

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 13 March 2018, at 7.30 pm

Present: Cllrs Samantha Marshall – Chairman
J Baird
J Baker
R Biggs
K Etheridge
M George
H Kitajewski
L Mabbett
H Randall

In attendance: Joan Walsh – Town Clerk
C Fenton – Head of Leisure & Deputy Clerk
Alan Jones

F 4152 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs V Marshall and R Olliver be accepted, for reasons as specified in the Attendance Register. (Cllr Jackson was absent.)

F 4153 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

F 4154 Public Forum

No members of the public were present.

RESOLVED: noted.

F 4155 Approval of Minutes

Finance & General Purposes Committee, 23 January 2018

The minutes of the above meeting of the Finance & General Purposes Committee were presented for confirmation by Committee members and signature by the Committee Chairman.

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

Audit Matters

F 4156 **RESOLVED: that the Councillors' Audit Certificate for January 2018 and Clerk's responses, where applicable, be received. (A copy is appended.)**

F 4157 **RESOLVED: that Internal Audit Report (Interim Report no 2) be received. (A copy is appended.)**

F 4158 **Financial Reports for January 2018**

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

- i) Bank Reconciliations**
- ii) Receipts List totalling £4,936.66 plus VAT (£14, 012.89)
 (Includes VAT refund from HMRC of £9,076.23)**
- iii) Payments List totalling £29,060.08 plus VAT (£31,776.99)**
- iv) Summary of Receipts and Payments compared with Estimates
 plus explanatory notes.**

F 4159 **Virements**

Alan Jones advised that Cost Code 35 (Employer Pension) was currently showing an underspend, due to reduced pension payments being required, whereas Cost Code 53 (Legal & Professional Fees) was showing a large overspend.

RESOLVED: that a virement of £20,000 be made from Cost Code 35 (Employer Pension) to Cost Code 53 (Legal & Professional Fees).

F 4160 **Communications**

RESOLVED: that the minutes of the Communications Sub-Committee held on 13 February 2018 be received. (A copy is appended.)

F 4161 **General Data Protection Regulations (GDPR)**

Alan Jones advised that he had been in discussion with Micro Maintenance, whose director had recently undergone intensive GDPR training. Members were reminded that Micro Maintenance was the company responsible for the Town Council's IT requirements. Alan understood that a comprehensive Data Audit would be required. Cllr Baird added that, at the recent HTC/RBBC Liaison Meeting, it had been explained that the Borough Council was to offer GDPR training for its members, which it was hoped would also include Councillors from the Town Council and Salfords & Sidlow Parish Council. Members were reminded that the Regulations were still to be finalised, leading to some conflicting advice being received at the present time.

RESOLVED: that a draft Action Plan be prepared for consideration at the next meeting of this Committee.

F 4162 **Surrey Association of Local Councils (Surrey ALC), Sussex & Surrey Associations of Local Councils (SSALC) & National Association of Local Councils (NALC)**

In the absence of Cllr Olliver, the Head of Leisure read out a report, detailing meetings recently attended by Cllr Olliver.

RESOLVED: noted.

F 4163 **Safe Drive Stay Alive (SDSA) – Surrey**

The Head of Leisure brought information about SDSA to members attention. She explained that information had been received from the SSALC Member Support Officer about SDSA, a safer driving initiative which aimed to reduce the number of road traffic accidents caused by or involving young people aged 17 – 24 years of age. Attendance to the SDSA events was free for young people from Surrey schools and colleges and donations/grants were being sought from Town & Parish Councils to help the Initiative continue.

After further discussion the following was resolved:

RESOLVED: that Horley Town Council make a donation of £100 to Safe Drive Stay Alive – Surrey, to fund 200 copies of the Young Driver's Guide.

F 4164 **Legionella Control**

The Clerk confirmed that weekly testing was being carried out and annual sampling was also to be undertaken by Water Environment Treatment Ltd. Payment would be made to the tenant at the Innes Pavilion for work undertaken in relation to Legionella Control (amount to be agreed).

RESOLVED: noted.

F 4165 **Portable Appliance Testing (PAT Testing)**

RESOLVED: that L&C Installations Ltd carry out PAT Testing at the Town Council Offices (to include electrical equipment used by Town Councillors) for the agreed sum of £117.50 plus VAT.

F 4166 **Electoral Review of Reigate & Banstead: Warding Arrangements**

Members were updated on the recent Briefing from Borough Councillors Tony Schofield and Andy Lynch, which had also been attended by representatives from Salfords & Sidlow Parish Council. Members who had attended explained that the current Borough Ward boundaries would almost certainly have to be moved to achieve electoral equality, although the external Parish boundaries would remain unchanged. It was agreed that, longer term it would be beneficial to also re-draw the Town Ward boundaries, to as far as possible match those of the Borough, thereby giving better electoral equality to the Town Wards as well. It was noted

- F 4166)** that both Salfords & Sidlow Parish and the Town Council had agreed to keep one another informed of any initial views, prior to submissions being made to the Boundary Commission (required by 9 April).

RESOLVED: that a Working Group be set up to make recommendations to Full Council, membership to comprise Cllrs Baird, George & Mabbett, as well as the Committee Chairman, if available.

F 4167 **Town Meeting, 27 April 2018**

The Clerk advised that Roger Leonard from the Kent Surrey & Sussex Air Ambulance Trust would be giving a presentation on the work of the Trust at the meeting.

RESOLVED: noted.

Summer Planting

- F 4168** ***RESOLVED: that the quotation of £856.20 plus VAT from Burleys to supply and plant Summer bedding in the Memorial Gardens be approved.***

- F 4169** ***RESOLVED: that the quotation of £1,859.50 plus VAT from Burleys to supply and plant seed and prepare the wild flower meadows in Church Meadows and the Memorial Gardens be approved.***

F 4170 **Purchase of Defibrillator using HTMG Funds**

Members were told that a defibrillator, funded by the Horley Town Management Group (including £1,000 from County Cllr Kay Hammond) was to be placed on the outside wall of the Boots Store in Horley. A Licence had been drawn up between Boots and the Town Council (acting for the HTMG) and initial training, as requested by the Landlord, Boots, would also be provided, any costs to be met from HTMG funds. Insurance cover for the unit had already been provided by the Town Council.

RESOLVED: noted.

F 4171 **Distribution of Full Council Papers**

RESOLVED: that those members requiring paper copies of information for Full Council meetings receive only those relating to the Full Council meeting itself, unless a full set of papers (including those relating to Committees) has been requested.

F 4172 **Security Patrols, Keyholding Services and Alarm Response**

The Clerk updated members on a recent meeting with the Smart Guard Security Operations Manager, attended by herself and Alan Jones. It was noted that, from 30 April, a 5% increase would apply to some services offered, excluding keyholding and alarm response services. (It was

F 4172) subsequently confirmed that the cost of Mobile Monthly Patrols would increase from £254 to £266.70.) The Clerk added that security officers would be using an electronic tag system at each site patrolled. Alan said that the current patrol roster would be reviewed as necessary. It was noted that a meeting was also planned to take place with representatives of Innovation Fire & Security Ltd, the company responsible for the security alarm and CCTV systems.

RESOLVED: noted.

F 4173 **Diary Dates**

RESOLVED: that upcoming events be noted, in particular the next Residents' Forum Meeting on 17 April, St George's Day Fair on 21 April and Town Meeting on 27 April.

Meeting Closed at 8.30 pm. Date of Next Meeting: 1 May 2018


HORLEY TOWN COUNCIL

Councillors' Audit Certificate

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

JANUARY 2018

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

Observations (Councillors)	Clerk's action
NO ISSUES RAISED	
Name: VALERIE MARSHALL	Signature:
Signature: VAMarshall	
Name: RICHARD OLIVER	
Signature: 	
Date: 5. March 2018.	Date

HORLEY TOWN COUNCIL

INTERNAL AUDIT 2017-2018

Interim report No. 2

I visited the Town Council Office on 14th November 2017 to commence the Internal Audit process for the year 2017-2018. A further visit was made on 9th February 2018 to continue the process, concentrating particularly on the budget process, payment and income procedures, and risk management. A final visit to complete the Annual Return will be made on 4th May 2018.

The comments below are in the order of the headings in Section 4 of the Annual Return.

Recommendations are shown **in bold and underlined**, and any responses received from Council will be added in *italics*.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made regularly and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31st December 2017.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for Innes Pavilion roof should be completely repaid in November 2018.

B. FINANCIAL REGULATIONS

Standing Orders and Financial Regulations are reviewed annually and broadly follow the latest NALC models. F/Regs were updated at April 2017 to reflect latest legislative requirements.

Council is authorised to use the general Power of Competence, and as such, use of S.137 is no longer be required. Change of qualified Clerk is allowed for in the scheme.

Proper procedures were used in respect of tenders for current projects.

C. RISK MANAGEMENT

Risk Management and Internal Control reviews will be carried out at Council on 13th February 2018, having been previously considered by F&GP Committee.

A contract has been let for Legionella testing for Council's properties, as recommended last year, and is in hand.

PAT testing is due shortly.

Insurance review/renewal due June 2018.

Staff are receiving appropriate training for forthcoming GDPR requirements.

D. BUDGET & PRECEPT

The Budget process for 2018-2019, with projections for a further three years, has been completed, resulting in a 2.66% increase in Precept. This allows for exceptional costs relating to staffing issues, changes to the number of properties in the Town Council area, changes to Council Tax Support Grant and continuation of Double Taxation Relief.

A full range of options for budget setting, including use of Reserves for anticipated projects, including Playground replacements & provision of a café in Recreation Ground was considered.

E. INCOME

All tariffs were reviewed for 2017-2018, but generally remain unchanged to stay competitive.

Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required. VAT is charged as appropriate.

The possibility of using a “sales invoice” process on the accounts system, rather than a separate XL spreadsheet for income expected is being investigated.

Any cash received is kept in a safe, or banked immediately if large sums involved.

One-off hirers pay a security deposit which is held unbanked until hire is satisfactorily completed.

The weekly market stalls rent is collected by Members, but the amount concerned is minimal and the viability of the market is to be reviewed in February 2018.

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly. However, little use is now made of the cash facility, as Council now uses two pre-paid debit cards each pre-loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

G. PAYROLL

Payroll is carried out in-house using Sage, and HMRC processes including RTI are properly followed.

Staff are paid in accordance with SCP bands on the NALC/SLCC scale.

Following recent staff changes, a further review of SCP's /salaries will take place early in 2018.

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

Training records are kept but need updating to reflect 2017 attendances. (09/02/18 – outstanding)

Staff appraisals which were not carried out in 2016 are now due. (09/02/18 – outstanding)

Pension contributions have been revised downwards following review by County Council.

Members Allowance scheme has not been adopted, although this is being considered currently.

H. ASSETS & INVESTMENTS

The Asset Register was updated in March 2016 in line with recommendations made in 2016-2017, and is a comprehensive document detailing acquisition cost, disposal details, insurance values, and provision for physical check by members. **A fuller check will be made in May 2018.**

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by a panel of Members prior to F&GP Committee meetings approximately every 6 weeks.

It was noted that not all recent checks have included initials by Members on Bank Statements to certify they have seen evidence of Council's investments. (Members have been reminded 09/02/18)

J. YEAR END ACCOUNTS

To be considered after 31/3/2018.

OTHER ITEMS

An essential schedule of key dates for renewals, reviews and other essential actions has been completed.

Paul Hartley
Internal Auditor
9th February 2018

Horley Town Council

Bank Reconciliation at 31/01/2018			
	Cash in Hand 01/04/2017		372,905.32
	ADD		
	Receipts 01/04/2017 - 31/01/2018		508,363.91
	SUBTRACT		
	Payments 01/04/2017 - 31/01/2018		436,755.43
A	Cash in Hand 31/01/2018 (per Cash Book)		444,513.80
	Cash in hand per Bank Statements		
	Cash 31/01/2018	150.00	
	HSBC Current 31/01/2018	45,449.48	
	HSBC Deposit 31/01/2018	836.24	
	HSBC Payroll 31/01/2018	4,146.50	
	Barclays 10 Day 31/01/2018	0.00	
	Nationwide Intl 31/01/2018	22,066.35	
	Barclays Direct Access 31/01/2018	383.11	
	FairFX Bank Debit Card 31/01/2018	831.01	
	Handelsbanken 31/01/2018	370,651.11	
			444,513.80
	Less unrepresented cheques As attached		0.00
			444,513.80
	Plus unrepresented receipts As attached		0.00
B	Adjusted Bank Balance		444,513.80
	A = B Checks out OK		

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
275	02/01/2018		HSBC Current		Football pitch hire	Horley Amateur FC	E	350.52	0.00	350.52
276	02/01/2018		HSBC Current		Football pitch hire	Horley Town FC	Z	122.86	0.00	122.86
277	02/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
278	05/01/2018		HSBC Current		Allotment Rent	Various	E	150.00	0.00	150.00
279	05/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
280	07/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
281	08/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
282	08/01/2018		HSBC Current		Allotment Rent	Various	E	130.00	0.00	130.00
283	08/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
284	09/01/2018		HSBC Current		Allotment Rent	Various	E	30.00	0.00	30.00
285	09/01/2018		HSBC Current		Allotment Rent	Various	E	100.00	0.00	100.00
286	11/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
287	12/01/2018		HSBC Current		Allotment Rent	Various	E	100.00	0.00	100.00
288	15/01/2018		HSBC Current		Allotment Rent	Various	E	140.00	0.00	140.00
289	16/01/2018		HSBC Current		Allotment Rent	Various	E	165.00	0.00	165.00
290	16/01/2018		HSBC Current		Allotment Rent	Various	E	400.00	0.00	400.00
291	18/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
292	19/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
293	22/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
294	03/01/2018		HSBC Current		Football pitch hire	Border Wanderers FC	E	187.68	0.00	187.68
295	08/01/2018		HSBC Current		Hall Hire Fee	Various	E	77.00	0.00	77.00
296	08/01/2018		HSBC Current		Edmonds Hall deposit	Various	E	100.00	0.00	100.00
297	10/01/2018		HSBC Current		Football pitch hire	RH123 FC	E	132.14	0.00	132.14
298	10/01/2018		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
299	10/01/2018		HSBC Current		Horley Recreation Ground - Ba	Kickboxing - S Reynolds	E	40.00	0.00	40.00
300	12/01/2018		HSBC Current		Banner Display	Various	E	40.00	0.00	40.00
301	14/01/2018		HSBC Current		Football pitch hire	Horley Athletic	E	57.00	0.00	57.00
302	16/01/2018		HSBC Current		Market Income	Various	E	20.00	0.00	20.00
303	16/01/2018		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	80.00	0.00	80.00
304	16/01/2018		HSBC Current		Hall Hire Fee	RCCG Church	E	432.00	0.00	432.00
305	16/01/2018		HSBC Current		Hall Hire Fee	Various	E	200.00	0.00	200.00
306	16/01/2018		HSBC Current		Hall Hire Fee	Art Class	E	164.00	0.00	164.00
307	16/01/2018		HSBC Current		Banner Display	Various	E	10.00	0.00	10.00
308	16/01/2018		HSBC Current		Wayleaves	UK Power Networks	E	8.60	0.00	8.60
309	26/01/2018		HSBC Current		Allotment Rent	Various	E	125.00	0.00	125.00
310	27/01/2018		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00

Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
311 Church Rd Allotments	29/01/2018		HSBC Current		Allotment Rent	Various	E	90.00	0.00	90.00
312 Church Rd Allotments	30/01/2018		HSBC Current		Allotment Rent	Various	E	30.00	0.00	30.00
313 Vat repayments	31/01/2018		HSBC Current		Vat Refund	HMRC	R	0.00	9,076.23	9,076.23
314 Football Pitches	17/01/2018		HSBC Current		Football pitch hire	Horley Town FC	Z	38.00	0.00	38.00
315 Edmonds Hall	22/01/2018		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	Z	46.00	0.00	46.00
316 Bank Interest	31/01/2018		Handelsbanken		Bank interest	HANDELSBANKEN	Z	119.33	0.00	119.33
317 Bank Interest	02/01/2018		Barclays Direct Access		Bank interest	Barclays	Z	1.53	0.00	1.53
Total								4,936.66	9,076.23	14,012.89

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
503	02/01/2018		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
504	02/01/2018		HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	173.25	34.65	207.90
505	02/01/2018		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	75.00	0.00	75.00
506	08/01/2018		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
507	09/01/2018		HSBC Current		Cleaning of hall and office	Asbit	S	80.44	16.09	96.53
508	09/01/2018		HSBC Current		Maintenance & Repairs	Asbit	S	133.00	26.60	159.60
509	09/01/2018		HSBC Current		Cleaning of hall and office	Asbit	S	79.66	15.93	95.59
510	09/01/2018		HSBC Current		Meeting Room	Horley Baptist Church	Z	49.80	0.00	49.80
511	09/01/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
512	09/01/2018		HSBC Current		Legal and professional fees	Helixhr	Z	3,228.00	0.00	3,228.00
513	09/01/2018		HSBC Current		Maintenance & Repairs	L&C Installations	S	489.00	97.80	586.80
514	09/01/2018		HSBC Current		Playground Inspections	The Play Inspection Co.	S	255.00	51.00	306.00
515	09/01/2018		HSBC Current		Christmas	Staywell Regent House	Z	144.80	0.00	144.80
516	11/01/2018		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	21.27	4.25	25.52
517	12/01/2018		HSBC Current		Bank charges	HSBC	Z	31.36	0.00	31.36
518	15/01/2018		HSBC Current		Maintenance Contracts	British Gas Commercial	S	58.45	11.69	70.14
519	16/01/2018		HSBC Current		Cleaning of hall and office	Asbit	S	81.66	16.33	97.99
520	16/01/2018		HSBC Current		Edmonds Hall Deposits	Various	Z	100.00	0.00	100.00
521	16/01/2018		HSBC Current		Contractors' Maint (Agency)	Mitchells of Horley Ltd	S	440.00	88.00	528.00
522	16/01/2018		HSBC Current		Security Patrols	SmartGuard Security	S	200.00	40.00	240.00
523	16/01/2018		HSBC Current		Security Patrols	SmartGuard Security	S	54.00	10.80	64.80
524	16/01/2018		HSBC Current		Window Cleaning	Michael Stone	Z	55.00	0.00	55.00
525	17/01/2018		HSBC Current	DD	CCTV Broadband Connection	Zen Internet	S	29.50	5.90	35.40
526	17/01/2018		HSBC Current		Bank charges	Global Payments	X	58.34	0.00	58.34
527	24/01/2018		HSBC Current		Utilities	British Gas	S	166.67	33.33	200.00
529	25/01/2018		HSBC Current		IT	Micro Maintenance Ltd.	S	217.50	43.50	261.00
530	30/01/2018		HSBC Current		Cleaning of hall and office	Asbit	S	315.92	63.18	379.10
531	30/01/2018		HSBC Current		Playground Inspections	Bennetts Builders Ltd	S	1,372.00	274.40	1,646.40
532	30/01/2018		HSBC Current		Playground Repairs	Bennetts Builders Ltd	S	817.50	163.50	981.00
533	30/01/2018		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	140.00	28.00	168.00
534	30/01/2018		HSBC Current		Buildings and Grounds	Bennetts Builders Ltd	S	58.00	11.60	69.60
535	30/01/2018		HSBC Current		Ornamental Gardens	Bennetts Builders Ltd	S	20.00	4.00	24.00
536	30/01/2018		HSBC Current		Football Pavillion Cleaning	Bennetts Builders Ltd	S	373.10	74.62	447.72
537	30/01/2018		HSBC Current		Grounds	Bennetts Builders Ltd	S	100.00	20.00	120.00
538	30/01/2018		HSBC Current		Contractors' Maint (HTC)	Burleys	S	3,856.84	771.37	4,628.21
539	30/01/2018		HSBC Current		Legal and professional fees	Helixhr	Z	1,557.00	0.00	1,557.00

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
540	30/01/2018		HSBC Current		PAYE	HMRC	Z	681.80	0.00	681.80
541	30/01/2018		HSBC Current		NIC Employee	HMRC	Z	582.72	0.00	582.72
542	30/01/2018		HSBC Current		NIC Employer	HMRC	Z	670.13	0.00	670.13
543	30/01/2018		HSBC Current		Pension payments Employee - Prudential LGAVC	Prudential LGAVC	Z	375.00	0.00	375.00
544	30/01/2018		HSBC Current		Pension Fund Employer	Surrey Pension Fund	Z	1,211.83	0.00	1,211.83
545	30/01/2018		HSBC Current		Pension payments Employee	Surrey Pension Fund	Z	484.48	0.00	484.48
546	26/01/2018		HSBC Payroll		Salaries	Horley Town Council	Z	5,928.81	0.00	5,928.81
547	08/01/2018		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
548	09/01/2018		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	10.95	0.00	10.95
549	19/01/2018		FairFX Bank Debit Car		Signage	TLC	S	1.50	0.30	1.80
550	26/01/2018		FairFX Bank Debit Car		Display Stand	Office World	S	145.00	29.00	174.00
551	30/01/2018		FairFX Bank Debit Car		Social Media	HootSuite Media Inc.	Z	115.06	0.00	115.06
Total								29,060.08	2,716.91	31,776.99

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

Cost Centre PRECEPT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
1	Precept	332,863.00	332,863.00					
SUB TOTAL		332,863.00	332,863.00					

Cost Centre INCOME

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2	Bank Interest	750.00	921.48	171				171
3	Section 136 LGA	35,400.00	36,020.40	620				620
5	Devolved Powers							
6	Council Tax Support Grant	10,240.00	10,240.00					
SUB TOTAL		46,390.00	47,181.88	792				792

Cost Centre LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	18,000.00	12,191.64	-5,808		265.00	-265	-6,073
8	Football Pitches	10,000.00	5,153.99	-4,846		145.00	-145	-4,991
9	Church Rd Allotments	3,200.00	2,170.00	-1,030				-1,030
10	Langshott Allotments	3,500.00	3,983.12	483				483
11	Bowls Club	251.00	251.00					
12	Innes Pavilion	9,000.00	7,500.00	-1,500				-1,500
13	Saturday Market		420.00	420				420
14	Event Income	5,000.00	7,240.00	2,240				2,240
15	Meeting Room	220.00	220.00			49.80	-50	-50
16	Edmonds Hall Deposits		200.00	200		671.00	-671	-471
17	Football Pitch Deposits					873.92	-874	-874
SUB TOTAL		49,171.00	39,329.75	-9,841		2,004.72	-2,005	-11,846

Cost Centre OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19	Stationery				2,000.00	634.69	1,365	1,365
20	Courier & Postage				400.00	32.50	368	368
21	Office Supplies & Equipment				1,200.00	1,510.34	-310	-310
22	Photocopying	80.00	138.60	59	4,500.00	2,449.75	2,050	2,109
23	IT				6,000.00	5,202.05	798	798
24	Website				2,000.00	1,297.99	702	702
25	Communications				1,800.00	836.61	963	963
26	Environment Campaign							
SUB TOTAL		80.00	138.60	59	17,900.00	11,963.93	5,936	5,995

Cost Centre SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
30	Net Salaries				128,000.00	75,205.28	52,795	52,795
31	PAYE				22,000.00	20,905.60	1,094	1,094
32	NI Employee				3,800.00	5,646.72	-1,847	-1,847
33	NI Employer				10,600.00	11,232.77	-633	-633
34	SCC Pension Employee				10,200.00	11,231.15	-1,031	-1,031
35	SCC Pension Employer				40,800.00	17,119.50	23,681	23,681
SUB TOTAL					215,400.00	141,341.02	74,059	74,059

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

Cost Centre OFFICE MAINTENANCE & REPAIR

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,000.00	2,291.99	708	708
39	Cleaning of hall and office				8,300.00	6,681.03	1,619	1,619
40	Utilities		2,004.21	2,004	5,000.00	5,198.08	-198	1,806
41	Rates				4,500.00	764.58	3,735	3,735
42	Maintenance Contracts				2,300.00	1,404.24	896	896
43	Window Cleaning				600.00	385.00	215	215
44	Security Alarm system					40.00	-40	-40
45	Fire Equipment & H & S				1,060.00	316.75	743	743
46	Market rates and utilities							
SUB TOTAL			2,004.21	2,004	24,760.00	17,081.67	7,678	9,683

Cost Centre GENERAL

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
50	Public Works Loan Board				19,545.00	19,544.92	0	0
51	Bank charges				1,350.00	1,108.40	242	242
52	Insurance		164.10	164	7,100.00	6,960.56	139	304
53	Legal and professional fees				2,250.00	13,319.86	-11,070	-11,070
54	Audit fees				2,200.00	1,804.00	396	396
55	Subscriptions & Licences				6,800.00	4,597.42	2,203	2,203
56	Advertising							
57	Newsletter				400.00	190.00	210	210
58	Town Guide				500.00		500	500
59	Presentation Badges							
60	Election Expenses							
61	QPS							
62	Chairman's Allowance				400.00		400	400
63	Cllr Expenses				250.00	211.34	39	39
64	Cllr Training				750.00		750	750
65	Staff Expenses				500.00	116.10	384	384
66	Staff Training				1,000.00	503.40	497	497
137	Langshott Legal fees							
138	Gatwick Consultancy							
SUB TOTAL			164.10	164	43,045.00	48,356.00	-5,311	-5,147

Cost Centre GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				46,500.00	43,394.94	3,105	3,105
71	Contractors' Maint (Agency)				1,700.00	440.00	1,260	1,260
72	Playground Inspections				7,700.00	6,066.00	1,634	1,634
73	Playground Repairs				8,500.00	3,343.50	5,157	5,157
74	Litter Bins				400.00		400	400
75	Signage				1,500.00	765.00	735	735
76	Pest Control				520.00		520	520
77	Tree Surgery				7,000.00	1,478.00	5,522	5,522
125	Project Expenditure							
126	Himalayan Balsam				500.00		500	500
SUB TOTAL					74,320.00	55,487.44	18,833	18,833

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

Cost Centre HORLEY RECREATION GROUND

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
79	Memorial Gardens		100.00	100	4,500.00	1,517.13	2,983	3,083
80	Ornamental Gardens				1,500.00	370.00	1,130	1,130
81	Skatepark & MUGA		30,000.00	30,000		61,400.00	-61,400	-31,400
82	Footpaths & Car park							
123	Grounds		8.60	9	2,000.00	1,388.00	612	621
SUB TOTAL			30,108.60	30,109	8,000.00	64,675.13	-56,675	-26,567

Cost Centre COURT LODGE/INNES PAVILION

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
86	Football pitches/Grounds				1,000.00	1,317.46	-317	-317
87	Buildings				6,000.00	5,980.11	20	20
88	Utilities				2,500.00	1,082.85	1,417	1,417
89	Lease of land				1.00	1.00		
124	Football Pavillion Cleaning				2,025.00	1,539.10	486	486
127	Loans & Grants							
128	Roof							
129	Innes PWLB Repayment				14,718.00	14,718.12	0	0
130	Refurbishment							
131	Maintenance Contracts				820.00	528.10	292	292
132	Innes Communications				288.00	310.01	-22	-22
133	Rates				2,000.00	15.61	1,984	1,984
134	Security Patrols				1,500.00	623.00	877	877
135	Insurance							
139	Innes Cleaning					79.98	-80	-80
SUB TOTAL					30,852.00	26,195.34	4,657	4,657

Cost Centre MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
91	Rates & Utilities				700.00	493.42	207	207
121	Buildings and Grounds				1,550.00	238.00	1,312	1,312
140	Scout Hut Demolition							
SUB TOTAL					2,250.00	731.42	1,519	1,519

Cost Centre EMLYN MEADOWS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
95	Grounds				500.00	250.00	250	250
SUB TOTAL					500.00	250.00	250	250

Cost Centre ALLOTMENTS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
96	Langshott Maintenance		4,907.73	4,908		2,975.67	-2,976	1,932
97	Church Rd Maintenance				1,700.00	550.00	1,150	1,150
98	Church Rd Utilities				450.00	1,123.13	-673	-673
99	Langshott Utilities				900.00	12.71	887	887
SUB TOTAL			4,907.73	4,908	3,050.00	4,661.51	-1,612	3,296

Cost Centre TOWN CENTRE

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend

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

100	Baskets and planting	1,000.00	725.00	-275	8,500.00	9,092.25	-592	-867
101	Horley/South & SE in Bloom		1,065.00	1,065	2,100.00	2,439.33	-339	726
102	Christmas				1,900.00	684.80	1,215	1,215
SUB TOTAL		1,000.00	1,790.00	790	12,500.00	12,216.38	284	1,074

Cost Centre SECURITY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
105	Security Patrols				2,600.00	3,213.00	-613	-613
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	180.00	1,920	1,920
108	CCTV Broadband Connections					807.38	-807	-807
SUB TOTAL					6,250.00	4,200.38	2,050	2,050

Cost Centre GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				1,000.00	779.00	221	221
111	Churchyards				6,000.00	6,000.00		
112	CLLr Initiative grants		1,922.75	1,923				1,923
113	Other Grants		75.00	75		2,025.00	-2,025	-1,950
SUB TOTAL			1,997.75	1,998	7,000.00	8,804.00	-1,804	194

Cost Centre VAT RECLAIM

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

Cost Centre CONTINGENCY

Code	Title	Receipts			Payments			Net Position
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
122	Contingency		2,990.00	2,990		2,990.00	-2,990	
SUB TOTAL			2,990.00	2,990		2,990.00	-2,990	

NET TOTAL	429,504.00	463,475.62	33,972	445,827.00	400,958.94	44,868	78,840
V.A.T.		44,888.29			35,796.49		
GROSS TOTAL		508,363.91			436,755.43		

Notes to Summary Report of receipts and payments

Jan-18

Code	Title	Comment
53	Legal and Professional Fees	HR issues and Café professional fees (expenditure to be transferred from earmarked funds)
81	Skatepark and MUGA	Skatepark expenditure will be tr'd fm earmarked to general reserves at year end
86	Football Pitches/ Grounds	Tree condition survey carried out
139	Innes Cleaning	Legionella testing kit
96	Langshott Maintenance	To be reclaimed against S106 commuted sum
98	Church Road Utilities	Ongoing investigation with the water supply
105	Security Patrols	Additional Patrols

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 13 February 2018 at 6.45 pm

Present Cllrs James Baird (JB), Chairman
Mike George (MG)
Adrian Kitajewski (AK)
Helen Kitajewski (HK)
Linda Mabbett (LM)
Samantha Marshall (SM)

In Attendance Joan Walsh (JW) -Town Clerk

1 Apologies and Reasons for Absence

All members of the Communications Sub-Committee were in attendance.

2 Declarations of Interest

None were raised.

3 Minutes of Previous Meeting (held on 21 November 2017)

'Parish Online' – Mapping Software Provider for Parish Councils

MG advised that as discussed at the last meeting, the web-based mapping service offered by 'Parish Online' to assist public authorities, had been temporarily put on hold. This was because enquiries were being sought through SSALC to see if a collective licence for Parish and Town Councils might become available county-wide through the association.

4 General Data Protection Regulations (GDPR)

JW advised that HTC were seeking professional advice through a variety of sources, including the Town Council's IT provider, who is undertaking a professional qualification to become an accredited GDPR practitioner. Further information and a series of possible referrals on GDPR services were also regularly communicated by SSALC.

A further GDPR update had been provided by RBBC with the recent appointment of a Data Protection Officer (DPO) to lead the project. It may also be possible for the DPO to extend professional services to HTC in an advisory capacity for public authorities and this would be followed up.

In the run up to GDPR compliance by the middle of May, the next steps for HTC would be to carry out an extensive data audit and register of information currently held together with a mapping system to determine how and why such data is used by the Town Council.

5 eNewsletter

JW reported that that the Town Council had reached a total of 1,502 for the eNewsletter, and this was an increase of 35 subscribers since the previous month.

6 HTC Website

JW advised that usage of the website was on the increase with more subscribers for the eNewsletter, and Twitter which had reached 1,026 followers. Google analytic statistics were considered useful to view recent trends.

7. Office 365 Email

JW reported that all HTC members were now using Office 365 accounts. Some technical problems on staff email accounts had been experienced and this was thought to be a temporary problem with Microsoft Office.

8. Other Communications Matters

Business Telephone Cost Savings Comparison

JW advised that HTC's communications provider (Tritel) had provided details on a potential Cost Savings Comparison proposal through its partnership provider, **Spitfire Networks Services Ltd.** The cost savings comparison based on the Council's July 2017 bill by the current provider, BT, offers a 14.65% saving which equates to £91.17 per year. It was thought that this might be worth pursuing but would be based on existing contract terms with BT, and this would be followed up in due course.

9. Next Meeting

The next meeting will take place on Tuesday, 1 May, at 6.45 pm.