



**C 4333)** better usage being made of the Young People's Centre and had offered to help promote the Centre to others. Cllr Olliver stressed the importance of adequate youth facilities being provided in the town, particularly in the light of the increasing number of new houses being built. Cllr Powell added that he was currently raising funds for the Youth Centres within the Borough and was hosting a fund-raising event on 6<sup>th</sup> April.

After further discussion the following was resolved:

**RESOLVED:**

- i) that Youth Matters become a standing item on the agenda of the Leisure & Amenities Committee.**
- ii) that County Cllr Kay Hammond be contacted for an update regarding the Horley Young People's Centre, in advance of the next meeting of the Leisure Committee, due to take place on 27<sup>th</sup> February.**

**C 4334** Thiru Jesudason, Warden at St Bart's Church gave a presentation to members regarding the application to the Town Council for funding towards the maintenance of the New Churchyard (details appended). She explained that Burleys had now been appointed to carry out the grounds maintenance for an annual cost of £8,169 including VAT. This included an additional cut of the grass per year, compared with recent years, making five cuts in total. The Head of Leisure clarified certain points regarding the Schedule of Grass Cutting. Members thanked Thiru for her presentation and explanations.

**RESOLVED: noted.**

**C 4335 St Bartholomew's Church – Application for Funding**

Members considered the application for funding, which was a total of £8,196. Cllr Simon Marshall reminded members that an amount of £6,000 had been included in the 2018/2019 Estimates for the Churchyard Maintenance Grant. He proposed that an amount be added to this for inflation and that this be the practice on an annual basis.

After further discussion, the following was proposed and seconded by members:

**RESOLVED: that Horley Town Council make a contribution of £6,200 towards the maintenance of St Bart's New Churchyard for 2018/2019.**

**C 4336 Ordinary Meeting of the Council, 12 December 2017**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

***RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 12 December 2017, including all confidential items, be approved.***

**C 4337 Leisure & Amenities Committee, 16 January 2018**

***RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received***

**C 4338 Finance & General Purposes Committee, 23 January 2018**

***RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.***

**C 4339 Planning & Development Committee, 5 December 2017**

***RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.***

**C 4340 Planning & Development Committee, 9 January 2018**

***RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.***

**C 4341 Royal British Legion (Horley Branch)**

It was noted that Cllr Samantha Marshall had attended a Branch Committee Meeting of the Horley RBL in January.

***RESOLVED: noted.***

**C 4342 Chairman's Report**

The Chairman advised that he had attended the following:

Judging of Christmas Cakes at Gracewell Park Care Home  
Town Centre Carol Service and Hospitality  
Presentation of Retirement Gifts to Alan Jones  
Horley Singers Christmas Concert  
Christmas Eve Carol Service at Horley Methodist Church

- C 4342)** Horley Town Football Club – FA Vase 4<sup>th</sup> Round Match  
Presentation of Certificates at Horley Young People’s Centre

**RESOLVED: noted.**

**Updates from Meetings with County Councillors & County/Borough Officers**

- C 4343** Members were updated on the recently held Residents’ Forum Meeting, which had been well attended and was very productive. Cllr Olliver said that this was a very successful way of engaging with members of the public.

**RESOLVED: noted.**

- C 4344** The Clerk updated members on a recent meeting with the Lead Officer for Mole Valley, Reigate & Banstead and Tandridge Local Committees. It was noted that the Town Council had been added to the distribution list for all Local Committee related papers and updates. Members suggested that the Reigate & Banstead Local Committee should be encouraged to hold meetings at different venues around the Borough, to encourage greater participation by local residents.

**RESOLVED: noted.**

- C 4345** Members were updated on the recent meeting with Borough Officer Gavin Handford, which had been attended by the Town Clerk, Head of Leisure and Clerk to Salfords & Sidlow PC, where there had been updates regarding General Data Protection Regulations, DMP Consultation and the Reigate & Banstead Ward Boundary Review. It was noted that the Borough Council now had a dedicated Data Protection Officer in post. Cllr George suggested the possibility being explored of the Parish Councils within the Borough utilising the services of the Borough’s Data Protection Officer. It was noted that options for the HTC Data Protection Officer would be discussed at the next meeting of the Finance & General Purposes Committee.

**RESOLVED: noted.**

- C 4346** The Head of Leisure told members that the date of the next HTC/RBBC Liaison Committee meeting had been confirmed as Thursday 8 March.

**RESOLVED: noted.**

**C 4347**

**Proposals for Possible Café at Horley Recreation Ground**

Members noted receipt of a Briefing Paper, outlining various options which might be explored when considering the provision of a Café and Toilet facilities at Horley Rec. It was noted that an approach had been made to the Town Council from an operator who was keen to bring their own modular café and toilets to the park and pay a small monthly rental to the Town Council. Town Council Officers would be visiting another site currently run by this operator later in the month. Whilst some members felt that this type of operation would pose less financial risk for the Council, other members were adamant that a permanent structure would be preferable.

After further discussion, the following was resolved:

***RESOLVED: that outline costs be sought for the following:***

- i) a modular structure owned and operated independently.***
- ii) a permanent structure either owned by HTC and operated externally or built and operated independently by way of a long term lease of the land required.***

**C 4348**

**Risk Assessment and Management Paper 2017-2018**

***RESOLVED: that the Risk Assessment Paper, as recommended by the Finance & General Purposes Committee, be approved. (A copy is appended.)***

**C 4349**

**Internal Control Review**

***RESOLVED: that the annual review of the effectiveness of the Town Council's system of internal control and management of risk be approved. (A copy is appended.)***

**C 4350**

**Electoral Review of Reigate & Banstead**

Members were reminded that the Local Government Boundary Commission was carrying out a review of warding arrangements for Reigate & Banstead and was inviting comments and suggestions (closing date, 9 April 2018). It was noted that the Commission was minded to recommend that 45 Borough Councillors be elected in place of the present 51, with each ward being represented by three Councillors, reducing the number of wards from 19 to 15. The aim was to deliver electoral equality, with each Borough Councillor representing approximately the same number of electors, and the pattern of wards reflecting as far as possible the interests and identities of local communities. Presently the Horley East Ward only had two Councillors and the Salfords & Sidlow Ward just one.

**C 4350)** HTC Officers had learned from Gavin Handford that Borough Councillors Tony Schofield, Andy Lynch and James Durrant were to carry out a review of the southern wards within the Borough and would be putting forward possible options. It was agreed that a meeting with the Borough Councillors concerned would be beneficial, prior to the Town Council responding to the Boundary Commission Consultation.

***RESOLVED: that Borough Cllrs Schofield, Lynch and Durrant be invited to meet with Town Councillors to discuss possible options for warding arrangements in the south of the Borough. (Meeting subsequently arranged to take place on 27 February, also to be attended by representatives from Salfords & Sidlow PC.)***

#### **Horley Edmonds Fund**

**C 4351** ***RESOLVED: that receipt be noted of the Quarter Three Fund Statement up to 31 December 2017 (a copy is appended).***

**C 4352** The Head of Leisure advised that, from the next financial year, the Community Foundation for Surrey would be operating quarterly application deadlines for the main grants programme. Cllr George said that updates on grants previously awarded were always helpful and the Head of Leisure responded that these were usually included in the Annual Report for the Fund.

***RESOLVED: noted.***

**C 4353** **Colour Scheme for Summer Planting**

The Head of Leisure invited suggestions from members for a colour scheme for this year's Summer planting. Following some discussion it was agreed that a "Suffragette" theme be followed (purple, mauve, white and green) to mark the centenary of the Representation of the People Act 1918, as a result of which all men and some women (aged over 30 and property owners) were given the right to vote.

***RESOLVED: noted.***

**C 4354** **NALC Council Spotlight**

Members were delighted to learn from the Clerk that Horley had been named as this month's NALC Spotlight Council. Cllr Olliver said that this was a recognition of the good work carried out by the Town Council.

***RESOLVED: noted.***

**C 4355          Diary Dates**

***RESOLVED: that future events be noted, in particular the AGM of the Horley Conservation Group on 19 February, St George's Day Fayre on 21 April and Town Meeting on 27 April.***

**C 4356          Confidential Business**

***RESOLVED: that, "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 4357 -          Staffing Matters  
C 4361**

**CONFIDENTIAL**

Members were updated on various staffing matters and were advised that a Subject Access Notice had been served on the Town Council.

**Meeting closed at 9.03 pm**

**Date of next meeting: 3 April 2018**

## **Presentation to the Horley Town Council 2018**

We are grateful to the Council for its continuing support in helping us maintain the New Churchyard in a way that is aesthetically pleasing & safe for the public.

As you are aware although it is called the "New Churchyard", it is really a public cemetery for the use of any resident of Horley.

### **Complaints in 2017;**

A particular concern in 2017 was the poor performance by our contractor, who held the contract for grass & hedge maintenance. This resulted in numerous complaints by the public, both to St Bart's Church & Horley Town Council, finally resulting in an article appearing in the Surrey Mirror. We had awarded the contract to the lowest of three quotes.

### **Expenses April 2017 – March 2018;**

Cost of Fees for Grass & Hedge maintenance to Countrywide Contractors - £6,020/

### **Plans for 2018;**

Hence, this year, we felt we should be willing to spend more to ensure a better outcome. We have also increased the frequency with which the grass is cut over the graves.

### **Anticipated expenses for April 2018- March 2019;**

Cost of Grass & Hedge maintenance by Burleys - £8,168 including VAT

Essential tree work - £528

Cost of Tarmac repair - £2,954 including VAT

The Tarmac around the roundabout has developed huge potholes & poses a risk to the public & vehicles.

### **Volunteer contribution;**

They have continued the grass maintenance of the Old Churchyard, which RBBC will take responsibility for from April 2018. Volunteers continue to help maintain a safe environment by backfilling sunken graves, attending to any tree work that does not require professional help keeping the place free of debris etc.

### **Council grant for year beginning April 2018;**

The annual maintenance cost by Burleys is £8,169 including VAT. We would like this to be covered by a Council grant.



**PCC contribution & any grants that may be available;**

We will continue to apply to appropriate bodies for grants to cover costs. Any shortfall will be offset by the PCC from funeral costs.

Revd Canon Leslie Wells  
Team Rector Horley Parish

## HORLEY TOWN COUNCIL

### RISK ASSESSMENT AND MANAGEMENT PAPER 2017 - 2018

Area	Risk	Likelihood	Severity	Control
<b>Assets</b>	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking.
	Security of buildings, equipment etc	M	H	Alarms (security, smoke and panic) installed at Council Buildings and serviced and tested regularly, in accordance with current regulations. Passwords and keys strictly restricted to nominated personnel. Contents insured. Smartguard Security act as keyholder and attend to callouts.
<b>Finance</b>	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers
	Business Continuity	L	M	Insurance cover is £50,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash through theft or dishonesty	L	H	Fidelity Guarantee in place for the sum of £500,000. Safe used for storage of all petty cash, postage stamps, cheque book, unbanked cheques, mayoral chain of office etc. in alarmed office. Office keys strictly restricted to nominated personnel.
	Financial controls and records	L	M	Monthly reconciliation prepared by RFO, checked by Town Clerk and reported to Finance Committee. Three signatories on cheques or internet banking. Two nominated Councillors conduct a review prior to F&GP Committee meetings, our Internal Auditor checks procedures and External Auditors review our accounts.
	Compliance with HMRC Regulations	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Use of VAT Help Line when necessary to answer queries.
	Sound budgeting to underlie annual precept	L	M	Finance & General Purposes Committee and Full Council receive detailed budget vs. actual reports. Precept derived directly from this and prior committee review of needs.
	Compliance with borrowing restrictions	L	L	Advice sought from Surrey ALC as appropriate
<b>Liability</b>	Risk to third party, property or individuals	M	M	Public Liability Insurance held amounting to £10m cover. Open spaces checked regularly. Playgrounds, equipment and trees checked regularly. Incidents fully investigated if damage reported.
	Legal liability as consequence of asset ownership (especially playgrounds)	H	H	Daily and weekly reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register. Annual playground checks made to RoSPA criteria.

<b>Employer Liability</b>	Compliance with Employment Law	M	M	Membership of national and regional bodies including Surrey ALC and Society of Local Council Clerks. HR Services Partnership and other organisations to be used for Personnel Matters as required.
	Compliance with HM Revenue and Customs Requirements	L	M	Regular advice available from HMRC, VAT Helpline and Sage etc. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	M	Regular Health & Safety Risk Assessment checks of Council Offices particularly before public events. Panic alarm installed with feed to Surrey Police. Additional security measure put in place following advice received from the Surrey Police Crime Reduction Officer in December 2016.
<b>Legal Liability</b>	Confirmation that activities are within legal powers	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via web site.
	Proper document control	L	M	Leases and legal documents locked in secure cabinets. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
<b>Admin</b>	Data integrity and resilience	M	H	Broadband used for all internet traffic, real-time virus scans on all workstations and the dedicated server, and use of up to date virus libraries. All data is backed up continuously to a remote back-up service.
<b>Councillor Propriety</b>	Registers of Interests	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or by prior appointment.

***This Risk Assessment and Management Paper was reviewed by the Finance & General Purposes Committee on 23 January 2018 and approved by Full Council on 13 February 2018.***

## **HORLEY TOWN COUNCIL INTERNAL CONTROL REVIEW 2017/18**

### **Background**

The Accounts and Audit (England) Regulations 2011, regulation 4 (2) require "the Council to conduct an annual review of the effectiveness of its system of internal control which includes the arrangements for the management of risk."

An effective system of internal control is split into three parts:

- Risk Assessment
- Control or procedures in place to mitigate the risks identified
- System for testing adequacy of internal controls (Internal Audit)

### **Risk Assessment**

The council's F&GP committee conducted a full risk assessment on 23 January 2018. In that review it reviewed financial controls, inter alia:

- Risk of consequential loss of income
- Loss of cash through theft or dishonesty
- Financial controls and records
- Compliance with HM Customs and Excise Regulations
- Sound budgeting to underlie annual precept
- Compliance with borrowing restrictions
- Business continuity

### **Control Systems**

The Council has manual reconciliations in place to detect error. Duties are segregated between staff for the operation of its banking systems, and in turn two councillors authorise payments in addition to the Clerk. Members review summaries of receipts and payments, preventing or detecting budget overspends, and unauthorized expenditure. Insurance cover is reviewed periodically.

### **Internal Audit**

An independent Auditor is in place to check that the internal controls are in place. The scope of internal audit, independence, competence, planning and reporting are shown overleaf.

### **Audit Programme Content**

The Local Councils Governance and Accountability Guidelines have been taken into account in establishing the range of audit work and level of testing. Audit work has been programmed under the following five areas:

*Corporate Governance* - This has included a review of the Council's system of administrative control for providing information and instruction to Councillors and staff in relation to their responsibilities and compliance with legal and statutory requirements.

*Accounting Practices* – The Audit review has assessed the systems for recording and controlling day-to-day accounting transactions. It has included a review of controls covering the recording of income and expenditure, computerised accounting systems, petty cash and budgetary control practices. Attention has also been paid to control procedures relating to periodic income and expenditure and the accounting process associated with reconciling the SCRIBE system to Local Government accounting requirements.

*Expenditure* - In the main, work has been conducted reviewing the Council's systems of incurring, validating and authorising payments. Other work included an assessment of system controls covering payroll, General Power of Competence expenditure and miscellaneous payments including expenses.

*Income* - The Council's systems for requesting, receiving and controlling income has been reviewed in relation to accuracy of postings, banking arrangements and debtor control.

*Annual Accounts* - Work on the 2017/2018 annual accounts will include validation of the accuracy of the final accounting papers and preparation of supporting documentation required by the external auditor.

## **LIST OF AUDIT PROGRAMMES**

### **Corporate Governance**

- A1 - Control environment
- A2 - Legality
- A3 - Risk management and insurance
- A4 - Fraud and corruption
- A5 - Committee papers and Minutes
- A6 - Assets and investments

### **Accounting Practices**

- B1 - Books of accounts
- B2 - Bank reconciliation
- B3 - Petty cash
- B4 - Budgetary control
- B5 - Reserves/cash balances

### **Expenditure**

- C1 - Accounts for payment
- C2 - Payroll
- C3 - General Power of Competence
- C4 - Capital
- C5 - Miscellaneous income and expenses

## **Income**

- D1 - Receipts and banking arrangements
- D2 - Precept and grants
- D3 - Main areas of expected income
- D4 - Miscellaneous income

## **Annual Accounts**

- E1 -Year-end controls
- E2 -Year-end accounts

## **Other**

- F1 - Salary Payments and PAYE in Real Time (RTI)
- F2 - Langshott Allotments and s106 reclaims
- F3 – Skate Park and Café Projects
- F4 – Community Infrastructure Levy CIL

Annual review of the effectiveness of internal control and the management of risk 2017/18

Expected Standard	Evidence of Achievement	Yes or No	Areas for Development
1. Scope of internal audit	<p>Terms of reference for internal audit were approved by Full Council on 27.11.07</p> <p>Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements</p> <p>Internal audit work covers the Council's anti-fraud and corruption arrangements</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations)</p> <p>Reports are made in own name to management</p> <p>Internal Audit does not have any other role within the Council</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity</p>	<p>Yes</p>	<p>No development necessary</p>
4. Relationships	<p>All responsible officers (Clerk/RFO and Finance Chairman) are consulted on the internal audit plan.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter)</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
5. Audit Planning and Reporting	<p>The annual Internal Audit Plan properly takes account of all the risks facing the Council and has been approved by the Council following the adoption of the Risk Assessment and Management Paper 2017-2018.</p>	<p>Yes</p>	<p>No development necessary</p>

Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review took place by the Internal Audit Review Sub-Committee on 8 February 2018 and the paper was approved at the Full Council meeting on 13 February 2018.



**Fund Holder Quarterly Statement**

**Report for the Period:** 01 April 2017 to 31 December 2017

<b>Horley Edmonds Endowment Fund</b>			
<b>Market Value of Fund at 31 March 2017</b>			<b>£121,649.79</b>
	<b>Receipts</b>	<b>Payments</b>	
<b>TOTAL</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Total Fund at 31 December 2017</b>			<b>£121,649.79</b>

<b>Grants Income &amp; Expenditure</b>			
<b>Opening Balance at 01 April 2017</b>			<b>£2,947.68</b>
	<b>Receipts</b>	<b>Payments</b>	
Dividend Receipts and cash distributions from Endowment Funds	£3,649.50		
Contribution to Community Foundation		£1,368.57	
Grant Payments		£2,440.00	
<b>TOTAL</b>	<b>£3,649.50</b>	<b>£3,808.57</b>	
<b>Balance available for grant making at 31 December 2017</b>			<b>£2,788.61</b>

**Statement of Grants Given**

01 April 2017 to 31 December 2017

<b>Date</b>	<b>Applicant</b>	<b>Amount</b>	<b>Note</b>
24/04/2017	Citizens Advice Reigate and Banstead	£740.00	Older Persons Advice Horley project providing advice, information and casework to 150 vulnerable older people through home visits
03/07/2017	St Wilfrid's Church, Horley	£200.00	Refurbishment of a kitchen to enable a Church to provide more community initiatives.
03/07/2017	ESRA (Employment Support Retraining Agency)	£500.00	Specialist rolling 1-1 sessions and group tuition aimed to help disadvantaged and unemployed people aged 18 and above who have had mental health issues find, return to or retain work
15/12/2017	Tall Ships Youth Trust (TSYT)	£1,000.00	Residential voyages for disabled or disadvantaged young people (February 2018 to January 2019).

**4 grants given to the value of £2,440.00**