

**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 26 September 2017, at 7.30 pm

**Present:** Cllrs Samantha Marshall – Chairman  
J Baird  
M George  
R Olliver  
H Randall

**In attendance:** Joan Walsh – Town Clerk Elect  
C Fenton – Deputy Town Clerk  
Peter Wakeham, Community Fundraiser,  
Surrey Royal British Legion (RBL)

**F 4083 Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs Baker, Biggs, Etheridge, Jackson, H Kitajewski, Mabbett, V Marshall and the Town Clerk be accepted, for reasons as specified in the Attendance Register.***

**F 4084 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 4085 Public Forum**

Peter Wakeham, Community Fundraiser for the Surrey RBL, addressed members and showed them an example of a "Silent Soldier", designed to be placed on roundabouts, churches, fields, parks and other sites across Surrey, to commemorate the end of World War One. He explained that the soldiers were made of the same material used to make road signs and were held in place by two stakes. The idea was that they should appear at sites "silently", just as the troops had done when returning from the War.

Peter went on to explain that the Horley RBL was seeking permission from the Town Council to place two Silent Soldiers in the Memorial Gardens from November this year until the end of 2018. It was agreed that a site meeting would be beneficial to agree exact locations.

After further discussion the following was recommended:

***RECOMMEND:***

- i) that the Horley RBL be given permission to place two Silent Soldiers in the Memorial Gardens (exact siting to be agreed).***
- ii) that the Town Council consider sponsoring further Silent Soldiers.***

***The recommendations to be considered at the Full Council Meeting***

F 4085)            *on 17 October 2017*

F 4086            **Approval of Minutes  
Finance & General Purposes Committee, 1 August 2017**

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.***

F 4087            **Audit Matters**

***RESOLVED: that the Councillors' Audit Certificate for July & August 2017 and Clerk's responses, where applicable, be received. (A copy is appended.)***

F 4088            **Financial Reports for July 2017**

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

- i)        Bank Reconciliations***
- ii)       Receipts List totalling £2,246.17 plus VAT (£19,495.34)  
          (Includes VAT refund of £17,249.17)***
- iii)       Payments List totalling £38,912.89 plus VAT (£44,829.11)***

F 4089            **Financial Reports for August 2017**

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

- i)        Bank Reconciliations***
- ii)       Receipts List totalling £1,975.75 (No VAT)***
- iii)       Payments List totalling £27,393.81 plus VAT (£29,044.23)***
- iv)       Summary of Receipts and Payments compared with Estimates***

#### **Communications**

F 4090            Members were updated on the meeting of the Communications Sub-Committee held earlier. Cllr Baird told members that the Town Council's e Newsletter now had nearly 1500 subscribers. He explained that the Sub-Committee would be considering the implications of the planned introduction of the Data Protection Bill at future meetings. It was noted that the proof of the 2018 Town Guide was due to be signed off by the end of October. (Minutes of the meeting are appended.)

***RESOLVED: noted.***

F 4091            ***RESOLVED: that the purchase of 1 x HP 250 G5 i5, 4GB, 500GB laptop at a cost of £489 ex VAT and the purchase of 1 x Apple iPad2 at a cost of***

- F 4091)** *£357.50 ex VAT (as recommended by the Communications Sub-Committee for on and off site use and forming part of resilience / disaster recovery measures) be approved.*

**Borough Standards Committee**

- F 4092** It was noted that there had been no meetings of the Committee.

**RESOLVED: noted.**

- F 4093** **RESOLVED: that this cease to be a standing item on the agenda of this Committee.**

**Surrey Association of Local Councils (Surrey ALC) & National Association of Local Councils (NALC)**

- F 4094** Cllr Olliver updated members on meetings he had recently attended. It was noted that both he and Cllr George would be attending the Surrey ALC Annual Meeting and Conference on 12 October and that Cllr Olliver would also be attending the NALC Annual Conference in Milton Keynes on 30 October.

**RESOLVED: noted.**

- F 4095** It was noted that the publication "The Voice of a Councillor" had been circulated to all members. Cllr Olliver recommended that members read the section on Parish Councils.

**RESOLVED: noted.**

- F 4096** **Court Lodge Fields Car Park – Replacement Street Lamp Head**

**RESOLVED: that the purchase of a replacement LED street lamp head at the Court Lodge Playing Fields car park, for the sum of £387.44 ex VAT (supplied and fitted by L & C Installations Ltd) be ratified.**

- F 4097** **Edmonds Hall – Replacement Ceiling Fans**

**RESOLVED: that the purchase of two replacement ceiling fans in the Edmonds Hall for the sum of £489 ex VAT (supplied and fitted by L & C Installations Ltd) be approved.**

- F 4098** **Precept 2018 / 2019**

It was agreed that Precept requirements be considered at the Leisure Meeting on 31 October and the Planning Meeting on 7 November, to enable the Precept to be finalised at the Finance Meeting on 21 November, for recommendation to Full Council on 12 December.

**RESOLVED: noted.**

**F 4099 Horley Calendar**

Following recent meetings with representatives of MAD Ideas, members discussed the possibility of a 2018 "Horley in Colour" Calendar being produced, featuring photographs from Horley in Bloom competitions and other events throughout the year. The Deputy Clerk explained that sponsorship of £100 per month would cover production costs etc and would enable the Calendar to be sold to raise funds for the Mayor's Charity. After some discussion members concluded that any calendar produced would need to be ready to sell at the Horley in Bloom Awards Evening, therefore it would be prudent to look to produce a 2019 Calendar instead. Cllr Baird told members that he would be happy to meet with representatives of MAD Ideas to help move the project forward.

**RESOLVED:**

- i) that MAD Ideas be informed accordingly.*
- ii) that the matter be discussed at future meetings of the Communications Sub-Committee.*

**F 4100 Office Closure over Christmas 2017/2018**

**RESOLVED: that the Town Council Offices close at lunchtime on Friday 22 December and re-open on the morning of Tuesday 2 January 2018.**

**F 4101 Letters Received**

The Deputy Clerk reported receipt of a letter from the Horley Parochial Church Council, seeking funding towards the replacement of the CCTV Camera system at St Bart's Church.

**RESOLVED: that the Church representative be advised to contact the Community Foundation for Surrey for possible funding assistance.**

**F 4102 Diary Dates**

**RESOLVED: that upcoming events be noted, in particular the Horley in Bloom Awards Evening on 29 September (help from members required) and the Horley Lions Bonfire & Firework Display on 4 November.**

**Meeting Closed at 8.39 pm.  
Date of Next Meeting: 21 November 2017**

# HORLEY TOWN COUNCIL

## Councillors' Audit Certificate

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

July & August 2017

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

Observations (Councillors)	Clerk's action
Name: MIKE GEORGE Signature: 	Signature:
Name: RICHARD OLLIVER Signature: 	
Date: 21/9/17	Date

### Horley Town Council

<b>Bank Reconciliation at 31/07/2017</b>		
	Cash in Hand 01/04/2017	372,905.32
	<b>ADD</b>	
	Receipts 01/04/2017 - 31/07/2017	274,409.13
	<b>SUBTRACT</b>	
	Payments 01/04/2017 - 31/07/2017	227,414.17
<b>A</b>	<b>Cash in Hand 31/07/2017</b> (per Cash Book)	<b>419,900.28</b>
<hr/>		
	Cash in hand per Bank Statements	
	Cash 31/07/2017	150.00
	HSBC Current 31/07/2017	31,410.64
	HSBC Deposit 31/07/2017	836.08
	HSBC Payroll 31/07/2017	141.42
	Barclays 10 Day 31/07/2017	213,663.84
	Nationwide Intl 31/07/2017	22,066.35
	Barclays Direct Access 31/07/2017	20,710.80
	FairFX Bank Debit Card 31/07/2017	839.78
	Handelsbanken 31/07/2017	130,081.37
		<b>419,900.28</b>
	Less unrepresented cheques As attached	0.00
		419,900.28
	Plus unrepresented receipts As attached	0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>419,900.28</b>
<hr/>		
<b>A = B Checks out OK</b>		

## Horley Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
129	03/07/2017		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
130	03/07/2017		HSBC Current		Horley Recreation Ground	Kickboxing - S Reynolds	E	40.00	0.00	40.00
131	03/07/2017		HSBC Current		Allotment Rent	Various	E	50.00	0.00	50.00
132	03/07/2017		HSBC Current		Hall Hire Fee	Various	E	230.00	0.00	230.00
133	06/07/2017		HSBC Current		Sponsorship	Mitchells of Horley Ltd	E	75.00	0.00	75.00
134	14/07/2017		HSBC Current		Market Income	Various	E	40.00	0.00	40.00
135	14/07/2017		HSBC Current		Hall Hire Fee	Various	E	40.00	0.00	40.00
136	14/07/2017		HSBC Current		Hall Hire Fee	Silver Moon Dancing	E	160.00	0.00	160.00
137	14/07/2017		HSBC Current		Hall Hire Fee	Art Class	E	205.00	0.00	205.00
138	14/07/2017		HSBC Current		Hall Hire Fee	Tai-Chi	E	116.00	0.00	116.00
139	14/07/2017		HSBC Current		Hall Hire Fee	Wardrobe Wizards	E	245.00	0.00	245.00
140	17/07/2017		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggin	E	100.00	0.00	100.00
141	17/07/2017		HSBC Current		Hall Hire Fee	Pilates - Kathy Gerrard	E	92.00	0.00	92.00
142	20/07/2017		HSBC Current		Banner Display	Zapphire School of Dan	E	20.00	0.00	20.00
143	27/07/2017		HSBC Current		Vat Refund	HMRC	R	0.00	17,249.17	17,249.17
144	24/07/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
145	31/07/2017		Handelsbanken		Bank interest	HANDELSBANKEN	E	38.17	0.00	38.17
<b>Total</b>								<b>2,246.17</b>	<b>17,249.17</b>	<b>19,495.34</b>

JULY 2017

29 August 2017 (2017-2018)

**Horley Town Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	03/07/2017		HSBC Current	DD	Maintenance Agreement	Action Pumps Ltd	S	460.00	92.00	552.00
165	03/07/2017		HSBC Current	DD	Cleaning	Asbit	S	149.32	29.86	179.18
166	03/07/2017		HSBC Current	DD	Cleaning	Asbit	S	214.32	42.86	257.18
167	03/07/2017		HSBC Current	DD	Grounds Maintenance	Burleys	S	752.43	150.49	902.92
168	03/07/2017		HSBC Current	DD	Grounds Maintenance	Burleys	S	528.00	105.60	633.60
169	03/07/2017		HSBC Current	DD	Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
170	03/07/2017		HSBC Current	DD	Stationery	Don Ruffles Ltd.	S	38.19	7.64	45.83
171	03/07/2017		HSBC Current	DD	PAYE	HMRC	E	2,020.40	0.00	2,020.40
172	03/07/2017		HSBC Current	DD	NI Employee	HMRC	E	466.56	0.00	466.56
173	03/07/2017		HSBC Current	DD	NI Employer	HMRC	E	1,011.12	0.00	1,011.12
174	03/07/2017		HSBC Current	DD	Maintenance Agreement	L&C Installations	S	88.00	17.60	105.60
175	03/07/2017		HSBC Current	DD	Maintenance Agreement	L&C Installations	S	387.44	77.49	464.93
176	03/07/2017		HSBC Current	DD	Internal Auditor	Paul Hartley	E	804.00	0.00	804.00
177	03/07/2017		HSBC Current	DD	Pension payments Employee -	Prudential LGAVC	E	200.00	0.00	200.00
178	03/07/2017		HSBC Current	DD	Pension Furd Employer	Surrey Pension Fund	E	1,716.33	0.00	1,716.33
179	03/07/2017		HSBC Current	DD	Pension payments Employee	Surrey Pension Fund	E	764.03	0.00	764.03
180	03/07/2017		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
181	03/07/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	75.00	0.00	75.00
182	03/07/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	56.00	0.00	56.00
183	10/07/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
184	11/07/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
185	13/07/2017		HSBC Current	DD	Bank charge	HSBC	E	69.64	0.00	69.64
186	17/07/2017		HSBC Current	104373	Skittles Tournament	Horley Lions	E	36.00	0.00	36.00
187	14/07/2017		HSBC Current	104374	Horley in Bloom	Horley Constitutional Club	E	51.05	0.00	51.05
188	17/07/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
189	18/07/2017		HSBC Current	DD	Baskets and Planters (Amethys)	Amethyst Horticulture	S	8,592.25	1,718.45	10,310.70
190	18/07/2017		HSBC Current	DD	Cleaning	Asbit	S	209.54	41.91	251.45
191	18/07/2017		HSBC Current	DD	Cleaning	Asbit	S	130.10	26.02	156.12
192	18/07/2017		HSBC Current	DD	Signage	KM Vinyl Graphics	E	285.00	0.00	285.00
193	18/07/2017		HSBC Current	DD	Security Guard Patrol	Lion Security	S	48.00	9.60	57.60
194	18/07/2017		HSBC Current	DD	Security Guard Patrol	Lion Security	S	260.00	52.00	312.00
195	18/07/2017		HSBC Current	DD	Security Guard Patrol	Lion Security	S	210.17	42.03	252.20
196	18/07/2017		HSBC Current	DD	South & SE in Bloom	MAD Ideas	S	320.00	64.00	384.00
197	18/07/2017		HSBC Current	DD	Office supplies	Roy Martin	E	61.28	0.00	61.28
199	18/07/2017		HSBC Current	DD	Innes Pavilion Refurbishment	Mitchells of Horley Ltd	S	5,293.00	1,058.60	6,351.60
200	18/07/2017		HSBC Current	DD	Keys	Seldons Locksmiths	S	12.92	2.58	15.50



## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
201	18/07/2017		HSBC Current		Window cleaning	Michael Stone	E	55.00	0.00	55.00
202	18/07/2017		HSBC Current		Bank charge - debit card mach	Global Payments	X	53.68	4.70	58.38
203	18/07/2017		HSBC Current	DD	Gas supply	British Gas	X	69.48	3.47	72.95
204	19/07/2017		HSBC Current	DD	Football pitch hire Refund	Gatwick Albion FC	E	460.92	0.00	460.92
205	24/07/2017		HSBC Current	DD	Gas supply	British Gas	X	185.00	0.00	185.00
206	26/07/2017		HSBC Current	DD	Memorial Gardens	Amethyst Horticulture	S	300.00	60.00	360.00
207	26/07/2017		HSBC Current	DD	Cleaning	Asbit	S	229.32	45.86	275.18
208	26/07/2017		HSBC Current	DD	Stationery	Don Ruffles Ltd.	S	32.22	6.44	38.66
209	26/07/2017		HSBC Current	DD	HR Services	HR Services Partnership	S	31.28	6.26	37.54
210	26/07/2017		HSBC Current	DD	Signage	KM Vinyl Graphics	E	480.00	0.00	480.00
211	26/07/2017		HSBC Current	DD	Service CCTV in Rec	Lion Security	S	55.00	11.00	66.00
212	27/07/2017		HSBC Current	104376	South & SE in Bloom	Horley Constitutional Club	E	41.70	0.00	41.70
213	27/07/2017		HSBC Current	104375	South & SE in Bloom	Horley Constitutional Club	E	120.00	0.00	120.00
214	28/07/2017		HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
216	03/07/2017		HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
217	26/07/2017		HSBC Current	DD	Office maintenance - hygiene I	Constant Hygiene	S	125.00	25.00	150.00
218	18/07/2017		HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
219	28/07/2017		HSBC Payroll		Salaries	HTC	S	6,750.08	1,350.02	8,100.10
220	10/07/2017		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	E	10.95	0.00	10.95
221	06/07/2017		FairFX Bank Debit Car		Office 365 Licence	Microsoft	E	121.98	0.00	121.98
222	18/07/2017		FairFX Bank Debit Car		Broadband	Zen Internet	S	45.83	9.17	55.00
223	20/07/2017		FairFX Bank Debit Car		Office supplies	Amazon	E	7.99	0.00	7.99
224	27/07/2017		FairFX Bank Debit Car		Office supplies	Amazon	E	14.49	0.00	14.49
225	27/07/2017		FairFX Bank Debit Car		Office supplies	Amazon	E	17.62	0.00	17.62
226	28/07/2017		FairFX Bank Debit Car		Office supplies	Amazon	E	35.35	0.00	35.35
227	31/07/2017		FairFX Bank Debit Car		Office supplies	Amazon	E	13.93	0.00	13.93
<b>Total</b>								<b>38,912.89</b>	<b>5,916.22</b>	<b>44,829.11</b>

### Horley Town Council

<b>Bank Reconciliation at 31/08/2017</b>		
Cash in Hand 01/04/2017		372,905.32
<b>ADD</b>		
Receipts 01/04/2017 - 31/08/2017		276,384.88
<b>SUBTRACT</b>		
Payments 01/04/2017 - 31/08/2017		256,458.40
<b>A</b>	<b>Cash in Hand 31/08/2017</b> (per Cash Book)	<b>392,831.80</b>
<hr/>		
Cash in hand per Bank Statements		
Cash	31/08/2017	150.00
HSBC Current	31/08/2017	4,343.27
HSBC Deposit	31/08/2017	836.08
HSBC Payroll	31/08/2017	424.02
Barclays 10 Day	31/08/2017	213,663.84
Nationwide Intl	31/08/2017	22,066.35
Barclays Direct Access	31/08/2017	20,710.80
FairFX Bank Debit Card	31/08/2017	517.32
Handelsbanken	31/08/2017	130,120.12
		<b>392,831.80</b>
Less unrepresented cheques As attached		0.00
Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>392,831.80</b>
<hr/>		
<b>A = B Checks out OK</b>		

August 2017

Horley Town Council  
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
146 Innes Pavilion	01/08/2017		HSBC Current		Innes Pavilion Hire Fee	Kickboxing - S Reynolds	E	750.00	0.00	750.00
147 Event Income	01/08/2017		HSBC Current		Horley Recreation Ground - Ba	Kickboxing - S Reynolds	E	40.00	0.00	40.00
148 Langshott Allotments	02/08/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
149 Langshott Allotments	07/08/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
150 Langshott Allotments	10/08/2017		HSBC Current		Allotment Rent	Various	E	60.00	0.00	60.00
151 Saturday Market	11/08/2017		HSBC Current		Market car park	Various	E	20.00	0.00	20.00
152 Langshott Allotments	11/08/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
153 Langshott Allotments	11/08/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
154 Langshott Allotments	11/08/2017		HSBC Current		Allotment Rent	Various	E	45.00	0.00	45.00
155 Edmonds Hall	11/08/2017		HSBC Current		Hall Hire Fee	RCCG Church	E	762.00	0.00	762.00
156 Event Income	21/08/2017		HSBC Current		Banner Display	K Tickner	E	40.00	0.00	40.00
157 Bank Interest	31/08/2017		Handelsbanken		Interest	HANDELSBANKEN	E	38.75	0.00	38.75
158 Event Income	10/08/2017		HSBC Current		Banner Display	East Surrey Operatic Society	E	40.00	0.00	40.00
<b>Total</b>								<b>1,975.75</b>	<b>0.00</b>	<b>1,975.75</b>

# August 2017

19 September 2017 (2017-2018)

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
228	01/08/2017		HSBC Current		Cleaning	Asbit	S	158.10	31.62	189.72
229	01/08/2017		HSBC Current		Grounds Maintenance	Bennetts Builders Ltd	S	686.00	137.20	823.20
230	01/08/2017		HSBC Current		Grounds Maintenance	Burleys	S	3,856.84	771.37	4,628.21
231	01/08/2017		HSBC Current		Water Rates	Castle Water	E	110.04	0.00	110.04
232	01/08/2017		HSBC Current		Refund	Various	E	230.00	0.00	230.00
233	01/08/2017		HSBC Current		PAYE	HMRC	E	2,047.80	0.00	2,047.80
234	01/08/2017		HSBC Current		NIC Employer	HMRC	E	1,074.05	0.00	1,074.05
235	01/08/2017		HSBC Current		NIC Employee	HMRC	E	521.28	0.00	521.28
236	01/08/2017		HSBC Current		Playground repairs	Bennetts Builders Ltd	S	1,680.50	336.10	2,016.60
237	01/08/2017		HSBC Current		Lnagshot Toilet Cleaning	Bennetts Builders Ltd	S	100.00	20.00	120.00
238	01/08/2017		HSBC Current		Pension payments Employee	Prudential LGAVC	E	200.00	0.00	200.00
239	01/08/2017		HSBC Current		Pension Fund Employer	Surrey Pension Fund	E	1,789.68	0.00	1,789.68
240	01/08/2017		HSBC Current		Pension payments Employee	Surrey Pension Fund	E	790.50	0.00	790.50
241	01/08/2017		HSBC Current	DD	Newsletter	In Touch CRM (Eazy Collect)	S	19.00	3.80	22.80
242	01/08/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	75.00	0.00	75.00
243	01/08/2017		HSBC Current	DD	Rates	Reigate & Banstead Borough	E	56.00	0.00	56.00
244	02/08/2017		HSBC Current	DD	Maintenance Agreement	British Gas	X	68.10	0.00	68.10
245	07/08/2017		HSBC Current	DD	Photocopying - Lease	PEAC (UK) Ltd	S	519.00	103.80	622.80
246	08/08/2017		HSBC Current	DD	Telephony charges	BT	S	261.90	52.38	314.28
247	08/08/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
248	08/08/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	21.27	4.25	25.52
249	11/08/2017		HSBC Current	DD	Bank charges - all HSBC accou	HSBC	Z	70.92	0.00	70.92
250	15/08/2017		HSBC Current		Cleaning	Asbit	S	134.10	26.82	160.92
251	15/08/2017		HSBC Current		Cleaning	Asbit	S	114.88	22.98	137.86
252	15/08/2017		HSBC Current		Stationery	Don Ruffles Ltd.	S	14.78	2.96	17.74
253	15/08/2017		HSBC Current		Tree surgery	Heathlands Tree Care	E	450.00	0.00	450.00
254	15/08/2017		HSBC Current		Innes Pavilion Security Patrols	Lion Security	S	54.00	10.80	64.80
255	15/08/2017		HSBC Current		Security Guard Patrol	Lion Security	S	200.00	40.00	240.00
256	15/08/2017		HSBC Current		Keys	Seldons Locksmiths	S	48.33	9.67	58.00
257	15/08/2017		HSBC Current		Keys	Seldons Locksmiths	S	68.33	13.67	82.00
258	16/08/2017		HSBC Current		Gas supply	British Gas Commercial	X	2,055.95	0.00	2,055.95
259	16/08/2017		HSBC Current		Bank charge - debit card mach	Global Payments	X	58.27	0.00	58.27
260	17/08/2017		HSBC Current	DD	CCTV Broadband	Zen Internet	S	29.50	5.90	35.40
261	21/08/2017		HSBC Current		Gas supply	British Gas Commercial	X	564.34	0.00	564.34
262	21/08/2017		HSBC Current		Cleaning	Asbit	S	84.44	16.89	101.33
263	21/08/2017		HSBC Current		Stationery	Don Ruffles Ltd.	S	14.78	2.96	17.74

## Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
264 Tree Surgery	21/08/2017		HSBC Current		Tree surgery	Heathlands Tree Care	Z	100.00	0.00	100.00
265 Window Cleaning	17/08/2017		HSBC Current		Window cleaning	Michael Stone	Z	55.00	0.00	55.00
266 Utilities	24/08/2017		HSBC Current		Gas supply	British Gas	X	185.00	0.00	185.00
267 IT	29/08/2017		HSBC Current	DD	IT Maintenance	Micro Maintenance Ltd.	S	165.00	33.00	198.00
268 Subscriptions & Licences	02/08/2017	email 1 Aug 17	FairFX Bank Debit Car		Subscription	SSALC Ltd	Z	215.00	0.00	215.00
269 Office Supplies & Equipment	02/08/2017		FairFX Bank Debit Car		Keys	Dapper Shoes	Z	10.00	0.00	10.00
270 Office Supplies & Equipment	03/08/2017		FairFX Bank Debit Car		Office supplies	Amazon	Z	80.19	0.00	80.19
271 Staff Training	07/08/2017		FairFX Bank Debit Car		Office supplies	Amazon	Z	250.00	0.00	250.00
272 Subscriptions & Licences	10/08/2017		FairFX Bank Debit Car		Office supplies	SLCC Enterprises Ltd	Z	10.95	0.00	10.95
273 Office Supplies & Equipment	17/08/2017		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	26.97	0.00	26.97
274 Office Supplies & Equipment	24/08/2017		FairFX Bank Debit Car		Office supplies	Amazon	Z	13.95	0.00	13.95
275 Subscriptions & Licences	09/08/2017		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	115.40	0.00	115.40
276 Net Salaries	25/08/2017		HSBC Payroll		Salaries	Horley Town Council	Z	7,917.40	0.00	7,917.40
<b>Total</b>								<b>27,393.81</b>	<b>1,650.42</b>	<b>29,044.23</b>

August 2017

August 2017 (2017-2018)

**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	166,431.50	-166,432				-166,432
<b>SUB TOTAL</b>	<b>332,863.00</b>	<b>166,431.50</b>	<b>-166,432</b>				<b>-166,432</b>

**Cost Centre INCOME**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
2 Bank Interest	750.00	381.86	-368				-368
3 Section 136 LGA	35,400.00	17,877.00	-17,523				-17,523
5 Devolved Powers							
6 Council Tax Support Grant	10,240.00	5,120.00	-5,120				-5,120
<b>SUB TOTAL</b>	<b>46,390.00</b>	<b>23,378.86</b>	<b>-23,011</b>				<b>-23,011</b>

**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	5,978.64	-12,021		265.00	-265	-12,286
8 Football Pitches	10,000.00	532.55	-9,467				-9,467
9 Church Rd Allotments	3,200.00	30.00	-3,170				-3,170
10 Langshott Allotments	3,500.00	3,831.12	331				331
11 Bowls Club	251.00	251.00					
12 Innes Pavilion	9,000.00	3,750.00	-5,250				-5,250
13 Saturday Market		260.00	260				260
14 Event Income	5,000.00	2,990.00	-2,010				-2,010
15 Meeting Room	220.00	220.00					
16 Edmonds Hall Deposits		100.00	100		400.00	-400	-300
17 Football Pitch Deposits					873.92	-874	-874
<b>SUB TOTAL</b>	<b>49,171.00</b>	<b>17,943.31</b>	<b>-31,228</b>		<b>1,538.92</b>	<b>-1,539</b>	<b>-32,767</b>

**Cost Centre OFFICE EXPENDITURE**

Code Title	Receipts			Payments			Net Position
	Estimated	Actual	Variance	Estimated	Actual	Variance	+/- Under/over spend
19 Stationery				2,000.00	519.70	1,480	1,480
20 Courier & Postage				400.00		400	400
21 Office Supplies & Equipment				1,200.00	776.38	424	424
22 Photocopying	80.00		-80	4,500.00	1,428.96	3,071	2,991
23 IT				6,000.00	3,057.90	2,942	2,942
24 Website				2,000.00	150.00	1,850	1,850
25 Communications		75.60	76	1,800.00	572.43	1,228	1,303
26 Environment Campaign							
<b>SUB TOTAL</b>	<b>80.00</b>	<b>75.60</b>	<b>-4</b>	<b>17,900.00</b>	<b>6,505.37</b>	<b>11,395</b>	<b>11,390</b>

**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	37,927.76	90,072	90,072
31 PAYE				22,000.00	9,964.60	12,035	12,035
32 NI Employee				3,800.00	2,278.56	1,521	1,521
33 NI Employer				10,600.00	4,986.47	5,614	5,614
34 SCC Pension Employee				10,200.00	3,803.19	6,397	6,397
35 SCC Pension Employer				40,800.00	6,720.31	34,080	34,080
<b>SUB TOTAL</b>				<b>215,400.00</b>	<b>65,680.89</b>	<b>149,719</b>	<b>149,719</b>

**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	933.89	2,066	2,066
39 Cleaning of hall and office				8,300.00	3,296.79	5,003	5,003
40 Utilities				5,000.00	4,437.01	563	563
41 Rates				4,500.00	600.63	3,899	3,899
42 Maintenance Contracts				2,300.00	662.40	1,638	1,638
43 Window Cleaning				600.00	220.00	380	380
44 Security Alarm system					40.00	-40	-40
45 Fire Equipment & H & S				1,060.00		1,060	1,060
46 Market rates and utilities							
<b>SUB TOTAL</b>				<b>24,760.00</b>	<b>10,190.72</b>	<b>14,569</b>	<b>14,569</b>

**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	9,772.46	9,773	9,773
51 Bank charges				1,350.00	508.85	841	841
52 Insurance				7,100.00	6,960.56	139	139
53 Legal and professional fees				2,250.00	66.28	2,184	2,184
54 Audit fees				2,200.00	804.00	1,396	1,396
55 Subscriptions & Licences				6,800.00	4,482.02	2,318	2,318
56 Advertising							
57 Newsletter				400.00	95.00	305	305
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	111.94	138	138
64 Cllr Training				750.00		750	750
65 Staff Expenses				500.00		500	500
66 Staff Training				1,000.00	328.40	672	672
137 Langshott Legal fees							
138 Gatwick Consultancy							
<b>SUB TOTAL</b>				<b>43,045.00</b>	<b>23,129.51</b>	<b>19,915</b>	<b>19,915</b>

**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	20,029.90	26,470	26,470
71 Contractors' Maint (Agency)				1,700.00		1,700	1,700
72 Playground Inspections				7,700.00	1,652.00	6,048	6,048
73 Playground Repairs				8,500.00	2,126.00	6,374	6,374
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	550.00	6,450	6,450
125 Project Expenditure					61,400.00	-61,400	-61,400
126 Himalayan Balsam				500.00		500	500
<b>SUB TOTAL</b>				<b>74,320.00</b>	<b>86,522.90</b>	<b>-12,203</b>	<b>-12,203</b>

## 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				4,500.00	300.00	4,200		4,200
80	Ornamental Gardens				1,500.00		1,500		1,500
81	Skatepark & MUGA		30,000.00	30,000					30,000
82	Footpaths & Car park								
123	Grounds				2,000.00		2,000		2,000
<b>SUB TOTAL</b>			<b>30,000.00</b>	<b>30,000</b>	<b>8,000.00</b>	<b>300.00</b>	<b>7,700</b>		<b>37,700</b>

**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	85.02	915		915
87	Buildings				6,000.00	475.44	5,525		5,525
88	Utilities				2,500.00	869.35	1,631		1,631
89	Lease of land				1.00	1.00			
124	Football Pavillion Cleaning				2,025.00	473.10	1,552		1,552
127	Loans & Grants								
128	Roof								
129	Innes PWLB Repayment				14,718.00	7,359.06	7,359		7,359
130	Refurbishment					5,503.17	-5,503		-5,503
131	Maintenance Contracts				820.00	528.10	292		292
132	Innes Communications				288.00		288		288
133	Rates				2,000.00		2,000		2,000
134	Security Patrols				1,500.00	102.00	1,398		1,398
135	Insurance								
139	Innes Cleaning								
<b>SUB TOTAL</b>					<b>30,852.00</b>	<b>15,396.24</b>	<b>15,456</b>		<b>15,456</b>

**Cost Centre MICHAEL CRESCENT**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
91	Rates & Utilites				700.00	55.36	645		645
121	Buildings and Grounds				1,550.00		1,550		1,550
140	Scout Hut Demolition								
<b>SUB TOTAL</b>					<b>2,250.00</b>	<b>55.36</b>	<b>2,195</b>		<b>2,195</b>

**Cost Centre EMLYN MEADOWS**

Code	Title	Receipts			Payments			Net Position	
		Estimated	Actual	Variance	Estimated	Actual	Variance	+/-	Under/over spend
95	Grounds				500.00		500		500
<b>SUB TOTAL</b>					<b>500.00</b>		<b>500</b>		<b>500</b>

**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		401.67	-402		4,506
97	Church Rd Maintenance				1,700.00		1,700		1,700
98	Church Rd Utilities				450.00		450		450
99	Langshott Utilities				900.00		900		900
<b>SUB TOTAL</b>			<b>4,907.73</b>	<b>4,908</b>	<b>3,050.00</b>	<b>401.67</b>	<b>2,648</b>		<b>7,556</b>

**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	8,592.25	-92	-367
101	Horley/South & SE in Bloom		875.00	875	2,100.00	672.75	1,427	2,302
102	Christmas				1,900.00		1,900	1,900
<b>SUB TOTAL</b>		<b>1,000.00</b>	<b>1,600.00</b>	<b>600</b>	<b>12,500.00</b>	<b>9,265.00</b>	<b>3,235</b>	<b>3,835</b>
<b>Cost Centre SECURITY</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
105	Security Patrols				2,600.00	2,105.00	495	495
106	CCTV Installation				1,550.00		1,550	1,550
107	CCTV Maintenance				2,100.00	55.00	2,045	2,045
108	CCTV Broadband Connections					406.03	-406	-406
<b>SUB TOTAL</b>					<b>6,250.00</b>	<b>2,566.03</b>	<b>3,684</b>	<b>3,684</b>
<b>Cost Centre GRANTS AND DONATIONS</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
110	Grant Award Scheme				1,000.00		1,000	1,000
111	Churchyards				6,000.00	6,000.00		
112	Cllr Initiative grants							
113	Other Grants					2,450.00	-2,450	-2,450
<b>SUB TOTAL</b>					<b>7,000.00</b>	<b>8,450.00</b>	<b>-1,450</b>	<b>-1,450</b>
<b>Cost Centre VAT RECLAIM</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
120	Vat repayments		17,249.17	17,249				17,249
<b>SUB TOTAL</b>			<b>17,249.17</b>	<b>17,249</b>				<b>17,249</b>
<b>Cost Centre CONTINGENCY</b>								
		<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
<b>Code</b>	<b>Title</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>Estimated</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
122	Contingency		2,990.00	2,990		2,990.00	-2,990	
<b>SUB TOTAL</b>			<b>2,990.00</b>	<b>2,990</b>		<b>2,990.00</b>	<b>-2,990</b>	
<b>NET TOTAL</b>		<b>429,504.00</b>	<b>264,576.17</b>	<b>-164,928</b>	<b>445,827.00</b>	<b>232,992.61</b>	<b>212,834</b>	<b>47,907</b>
<b>V.A.T.</b>			<b>11,808.71</b>			<b>23,465.79</b>		
<b>GROSS TOTAL</b>			<b>276,384.88</b>			<b>256,458.40</b>		

**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 26 September 2017 at 1840 hrs

**Present** Cllrs James Baird, Chairman  
Mike George  
Samantha Marshall

**In Attendance** Joan Walsh - Planning & Projects Officer

**1 Apologies and Reasons for Absence**

Apologies were received from Cllrs Adrian Kitajewski, Helen Kitajewski, Linda Mabbett as well as the apology of the Clerk, Alan Jones.

**2 Declarations of Interest**

None were raised.

**3 eNewsletter**

It was reported that that Town Council now has 1,467 subscribers for the eNewsletter with In Touch. It would be possible to analyse recent trends and statistics with existing and new subscribers. Cllr George suggested the eNewsletter could perhaps also be promoted on social media links such as Horley Town Facebook, and this would be followed up.

The Chairman added that changes in the law on data protection in light of government plans to introduce the General Data Protection Regulations (GDPR) to become effective in May 2018, would need to be considered. It was agreed that this would be followed by the Clerk with NALC and the Information Commissioners Office together with a review of current processes by the Town Council in compliance with the Data Protection Act. The matter would be added to the next agenda of the Communications Sub-Committee.

**4 Office Computers**

It was agreed by the Committee to recommend to F&GP the purchase of:

- i) 1 x HP 250 G5 i5, 500GB laptop at a cost of £489 ex VAT and
- ii) 1 x Apple iPad2 at a cost of £357.50 ex VAT

It was explained that the additional portable devices could be used on and off site and also forms part of resilience measures and disaster recovery procedures.

**5 HTC website**

Joan advised that website visits have increased and the with use of the online contact enquiry form. Also excellent forum for uploading our responses to consultations, press releases and a free means of advertising for our hirers and other local groups and visitors. Usage of the website has increased, main factor being link to subscribe to eNewsletter (1467) and Twitter. Other factors were the links with the eNewsletter, Twitter etc to improve the council's profile. We now

have nearly 1,000 Twitter followers

Google Analytics statistics were made available at the meeting showing recent trends.

**6. Town Guide 2018**

.

**7. Other Communications Matters (Visit Surrey)**

**8. Next Meeting**

The next meeting will take place on Tuesday, 21 November 2017, at 6.45 pm.

**HTC/Comms/JW**