGuard Security	S	498.68	99.76	598.44
463	16/10/2020		HSBC Current		Sage Licence	Sage (UK) Limited	S	26.00	5.20	31.20
464	19/10/2020		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	37.03	7.41	44.44

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
465	19/10/2020		HSBC Current		CCTV Broadband	Zen Internet	S	93.50	18.70	112.20
466	19/10/2020		HSBC Current		Maintenance Agreement	British Gas	S	41.00	8.20	49.20
467	20/10/2020		HSBC Current		IT Hardware	Micro Maintenance Ltd.	S	19.00	3.80	22.80
468	20/10/2020		HSBC Current		Legionella - Quarterly Monitori	WET Ltd	S	198.00	39.60	237.60
469	20/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
470	20/10/2020		HSBC Current		Consultancy	LG Business Consultation	E	547.90	0.00	547.90
471	21/10/2020		HSBC Current		Innes Pavilion Maintenance	British Gas	S	67.46	13.49	80.95
472	21/10/2020		HSBC Current		Electricity supply	British Gas	L	56.98	2.84	59.82
473	22/10/2020		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
474	22/10/2020		HSBC Current		Gas supply	British Gas	L	108.77	5.43	114.20
475	23/10/2020		HSBC Current		Electricity supply	British Gas	L	110.40	5.52	115.92
476	26/10/2020		HSBC Current		Gas supply	British Gas	S	186.67	37.33	224.00
477	29/10/2020		HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
478	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
479	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
480	29/10/2020		HSBC Current		Tree condition survey	County Care	S	350.00	70.00	420.00
481	29/10/2020		HSBC Current		Tree condition survey	County Care	S	250.00	50.00	300.00
482	29/10/2020		HSBC Current		Park Furniture	Earth Anchors Ltd	S	976.00	195.20	1,171.20
483	29/10/2020		HSBC Current		Staff Training	SALC	S	60.00	12.00	72.00
484	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	33.27	0.00	33.27
485	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	110.39	0.00	110.39
486	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	34.90	0.00	34.90
487	30/10/2020		HSBC Current		Water Rates	Everflow Water	E	13.32	0.00	13.32
488	28/10/2020		HSBC Payroll		Salaries	Horley Town Council	E	8,944.52	0.00	8,944.52
489	07/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	0.00	0.00	0.00
490	21/10/2020		FairFX Bank Debit Car		Flowers	Interflora	S	39.58	7.92	47.50
491	21/10/2020		FairFX Bank Debit Car		Shredding	IdentityDestruction.Com	S	41.66	8.33	49.99
492	30/10/2020		FairFX Bank Debit Car		Postage	Royal Mail	E	3.10	0.00	3.10
Total								73,799.88	10,932.69	84,732.57

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
117	08/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	34.92	6.98	41.90
118	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	246.50	49.30	295.80
119	01/10/2020		HSBC Current		Football Pitch Hire Contract	Horley Shooters	S	82.17	16.43	98.60
120	02/10/2020		HSBC Current		Football Pitch Hire Contract	Redhill Rovers	S	82.17	16.43	98.60
121	01/10/2020		HSBC Current		CIL	Reigate & Banstead Borough	E	14,988.49	0.00	14,988.49
122	08/10/2020		HSBC Current		Banner Display	Furnistore	E	20.54	0.00	20.54
123	08/10/2020		HSBC Current		Banner Display	Slimming World	E	92.43	0.00	92.43
124	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	32.00	6.40	38.40
125	13/10/2020		HSBC Current		Photocopying	Fiona Stimpson	S	14.40	2.88	17.28
126	19/10/2020		HSBC Current		Banner Display	Toad Hall Nursery	E	120.00	0.00	120.00
127	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
128	01/10/2020		HSBC Current		Allotment Rent	Katherine Turk	E	48.00	0.00	48.00
129	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
130	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
131	27/10/2020		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	105.00	0.00	105.00
132	27/10/2020		HSBC Current		Football pitch hire	Perrywood FC	S	30.81	6.16	36.97
133	21/10/2020		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00	0.00	771.00
134	21/10/2020		HSBC Current		Innes Pavilion Electricity Contr	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
135	26/10/2020		HSBC Current		Football pitch hire	Charlwood Juniors	S	87.30	17.46	104.76
136	28/10/2020		HSBC Current		Vat Refund	HMRC	R	0.00	16,226.75	16,226.75
137	21/10/2020		HSBC Current		Football Pitch Hire Contract	Reigate and Banstead Eagles	S	164.34	32.86	197.20
138	30/10/2020		Handelsbanken		Bank interest	HANDELSBANKEN	E	9.70	0.00	9.70
Total								17,091.77	16,396.59	33,488.36

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	404,676.00	404,676.00					
SUB TOTAL		404,676.00	404,676.00					

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest	1,000.00	284.46	-716			-716	
3	Section 136 LGA	38,400.00	37,742.00	-658			-658	
5	Devolved Powers	1,700.00		-1,700			-1,700	
141	CIL	5,000.00	16,464.49	11,464	22,826.61	23,784.90	-958	
SUB TOTAL		46,100.00	54,490.95	8,391	22,826.61	23,784.90	-958	
							7,433	

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	12,000.00	746.00	-11,254			-11,254	
8	Football Pitches	6,000.00	1,604.39	-4,396		1,260.00	-5,656	
9	Church Rd Allotments	3,300.00	98.00	-3,202			-3,202	
10	Langshott Allotments	3,800.00	3,596.00	-204			-204	
11	Bowls Club	276.00		-276			-276	
12	Innes Pavilion	10,000.00	3,084.00	-6,916			-6,916	
13	Saturday Market	200.00		-200			-200	
14	Events and Banners	8,000.00	1,354.05	-6,646		20.00	-6,666	
15	Meeting Room	220.00		-220			-220	
16	Edmonds Hall Deposits							
17	Football Pitch Deposits		350.00	350		100.00	-100	
149	Security Deposits		3,000.00	3,000			3,000	
SUB TOTAL		43,796.00	13,832.44	-29,964		1,380.00	-1,380	
							-31,344	

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,600.00	468.49	1,132	1,132
20	Courier & Postage				400.00	38.95	361	361
21	Office Supplies & Equipment				3,000.00	772.47	2,228	2,228
22	Photocopying	80.00	46.40	-34	4,000.00	1,588.12	2,412	2,378
23	IT				8,000.00	4,018.55	3,981	3,981
24	Website				2,800.00	890.00	1,910	1,910
25	Communications				1,800.00	1,433.18	367	367
26	Environment Campaign		30.00	30				30
148	COVID -19 Compliance					13,329.47	-13,329	-13,329

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL	80.00	76.40	-4	21,600.00	22,539.23	-939	-943
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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				105,765.00	60,500.14	45,265	45,265
31	PAYE				21,235.00	9,329.80	11,905	11,905
32	NI Employee				14,260.00	4,946.18	9,314	9,314
33	NI Employer				16,740.00	7,906.43	8,834	8,834
34	SCC Pension Employee				12,000.00	8,952.06	3,048	3,048
35	SCC Pension Employer				25,000.00	15,413.85	9,586	9,586
SUB TOTAL					195,000.00	107,048.46	87,952	87,952

OFFICE MAINTENANCE & REPAIRS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,384.86	615	615
39	Cleaning of hall and office				13,000.00	8,520.49	4,480	4,480
40	Utilities				5,400.00	1,864.77	3,535	3,535
41	Rates				3,000.00	727.58	2,272	2,272
42	Maintenance Contracts				2,000.00	387.00	1,613	1,613
43	Window Cleaning				750.00	220.00	530	530
45	Compliance and Regulatory				5,000.00	2,036.24	2,964	2,964
SUB TOTAL					32,150.00	16,140.94	16,009	16,009

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Council				19,545.00	9,772.46	9,773	9,773
51	Bank charges				1,000.00	207.72	792	792
52	Insurance				8,500.00	7,522.48	978	978
53	Legal and professional fees				35,000.00	22,018.30	12,982	12,982
54	Audit fees				2,600.00	861.00	1,739	1,739
55	Subscriptions & Licences				7,300.00	5,462.02	1,838	1,838
60	Election Expenses				8,760.00	8,756.52	3	3
62	Chairman's Allowance				400.00	120.00	280	280
63	Cllr Expenses				100.00	14.98	85	85
64	Cllr Training				1,000.00	60.00	940	940
65	Staff Expenses				500.00	3.70	496	496
66	Staff Training				1,500.00	235.00	1,265	1,265
142	GDPR							
146	VAT Payment							
SUB TOTAL					86,205.00	55,034.18	31,171	31,171

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	23,858.40	28,142	28,142
71	Contractors' Maint (Devolved Powr)				1,700.00		1,700	1,700
72	Playground Inspections				8,300.00	4,909.00	3,391	3,391
73	Playground Repairs				7,000.00	333.00	6,667	6,667
74	Parks Furniture				5,000.00	1,980.00	3,020	3,020
75	Signage				1,600.00	132.00	1,468	1,468
76	Pest Control				550.00		550	550
77	Tree Surgery				8,000.00	2,850.00	5,150	5,150
SUB TOTAL					84,150.00	34,062.40	50,088	50,088

HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,500.00	590.00	2,910	2,910
80	Ornamental Gardens				1,500.00		1,500	1,500
123	Grounds				12,000.00	12,002.60	-3	-3
143	Cafe/Pavilion PWLB Loan Repaym				27,596.00	13,797.82	13,798	13,798
145	Pavilion Cafe	6,000.00		-6,000	53,000.00	79,011.35	-26,011	-32,011
SUB TOTAL		6,000.00		-6,000	97,596.00	105,401.77	-7,806	-13,806

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	2,796.20	-1,796	-1,796
87	Buildings - Refurbishment/Repairs				5,000.00	1,123.90	3,876	3,876
88	Utilities		52.38	52	2,600.00	1,686.41	914	966
89	Lease of land				1.00		1	1
124	Football Pavillion Cleaning				2,200.00	159.90	2,040	2,040
131	Maintenance Contracts				820.00	445.02	375	375
132	Innes Communications				600.00		600	600
SUB TOTAL			52.38	52	12,221.00	6,211.43	6,010	6,062

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	436.82	303	303
121	Buildings and Grounds				2,000.00	1,275.00	725	725
140	Scout Hut Demolition							
SUB TOTAL					2,740.00	1,711.82	1,028	1,028

Horley Town Council

07. OCTOBER 2020

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	389.50	111	111
SUB TOTAL					500.00	389.50	111	111

ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance	3,049.00	3,049.19	0	2,500.00	896.00	1,604	1,604
97	Church Rd Maintenance				1,800.00	104.00	1,696	1,696
98	Church Rd Utilities				500.00	153.26	347	347
99	Langshott Utilities				900.00		900	900
SUB TOTAL		3,049.00	3,049.19	0	5,700.00	1,153.26	4,547	4,547

TOWN CENTRE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Baskets and planting	600.00		-600	8,500.00	6,363.00	2,137	1,537
101	Horley/South & SE in Bloom				2,100.00		2,100	2,100
102	Christmas				1,900.00		1,900	1,900
SUB TOTAL		600.00		-600	12,500.00	6,363.00	6,137	5,537

SECURITY

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105	Security Patrols				5,500.00	4,861.17	639	639
106	CCTV Installation				12,000.00	6,205.00	5,795	5,795
107	CCTV Maintenance				1,000.00	60.00	940	940
108	CCTV Broadband Connections				1,000.00	536.16	464	464
147	Alarm Maintenance					230.00	-230	-230
SUB TOTAL					19,500.00	11,892.33	7,608	7,608

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	1,100.00	-100	-100
111	Churchyards				6,550.00	6,550.00		
112	CLr Initiative grants							
113	Other Grants							

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2020 and 31/10/2020)

SUB TOTAL								
					7,550.00	7,650.00	-100	-100

VAT RECLAIM

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

Summary

NET TOTAL	504,301.00	476,177.36	-28,124	600,238.61	400,763.22	199,475	171,352
V.A.T.		93,564.11			41,481.76		
GROSS TOTAL		569,741.47			442,244.98		