

HORLEY TOWN COUNCIL

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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday 27 October 2026 at 7.30pm

Venue: Horley Town Council Offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday 27 October 2026, 7.30pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Chief Executive Officer

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: info@horleysurrey-tc.gov.uk or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

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

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chair. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chair may direct that a question or comment is submitted in writing which shall be answered in due course.

HORLEY TOWN COUNCIL

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley RH6 7HZ on Tuesday 27 October 2026 at 7.30pm**

**All correspondence and papers referred to in the public part of the agenda are available to view in the
Town Council Offices during normal office hours or on the website.**

AGENDA

1 Apologies for Absence

To receive apologies for absence with officer recommendation for acceptance.

2 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

3 Public Forum

4 Minutes

To approve the Minutes of the Ordinary Council Meeting held on [8 September 2026](#).

5 Full Council Updates

6 Committee Reports

i) To receive the unapproved Minutes of the meetings of the following Committees:

Planning and Development Committee held on [20 October 2026](#)

ii) To receive the approved Minutes of the meetings of the following Committees:

Planning and Development Committee held on [22 September 2026](#)

7 Council Chair's Report: To receive a report of events attended by the Chair or representative since the Full Council meeting held on 8 September 2026 (attached).

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

i) To receive an update from Cllr Mike George as the HTC representative on the SALC Board.

ii) To resolve that Cllr Mike George will be the Voting Member at the SALC AGM on 5 November 2026, as the HTC representative.

iii) To receive any other updates from the National and County Associations.

9 Unitary, Borough, County Council and Other Updates

i) To note that the ESSA/SCC/RBBC/HTC Joint Council forum due to be held on 19 October 2026, had been postponed and the next meeting will be held on 30 November 2026.

ii) To note the next meeting of the RBBC/HTC Liaison Meeting will be held on 1 December 2026.

10 Internal Audit Matters

i) **Internal Audit:** To note arrangements for the first internal audit for 2026/27 on 1 December 2026.

ii) To note the income and expenditure report as at 30 September 2026.

11 Annual Audit for the year ended 31 March 2026

i) To note that the audit is completed and is unqualified with no issues arising.

ii) To receive the Final External Auditor Report and Certificate for 2025/26 (attached).

iii) To approve the Annual Governance and Accountability Return (AGAR) for 2025/26 (attached).

iv) To ratify the payment of £2,100 (plus VAT) to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2026.

12 Handelsbanken Banking Arrangement

To resolve that the Interim Responsible Financial Officer be added to the banking signatories and have access to the online account.

13 East Surrey Community Governance Review: Legal Orders: To note information received.

- 14 Town Council Charges 2027/28:** To consider for approval the recommended Scale of Charges for:
- i) Pitch Hire, Court Lodge Playing Fields
 - ii) Allotments Tenancies and Advertisement Banner Displays
 - iii) Community Hall Hire (Edmonds Hall)
 - iv) Land Hire by Event Operators
- 15 Horley Town Council Precept**
To review the Council's budgets and requirements and make recommendations for the Annual Budget and Precept setting at the Council meeting, to be held on 8 December 2026.
- 16 Rent Review:** To consider for approval the Annual Rent Review of the following tenancies and inflationary increase effective 1 April 2027.
- i) **Innes Sports Pavilion, Thornton Close, Horley RH6 8RJ**
 - ii) **Café in the Park, Brighton Road, Horley RH6 8SS**
- 17 Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)**
To receive an update on any matters.
- 18 Communications (Comms) Matters:** To receive an update on the Town Council's new website migration, incorporating the annual Website Accessibility/Mobile Applications review and any other matters.
- 19 HTC Environment Working Group (EWG):** To receive an update on the meeting held on 6 October 2026.
- 20 Outside Bodies**
- i) **Horley Royal British Legion (RBL):** To note the Horley Remembrance Services Programme 2026 arrangements and any other matters.
 - ii) **Horley RBL Poppy Appeal:** To approve the £300 donation to the RBL Poppy Appeal through the General Power of Competence.
 - iii) **Horley Community Partnerships:** To receive an update on the meeting held on 16 September 2026.
- 21 [White Ribbon Campaign \(25 November\):](#)** To consider a way forward.
- 22 Christmas 2026:** To agree the HTC office closure and note emergency cascade arrangements.
- 23 Diary Dates**
- 24 Items for Future Consideration:** To note urgent business for inclusion on future agenda.
- 25 Press Release:** To agree items for inclusion.
- 26 Exclusion of Public and Press**
"In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."
- 27 SCC Your Councillor Community Fund:** **CONFIDENTIAL**
Michael Crescent Perimeter Fencing Replacement: To consider officer recommendations for the appointment Contractor to install replacement railings at Michael Crescent Park, in the sum of £6,425 + VAT, to be covered by the funding received from the grant.
- 28 Horley Recreation Ground Gym Surfacing (ancillary works)** **CONFIDENTIAL**
To consider officer recommendations for the appointment of Contractor to install surfacing around the gym equipment (funded through the YFS Your Councillor Community Fund), at Horley Recreation Ground, in the sum of £12,401 plus VAT, to be covered by Leisure & Amenities Committee's Earmarked Fund.



Signed: Chief Executive Officer
22 October 2026

Date of Next Meeting (Precept) – 8 December 2026



HORLEY TOWN COUNCIL

Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 8 September 2026 at 7.30pm

Present

Cllrs	Hannah Avery	Maggie Evans	Robert Marr
	Jante Baird	Emma Fagan	Samantha Marshall
	Jordan Beech	Mike George	Martin Saunders
	Michael Blacker	Jerry Hudson	Tom Turner
	Lynnette Easterbrook (Chair)	Cec Hughes	Steve Wotton

In

J Walsh (Chief Executive Officer - CEO)

Attendance

S Adeniji (Assistant CEO/Responsible Finance Officer - RFO)

J Stay (Planning Officer and PA Support)

The meeting was preceded by a minute's silence in memory of former Borough and Town Councillor, Diana Andrews who sadly passed away recently.

C 6450 Apologies and Reasons for Absence

RESOLVED: that apologies received from Cllrs Chester and Mearing, be approved with officer recommendations that they be accepted. Cllr Burnham was absent.

C 6451 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllr Avery declared a non-pecuniary interest in item 17 – **Reigate and Banstead's Dog Public Space Protection Orders** as she is the portfolio holder at RBBC Neighbourhood Services determining the outcome of the order.

RESOLVED: noted.

C 6452 Minutes

RESOLVED: that the Minutes of the Annual Council Meeting held on 28 July 2026 be approved.

C 6453 Full Council Updates

C6435 – RBBC Community Asset Transfer and Support (CATs) Programme (CATS)

The CEO updated members on the project. The legal process with the freehold transfers of the three land assets is progressing. The Contract of Sale has been exchanged and the commuted sum for five years' maintenance has been finalised. The freehold transfers will be completed in the coming months and the handover date is expected to be the first week of December 2026. A commemorative event will be held at RBBC Town Hall on 29 November 2026, with organisations involved in the asset transfer programme, to celebrate the successful transfer of assets.

RESOLVED: noted.

C 6454 Committee Reports

RESOLVED: that the unapproved Minutes of the Planning and Development Committee held on 18 August 2026, be received.

C 6455 Council Chair's Report

The Chair's Report, which was previously circulated to the Members for information, was received.

RESOLVED: noted.

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

C 6456 The SALC AGM and Conference is due to be held on 5 November 2026 at Silvermere Golf Club in Cobham.

RESOLVED: noted.

C 6457 Cllr George gave the following updates from SALC:

- **SALC continues to formulate a response on the SCFSA (Surrey County Foundation Strategic Authority).** It is requesting that town and parish councils are seen as a strategic partner, not a stakeholder and will have a close relationship with the SCFSA at all levels. SALC requested that procedures and agreements are continued into the shadow authority when formed.
- It was agreed that town and parish councils should have a seat on oversight and scrutiny bodies.
- It was proposed that strategic authorities should have the ability to provide direct grant funding to town and parish councils, including multi-year funding.
- The Chief Fire Officer will be attending the next members' forum and will deliver a presentation on community resilience.

C 6458 The following NALC updates were received:

- **Plans are progressing for the new LGR Network Launch** which will meet every quarter, to provide National Assembly Representatives and County Associations with opportunities to share best practice, discuss reorganisation impact and learn from councils with first-hand experience of local government reform.
- It was noted that the NALC AGM will be held this year on 12 November 2026.

RESOLVED: noted.

Borough, County Council and Other Updates

C 6459 RBBC/HTC Liaison Meetings

The CEO gave the following comprehensive updates from the meeting held on 1 September 2026:

- The transition to East Surrey and West Surrey is progressing and existing employees will be transferred under TUPE arrangements.
- The East Surrey Council HQ location will be announced shortly. Remembrance ceremonies are to be run by local authorities.
- Following confirmation of the Community Governance Review through a legal order, interim parish clerks are to be recruited and election costs for the new councils will be supported by the principal authority in Year One.
- RBBC's Noise Abatement Notices and related legal orders were discussed in relation to The Cage (Reigate), the former Simply Bridget premises (Horley) and Tanyard Barn. The discussion focused on how local businesses can be supported and engaged constructively while Environmental Health officers investigate and assess noise nuisance complaints.
- An update was received on S106 allocations to enhance outdoor playing space at the new Horley Town Park at Tanyard Meadows. The project is at stage 2 of the design

C 6459)

proposals, following public and stakeholder feedback and revised plans will be shared with HTC once available

- The town centre car parks now offer one hour's free parking until further notice to support the High Street businesses during the works. The CEO extended a note of thanks from the Council to Cllr Avery for her assistance in securing this, in her capacity as RBBC Executive Member for Neighbourhood Services.
- The position regarding the land at Fishers Farm is that the site is owned by Greensand Holdings Ltd, of which RBBC is the sole shareholder, rather than acting as landlord. Accordingly, any decisions relating to the disposal of the asset and its transfer to the successor authority will remain under review, unless alternative arrangements are agreed.

RESOLVED: noted.

C 6460

ESSA/SCC/RBBC/HTC Joint Council Meeting

It was noted that the next ESSA/SCC/RBBC/HTC Joint Council Meeting will be held on 14 September 2026 and Members were invited to put forward items for the agenda.

RESOLVED: noted.

C 6461

Local Government Reorganisation and Devolution Reigate and Banstead Polling Places and Polling Districts

RESOLVED: that this Council's response to the Reigate and Banstead Polling Places and Polling Districts Interim Review (Horley Wards), be ratified.

Internal Audit Matters

C 6462

RESOLVED: that the Councillors' Audit Certificates for April, May and June 2026, be received.

C 6463

RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 30 June 2026, be approved.

C 6464

Outside Bodies

Royal British Legion

Cllr Marshall reported that the minutes from the August meeting have been circulated. Borough Cllr Baker had confirmed that Horley Community Centre may be used for the band to prepare for the Remembrance Parade in November and road closures for the Sunday Service at the Memorial Gardens had been approved.

RESOLVED: noted.

C 6465

Council Policies

Tree Management Policy

RESOLVED: that the Tree Management Policy be approved for adoption; proposed by Cllr Saunders and seconded by Cllr George.

The CEO presented the draft Electric Vehicle Charging Policy and thanked Cllr Saunders for his assistance with establishing the facility, which is awaiting connection and the appointment of a service provider. The policy provides a framework for the use of the charging point, supporting low-emission transport on a cost-recovery, not-for-profit basis. Tariffs will be applied fairly and reviewed periodically and users will be required to comply with operating instructions and parking restrictions. Members noted that annual charging rates would be considered once the facility becomes operational. The policy was approved, subject to the review period being amended from annually to every two years, proposed by Cllr Saunders and seconded by Cllr Marr.

RESOLVED: that the Electric Vehicle Charging Policy be adopted and published on the Town Council website.

HTC Grants Scheme – Funding Applications

Members considered an application from the Horley WI for £250 towards supplies for knitted poppies to decorate the Memorial Garden railings for Armistice Celebrations 2026 in support of the Royal British Legion. It was resolved that the grant of £250 will be awarded to Horley WI and this was proposed by Cllr Saunders and seconded by Cllr Marr.

RESOLVED: that the application from the Horley WI to the HTC Grants Scheme, in the sum of £250, be approved.

Horley Town Council's Grounds Maintenance Contract with idverde

The CEO summarised the position with the Council's grounds maintenance provider which was a three-year contract, to maintain all parks and open spaces. She asked Members to consider the officer recommendation to exercise the option to extend the existing Grounds Maintenance Contract, due to expire on 31 December 2026, for a further two-year period from 1 January 2027 to 31 December 2028.

The extended contract will also include the three additional land assets following the freehold title transfers at Yattendon Recreation Ground and Playground, Bay Close and Riverside Walk (incorporating Court Lodge Fields and compound area as one parcel of land). The Leisure Committee had been monitoring the performance of idverde and no issues had arisen, however it was agreed to enquire on the organisation's progress with acquiring electric powered machines on the next renewal.

The total contract sum was agreed at £101,194 which comprises £65,698 for the existing sites and £35,496 for the newly added sites, index-linked to the current inflationary rate of 3.5%. The cost of maintaining the existing sites will be met by the Town Council's Annual Budget and the costs associated with the three additional sites will be funded from the agreed commuted sum of £249,434 from the borough council, over a five-year period. Members supported the recommendations and it was agreed that a Letter of Agreement be issued to the contractor accordingly. The CEO gave thanks to the Leisure Committee Chair, Cllr Marshall, for her assistance on the negotiations with the contractor.

RESOLVED: that Horley Town Council's Grounds Maintenance Contract with idverde be extended for a further two-year period from 1 January 2027 to 31 December 2028, be agreed and the proposed contract terms be approved and confirmed in a Letter of Agreement from the Council; proposed by Cllr Saunders and seconded by Cllr Marr.

The Assistant CEO and RFO reported that the project had been completed in budget and a full report will be issued in due course. As the expanded accommodation has been brought into full daily use, a number of further works and associated items have been identified. The ancillary works include installing a disability-compliant front door, enhanced building security, upgraded IT infrastructure, replacement meeting tables for the hall. The old meeting tables were donated to the Christian Church for use at the Westvale Neighbourhood Hall. The allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £30,000, to the Office Expansion Earmarked Reserve was approved to fund necessary enabling, reinstatement and ancillary works arising from the Office Expansion Project, proposed by Cllr Marr and seconded by Cllr Fagan.

RESOLVED: That the allocation of the Town Council's Neighbourhood CIL funds, in an amount up to and not exceeding £30,000, to fund necessary enabling, reinstatement and ancillary works arising from the Office Expansion Project, be approved.

The CEO updated Members on the official unveiling of the Town Council offices, scheduled for 18 September 2026. The ceremony will be officiated by Chris Coghlan MP and attended by the Borough and Town Mayors, other dignitaries and members of the public. A ribbon-cutting ceremony will take place at 12.30pm, followed by light refreshments, with an opportunity for hirers and residents to view the new facilities. Members noted that display boards with before-and-after photographs, together with information on other capital projects and Council achievements, would be featured at the event. The Horley Society of Artists has also agreed to exhibit a selection of artwork produced during the group's long-standing use of the Edmonds Hall. It was further agreed that event should acknowledge that the project was funded through a grant awarded by Reigate & Banstead Borough Council under the Strategic CIL SIP 2 Scheme.

RESOLVED: noted.

Reigate and Banstead's Dog Public Spaces Protection Orders

Members considered this Council's response to **Reigate and Banstead's Dog Public Spaces Protection Orders** consultation. It was agreed to request the restriction rules for Horley Recreation Ground are applied to Court Lodge Fields and also Michael Crescent with the exception of the play area.

RESOLVED: that the Town Council's response to the Reigate and Banstead's Dog Public Spaces Protection Orders, be approved.

Christmas 2026

The arrangements for the **Councillor Christmas Hospitality Event** at Horley Community Centre, Albert Road were discussed which would be on the same day as the Christmas Fair and Carol Service, on Saturday 12 December 2026. Cllr Marshall agreed to organise the refreshments with help from fellow Members. Members were reminded they can contribute to the hospitality fund by credit card at the next meeting. Additionally, the Christmas tree has been ordered for installation on 19 November 2026.

RESOLVED: noted.

C 6473**Diary Dates**

Monday 14 September 2026, 5.00pm	ESSA/SCC/RBBC/HTC Joint Council Meeting
Thursday 17 September 2026, 6.30pm	Planning Reform Update Training
Friday 18 September 2026 from 12.30pm	Town Council Office Unveiling Ceremony
Tuesday 22 September 2026, 7.30pm	Full Planning Meeting
Friday 25 September 2026 at 6.30pm	Horley Awards Night
Wednesday 30 September 2026, 7.30pm	SALC Councillors Forum

Cllr Marshall reported that the knitted poppies will be added to the Memorial Garden railings on Sunday 18 October 2026 and requested member assistance. It was confirmed that public liability insurance will not apply.

RESOLVED: noted.

C 6474**Items for Future Consideration**

Review of the annual budget at six months.

RESOLVED: noted.

C 6475**Press Release**

Town Council Office Official Unveiling Ceremony and completed office expansion project.

RESOLVED: noted.

C 6476**Exclusion of Public and Press**

“In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”

C 6477**Confidential Minutes****CONFIDENTIAL**

RESOLVED: that the Confidential Minutes of the Council Meeting held on 28 July 2026, be approved.

Meeting closed at 8.40pm

Date of next meeting: 27 October 2026

List of Mayoral Events from 4 September 2026 to 22 October 2026

Date	Event	Location
18/09/26	Horley Town Council Office Official Opening Ceremony	Horley Town Council Offices
22/09/26	Air Ambulance Charity Kent Surrey Sussex	Redhill Aerodrome
25/09/26	Horley Awards Night	Horley Baptist Church
29/09/26	RBBC Community Assets Commemoration	Reigate Town Hall
17/10/26	Horley Lions Bonfire Night	Horley Recreation Ground

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 Council Income								
1076 Precept	349,381	673,954	649,146	(24,808)			103.8%	
1090 Interest	3,948	11,501	7,000	(4,501)			164.3%	
1130 S136 Double Taxation Income	0	24,808	49,615	24,808			50.0%	
1500 Allotment Rent Income	15	195	0	(195)			0.0%	
Council Income :- Income	353,344	710,457	705,761	(4,696)			100.7%	0
Net Income	353,344	710,457	705,761	(4,696)				
120 Albert Rooms								
1210 Edmonds Hall Lettings	463	557	8,000	7,443			7.0%	
Albert Rooms :- Income	463	557	8,000	7,443			7.0%	0
4120 Window Cleaning	0	0	565	565		565	0.0%	
4195 Rates	0	0	1,142	1,142		1,142	0.0%	
4215 Maintenance Contracts	120	44,322	0	(44,322)		(44,322)	0.0%	36,942
4230 Utilities	556	1,998	5,714	3,716		3,716	35.0%	
4340 Signage	540	2,393	0	(2,393)		(2,393)	0.0%	1,853
Albert Rooms :- Indirect Expenditure	1,216	48,713	7,421	(41,292)	0	(41,292)	656.4%	38,795
Net Income over Expenditure	(753)	(48,156)	579	48,735				
6000 plus Transfer from EMR	0	38,795	0	(38,795)				
Movement to/(from) Gen Reserve	(753)	(9,361)	579	9,940				
130 Legal and Statutory								
4060 Audit Costs	2,100	2,100	2,333	233		233	90.0%	
4065 Insurance	0	15,990	14,305	(1,685)		(1,685)	111.8%	
4070 Legal Fees	0	0	6,000	6,000		6,000	0.0%	
Legal and Statutory :- Indirect Expenditure	2,100	18,090	22,638	4,548	0	4,548	79.9%	0
Net Expenditure	(2,100)	(18,090)	(22,638)	(4,548)				
140 Salaries								
4000 Salaries	23,633	104,197	219,000	114,803		114,803	47.6%	
4010 NIC Employer	3,107	13,315	25,000	11,685		11,685	53.3%	
4020 Superannuation Employer	3,828	16,727	38,763	22,036		22,036	43.2%	
Salaries :- Indirect Expenditure	30,568	134,239	282,763	148,524	0	148,524	47.5%	0
Net Expenditure	(30,568)	(134,239)	(282,763)	(148,524)				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>150 Office Expenditure</u>								
1110 Photocopying Income	0	0	15	15			0.0%	
Office Expenditure :- Income	<u>0</u>	<u>0</u>	<u>15</u>	<u>15</u>			<u>0.0%</u>	<u>0</u>
4080 Stationery	7	24	872	848		848	2.7%	
4085 Postage and Couriers	0	11	106	95		95	10.8%	
4090 Office Supplies and Equipment	963	3,521	3,734	213		213	94.3%	1,061
4095 Website	195	1,733	3,633	1,900		1,900	47.7%	
4100 Communication	(893)	628	3,695	3,067		3,067	17.0%	
4105 Photocopier Expenditure	105	250	2,111	1,861		1,861	11.8%	
4125 IT and Support	1,134	4,728	10,556	5,828		5,828	44.8%	
Office Expenditure :- Indirect Expenditure	<u>1,512</u>	<u>10,896</u>	<u>24,707</u>	<u>13,811</u>	<u>0</u>	<u>13,811</u>	<u>44.1%</u>	<u>1,061</u>
Net Income over Expenditure	<u>(1,512)</u>	<u>(10,896)</u>	<u>(24,692)</u>	<u>(13,796)</u>				
6000 plus Transfer from EMR	561	1,061	0	(1,061)				
Movement to/(from) Gen Reserve	<u>(951)</u>	<u>(9,835)</u>	<u>(24,692)</u>	<u>(14,857)</u>				
<u>160 Administration</u>								
4140 Bank Charges	25	601	1,245	644		644	48.3%	
4145 Professional Fees	1,417	11,646	31,669	20,023		20,023	36.8%	
4150 Election	0	0	15,000	15,000		15,000	0.0%	
4155 Cllrs' Training and Expenses	0	293	2,076	1,783		1,783	14.1%	
4160 Staff Training and Expenses	126	470	2,111	1,641		1,641	22.3%	
4165 Chairman's Allowance	0	0	400	400		400	0.0%	
4170 Members' Allowance	0	0	1,800	1,800		1,800	0.0%	
4175 Subscriptions and Licences	465	13,208	11,612	(1,596)		(1,596)	113.7%	
Administration :- Indirect Expenditure	<u>2,032</u>	<u>26,218</u>	<u>65,913</u>	<u>39,695</u>	<u>0</u>	<u>39,695</u>	<u>39.8%</u>	<u>0</u>
Net Expenditure	<u>(2,032)</u>	<u>(26,218)</u>	<u>(65,913)</u>	<u>(39,695)</u>				
<u>170 Compliance & Regulatory</u>								
4110 Compliance and Regulatory	853	2,360	6,223	3,863		3,863	37.9%	
Compliance & Regulatory :- Indirect Expenditure	<u>853</u>	<u>2,360</u>	<u>6,223</u>	<u>3,863</u>	<u>0</u>	<u>3,863</u>	<u>37.9%</u>	<u>0</u>
Net Expenditure	<u>(853)</u>	<u>(2,360)</u>	<u>(6,223)</u>	<u>(3,863)</u>				
<u>180 Maintenance and Repair</u>								
4210 Cleaning	1,575	3,957	23,803	19,846		19,846	16.6%	
4310 Repairs	230	292	5,190	4,898		4,898	5.6%	
Maintenance and Repair :- Indirect Expenditure	<u>1,805</u>	<u>4,249</u>	<u>28,993</u>	<u>24,744</u>	<u>0</u>	<u>24,744</u>	<u>14.7%</u>	<u>0</u>
Net Expenditure	<u>(1,805)</u>	<u>(4,249)</u>	<u>(28,993)</u>	<u>(24,744)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Court Lodge & Innes Pavilion</u>								
1310 Football Pitches Income	(36)	3,705	6,650	2,945			55.7%	
1320 Innes Pavilion Rent Income	880	5,278	10,608	5,330			49.8%	
1321 Innes Pavilion Grant	60,000	60,000	0	(60,000)			0.0%	60,000
1340 Utilites income	121	788	0	(788)			0.0%	
1610 Events Income	0	40	0	(40)			0.0%	
Court Lodge & Innes Pavilion :- Income	60,965	69,810	17,258	(52,552)			404.5%	60,000
4210 Cleaning	0	3,325	3,746	421		421	88.8%	
4215 Maintenance Contracts	40	396	1,400	1,004		1,004	28.3%	
4230 Utilities	268	1,454	4,751	3,297		3,297	30.6%	
4300 Rent to RBBC Expenditure	0	0	1	1		1	0.0%	
4305 Refurbishment	1,240	2,795	6,411	3,616		3,616	43.6%	1,555
4310 Repairs	244	934	1,282	348		348	72.9%	
Court Lodge & Innes Pavilion :- Indirect Expenditure	1,792	8,903	17,591	8,688	0	8,688	50.6%	1,555
Net Income over Expenditure	59,173	60,908	(333)	(61,241)				
6000 plus Transfer from EMR	0	1,555	0	(1,555)				
6001 less Transfer to EMR	60,000	60,000	0	(60,000)				
Movement to/(from) Gen Reserve	(827)	2,462	(333)	(2,795)				
<u>220 Horley Recreation Ground</u>								
1400 Café in the Park Rent Income	1,557	9,342	18,684	9,342			50.0%	
1600 Bowling Club Lease	0	301	301	0			100.0%	
1610 Events Income	0	1,250	4,000	2,750			31.3%	
1620 Banners	168	780	1,000	220			78.0%	
Horley Recreation Ground :- Income	1,725	11,673	23,985	12,312			48.7%	0
4215 Maintenance Contracts	1,248	3,050	5,190	2,140		2,140	58.8%	
4230 Utilities	355	689	1,557	868		868	44.3%	
4340 Signage	0	1,891	5,000	3,109		3,109	37.8%	
4345 Pest control	0	0	1,300	1,300		1,300	0.0%	
4400 Playground Inspections	0	10,913	10,959	46		46	99.6%	
4405 Playground Repairs	0	192	9,243	9,051		9,051	2.1%	
4410 Parks Furniture	0	1,322	6,603	5,281		5,281	20.0%	
4415 Café in the Park Expenditure	999	6,020	6,500	480		480	92.6%	
4420 Memorial & Ornamental Gdns	0	40	3,000	2,960		2,960	1.3%	
Horley Recreation Ground :- Indirect Expenditure	2,602	24,117	49,352	25,235	0	25,235	48.9%	0
Net Income over Expenditure	(877)	(12,444)	(25,367)	(12,923)				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Church Road Allotments</u>								
1500 Allotment Rent Income	0	170	4,055	3,885			4.2%	
Church Road Allotments :- Income	<u>0</u>	<u>170</u>	<u>4,055</u>	<u>3,885</u>			<u>4.2%</u>	<u>0</u>
4230 Utilities	18	1,357	1,557	200		200	87.2%	
4310 Repairs	0	0	2,302	2,302		2,302	0.0%	
Church Road Allotments :- Indirect Expenditure	<u>18</u>	<u>1,357</u>	<u>3,859</u>	<u>2,502</u>	<u>0</u>	<u>2,502</u>	<u>35.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(18)</u>	<u>(1,187)</u>	<u>196</u>	<u>1,383</u>				
<u>240 Langshott Allotments</u>								
1500 Allotment Rent Income	31	214	4,578	4,365			4.7%	
1510 Allotment Charge for Clearing	0	200	0	(200)			0.0%	
Langshott Allotments :- Income	<u>31</u>	<u>414</u>	<u>4,578</u>	<u>4,165</u>			<u>9.0%</u>	<u>0</u>
4210 Cleaning	0	1,162	1,600	438		438	72.6%	
4230 Utilities	188	1,205	3,112	1,907		1,907	38.7%	
4310 Repairs	245	415	2,095	1,680		1,680	19.8%	
Langshott Allotments :- Indirect Expenditure	<u>433</u>	<u>2,782</u>	<u>6,807</u>	<u>4,025</u>	<u>0</u>	<u>4,025</u>	<u>40.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(402)</u>	<u>(2,369)</u>	<u>(2,229)</u>	<u>140</u>				
<u>260 Michael Crescent</u>								
4550 Buildings & Grounds	285	285	1,056	771		771	27.0%	
Michael Crescent :- Indirect Expenditure	<u>285</u>	<u>285</u>	<u>1,056</u>	<u>771</u>	<u>0</u>	<u>771</u>	<u>27.0%</u>	<u>0</u>
Net Expenditure	<u>(285)</u>	<u>(285)</u>	<u>(1,056)</u>	<u>(771)</u>				
<u>270 Emlyn Meadows</u>								
4215 Maintenance Contracts	0	0	528	528		528	0.0%	
Emlyn Meadows :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>528</u>	<u>528</u>	<u>0</u>	<u>528</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(528)</u>	<u>(528)</u>				
<u>280 Town Centre</u>								
1300 Devolved Powers RBBC Income	0	1,700	1,700	0			100.0%	
Town Centre :- Income	<u>0</u>	<u>1,700</u>	<u>1,700</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4600 Flower Baskets, Beds, Planters	14,999	14,999	20,000	5,001		5,001	75.0%	
4620 HTC Events	157	611	2,723	2,112		2,112	22.4%	
4630 Christmas Tree	0	0	1,557	1,557		1,557	0.0%	
4640 Horley In Bloom	969	1,294	1,500	206		206	86.3%	
Town Centre :- Indirect Expenditure	<u>16,125</u>	<u>16,904</u>	<u>25,780</u>	<u>8,876</u>	<u>0</u>	<u>8,876</u>	<u>65.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,125)</u>	<u>(15,204)</u>	<u>(24,080)</u>	<u>(8,876)</u>				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>290 Security</u>								
4330 Security	811	2,118	10,556	8,438		8,438	20.1%	
4655 CCTV Maintenance	0	0	1,500	1,500		1,500	0.0%	
4660 CCTV Broadband Connection	171	1,025	2,475	1,450		1,450	41.4%	
Security :- Indirect Expenditure	982	3,143	14,531	11,388	0	11,388	21.6%	0
Net Expenditure	(982)	(3,143)	(14,531)	(11,388)				
<u>310 Full Council</u>								
4350 Tree Surgery	6,650	9,000	9,342	342		342	96.3%	
4500 GM Contracts	10,580	31,739	65,000	33,262		33,262	48.8%	
4710 Churchyards Grant	0	7,000	7,007	7		7	99.9%	
4720 HTC Grants Scheme	250	2,604	5,000	2,396		2,396	52.1%	
Full Council :- Indirect Expenditure	17,480	50,343	86,349	36,007	0	36,007	58.3%	0
Net Expenditure	(17,480)	(50,343)	(86,349)	(36,007)				
<u>320 Loans</u>								
4700 Café in the Park - PWLB	0	13,798	27,596	13,798		13,798	50.0%	
4730 Council office - PWLB	0	9,772	19,545	9,773		9,773	50.0%	
Loans :- Indirect Expenditure	0	23,570	47,141	23,571	0	23,571	50.0%	0
Net Expenditure	0	(23,570)	(47,141)	(23,571)				
<u>410 New Projects</u>								
4360 Office Expansion Project	3,474	258,929	0	(258,929)		(258,929)	0.0%	255,455
4430 Outdoor Play Equipment	0	10,744	0	(10,744)		(10,744)	0.0%	10,744
4440 General Projects	1,829	6,243	0	(6,243)		(6,243)	0.0%	6,243
4450 Miscellaneous	0	53,985	0	(53,985)		(53,985)	0.0%	
New Projects :- Indirect Expenditure	5,303	329,902	0	(329,902)	0	(329,902)		272,443
Net Expenditure	(5,303)	(329,902)	0	329,902				
6000 plus Transfer from EMR	1,829	272,443	0	(272,443)				
Movement to/(from) Gen Reserve	(3,474)	(57,459)	0	57,459				
<u>420 Community Assets Transfer</u>								
1800 RBBC Grant for Legal Expenses	0	3,300	0	(3,300)			0.0%	3,300
Community Assets Transfer :- Income	0	3,300	0	(3,300)				3,300
Net Income	0	3,300	0	(3,300)				
6001 less Transfer to EMR	0	3,300	0	(3,300)				
Movement to/(from) Gen Reserve	0	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Month No: 6

Council Detail Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	416,528	798,081	765,352	(32,729)			104.3%	
Expenditure	85,106	706,071	691,652	(14,419)	0	(14,419)	102.1%	
Net Income over Expenditure	331,422	92,010	73,700	(18,310)				
plus Transfer from EMR	2,390	313,854	0	(313,854)				
less Transfer to EMR	60,000	63,300	0	(63,300)				
Movement to/(from) Gen Reserve	273,812	342,563	73,700	(268,863)				

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Horley Town Council – SU0046**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

14/09/2026

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes	No*	Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓				has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

16/06/2026

and recorded as minute reference:

C6390

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

[Signature]

Clerk

[Signature]

ENTER PUB <https://www.horleysurrey-tc.gov.uk/> GE ADDRESS

Section 2 – Accounting Statements 2025/26 for

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	676,428	1,195,819	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	604,096	623,148	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	583,459	422,338	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	222,521	230,912	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	47,141	47,141	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	398,502	854,113	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,195,819	1,109,139	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,237,239	1,149,636	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,560,984	2,656,997	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	546,643	514,416	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

[Signature]
Date 16/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

16/06/2026

as recorded in minute reference:

C6391

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Horley Town Council

Our ref SU0046

SAAA Ref SB04458

Invoice No. SB20262160

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 14 September 2026

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2026	£2,100.00
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Additional charges (where applicable) as detailed on attached appendix A	£0.00
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Additional fees (where applicable) as detailed by separate cover	£0.00
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TOTAL NET	£2,100.00
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VAT @ 20%	£420.00
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TOTAL PAYABLE	£2,520.00
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THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 30 Churchill Place, Canary Wharf, London E14 5RE**

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include SU0046 or Horley Town Council as the reference.

For account queries, contact sba@pkf-l.com

PKF Littlejohn LLP
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