



HORLEY TOWN COUNCIL

Finance and General Purposes Committee

A meeting of the above-named Committee will be held at the Albert Rooms, Albert Road, Horley on Tuesday, 25 January 2022 at 7.30 pm

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

Following Government guidelines, public meetings of Horley Town Council have returned to in person meetings at the Edmonds Hall, 92 Albert Road, Horley RH6 7HZ.

Please Note: Members of the public may be present (subject to social distancing rules being followed to a maximum number capacity) or join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) no later than one hour before the start of the meeting.

The meeting will be preceded by a private briefing at 6.30pm by Reigate & Banstead Borough Council on the Community Centres review following the public consultation held in 2021 and their plans for the future.

A G E N D A

1. **Apologies and Reasons for Absence**
2. **Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive from members any declarations of interest in relation to any items included on this agenda.
3. **Public Forum**
4. **Approval of Minutes**
Finance & General Purposes Committee, meeting held on 9 November 2021.
5. **Finance Updates**
Finance & General Purposes Committee, meeting held on 9 November 2021.
6. **Internal Audit Matters**
 - i) To receive the Councillors' Audit Certificate for November and December 2021.
 - ii) To receive an update on any other matters.
7. **Financial Matters**
To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to December 2021.
8. **Risk Management** - To review the following Risk Management and Internal Control Procedures of the Town Council, for consideration by Full Council on 1 March 2022:
 - i) the draft Risk Assessment and Management Paper for 2021/22.
 - ii) the draft Internal Control Review Paper for 2021/22.
9. **Surrey Association of Local Councils (SALC) & National Association of Local Councils (NALC)**
 - i) To receive an update on the latest guidance received regarding public meetings by Town & Parish Councils to be held in-person.

...Continued

- ii) [SCC Consultation: Community Energy in Surrey](#) "Taking action now on the Climate Crisis in Surrey" (Closing Date: 28 January 2022) - To consider this Council's response.
- iii) To receive updates on any other matters from the National and County Associations.

10. HTC Communications

To receive any updates.

11. HTC Operational Matters

- i) Portable PA System and other acoustic solutions for the hall – to consider the way forward
- ii) Election Costs – To review how costs to be reclaimed proportionally from the Town Council are calculated and to note further information received from the RBBC Democratic & Electrical Services Manager.

12. Insurance Claim: Damage to Gate Pillar, Horley Recreation Ground

To receive an update.

13. RBBC Community Centres Review

To note the briefing from Reigate & Banstead Borough Council held earlier in the evening and information received.

14. RBBC Consultation: Reigate & Banstead Borough Council's draft 2022/23 Budget Proposals

To ratify this Council's response.

15. HTC Town Meeting

To consider arrangements for the Town Meeting to be held in the Edmonds Hall on Friday, 29 April 2022.

16. Letters Received.

17. Diary Dates

18. Items for future consideration

To note any items for inclusion on any future agenda.

19. Press Release

To agree items for inclusion.



Signed: Joan Walsh, Town Clerk

Dated: 20 January 2022

Date of next meeting – 29 March 2022



HORLEY TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2021/22

Area	Risk	Likelihood	Severity	Control
Assets	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. Additional automatic exit points (motion detected locks) installed on the interior of the two Council Office entry doors to enable safe access and to comply with health and safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts to all Council Buildings. Six monthly checks of Fire Panel (with automatic alarm monitoring) carried out by contractor at Council Offices, Innes Pavilion and Café Pavilion along with routine testing. The new Café build is subject to a full risk assessment being carried out after the final completion date (20.11.21). The Café has been valued and is insured.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers.
	Business Continuity	L	M	Insurance cover is £450,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash	L	H	Liability limited to £2000. No petty cash is kept and most receipts are cashless transactions. Safe used for storage of all cash receipts, 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 signatures on cheques or internet banking have been retained for good practice. Two nominated Councillors conduct a review prior to F&GP Committee meetings, our Internal Auditor checks procedures and External Auditors review our accounts. A third councillor electronic signatory has been added for increased resilience.

	Compliance with HMRC Regulations	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically.
	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 and internal auditor as appropriate.
Liability	Risk to third party, property, or individuals	M	M	Public Liability Insurance held amounting to £15m cover. Open spaces checked regularly. Playgrounds, equipment, and trees checked regularly. Incidents fully investigated if damage reported. A full tree survey of all the trees in the Councils' open spaces is conducted every three years and was completed most recently in October 2020. In the interim, all recommended tree works identified by our contractors have been completed and the Council's grounds contractors continue to monitor all our trees and any issues identified so that these are remedied promptly.
	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.
	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. Fire Risk Assessments undertaken by accredited Fire Protection Company at Council Offices and Innes Pavilion and modifications completed, as required. HTC Officers trained in accredited Fire Safety Training programme, covering new legislation. Panic alarm installed with feed to Surrey Police. HTC Officers each have a dedicated work mobile phone to support occasional homeworking and attending site visits. Additional security measures were put in place following advice received from the Surrey Police Crime Reduction Officer in December 2016 and this will be followed up for another review in 2022. Detailed Workplace Risk Assessments, Display Screen Equipment (DSE) Assessments and Covid-19 Risk Assessments are kept under regular review, documented with all safety and security measures put in place in line

				with Government guidelines. A new Homeworking Policy has been adopted by the Town Council (2 March 2021).
Legal Liability	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 website.
	General Data Protection (GDPR)	L	L	Councillors and staff will ensure full compliance with current legislation during the course of Council business. A dedicated email inbox named 'Data Protection' is in place to receive enquiries received and this will be managed by HTC Officers. The Town Clerk will oversee the process and sign all correspondence as the appointed Data Protection Officer (DPO). There is no requirement for individual Town Councillors to be registered with the Information Commissioner's Office (ICO). HTC remains GDPR compliant following the Brexit transition period.
	Proper document control	L	M	Leases and legal documents locked in secure cabinets. Scanned electronic copies of all such documents are kept in a secure, confidential area on office computer server. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
Admin	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 stored in SharePoint. A copy of the data in SharePoint is backed-up to the Council's server and, in turn, backed-up to external disks as an extra security measure. Security software has been set up on HTC Officers' desktops, laptops and other Council owned devices (eg iPads) with multi-factor authentication as extra verification of identity by the user. All Staff and Councillors have been provided with a Cyber Security Training Guide and ongoing support from the Council's IT provider. Passwords are securely stored in a 'Password Manager'.
Councillor Propriety	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 at the Town Council offices by prior appointment.

Adopted by Horley Town Council 1 March 2022

DRAFT

Enabling Community Action on the Climate Crisis in Surrey

Project Briefing

There is a dynamic new initiative in your area to help communities to take action on the climate crisis. As part of declaring a climate emergency and its commitment to net zero carbon emissions by 2050, **Surrey County Council** have teamed up with **Community Energy South** to provide support for the development of community-led energy groups and projects throughout Surrey. This briefing will let you know a little bit about the project.

What is Community Energy?

Community energy is all about drawing on local skills and people power to create ground level, community-based solutions to the climate crisis. It's about people wanting to act now to secure a low carbon future, local green jobs and ethical investment. It's about making our energy work for us and the environment in our communities and becoming more resilient.

Community energy organisations look to support the growth of low carbon and renewable energy projects that benefit their local community. Some groups manage local investment in their projects and may secure grants to start projects.

There are 424 community energy organisations throughout England, Wales and Northern Ireland. They are typically Co-operatives or Community Benefit Societies. Together they employ 431 full time equivalent (FTE) staff with 3,096 volunteers reaching 358,000 people on energy and climate change. (*Source: Community Energy England State of the Sector Report 2021*)

Community owned renewable energy projects in England, Wales and Northern Ireland generated 319 MW electricity, enough to power around 100,000 homes every year.

In the South East, there are 45 existing groups involved in community energy. As part of its Climate Change Strategy, Surrey County Council is working with Community Energy South to help community energy groups get going and develop throughout Surrey.

Community energy projects make a hugely important contribution to reducing the carbon emissions in their local area and creating more resilient communities. For example, [OVESCO, based in Lewes](#), has completed 14 roof top solar PV projects, mainly on local schools, generating about 420,000 kWh of electricity each year. It has supported Meadow Blue Community Energy with a 5 mega watt solar farm and is about to take a 17 mega watt solar



farm in the Lewes District through planning. Brighton Energy Co-operative has built more than £3m of community funded solar PV. We want to support projects such as this in Surrey.

What are we doing?

Surrey County Council and Community Energy South are providing support to establish new community energy groups and projects in Surrey. We want to help new groups get up and running so that the county's carbon emissions can be reduced, communities can benefit from locally owned renewable energy, support given to those living with fuel poverty and help for the elderly wanting to remain independent living at home.

We are:

- Getting in touch with local groups and individuals that are interested in community energy, including any existing community energy groups that work in the area. We would like to find out what projects, plans, ideas and skills are out there.
- Developing training and guidance to help community energy groups and projects grow.
- Looking to identify up to ten groups that could benefit from business mentoring and support. These may be new groups or those already existing.

How can you be part of it?

We are contacting local groups and individuals throughout Surrey to get an understanding of any community-led low carbon and renewable energy projects that may already be in place. These may include projects that support, generate, own or manage renewable energy installations in our communities and/or reduce energy consumption. We also want to hear about ideas for new projects and find the best ways to support new projects and groups going forwards.

Please take a few minutes to complete the short survey that you have been sent (see link below).

www.surreysays.co.uk/environment-and-infrastructure/community-energy-in-surrey

The information will allow us to start building local networks and help to provide effective support for community-led renewable energy projects to get started and to reduce the county's carbon emissions.

Many thanks for being part of this important project for Surrey.

Questions

If you have any questions or would like to suggest other groups to contact as part of this project, please email contact@communityenergysouth.org.



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MX178859

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Description

Portable PA set comprising a main active unit and passive satellite speaker. The main unit has a slot fed media player with options for playback from USB stick, SD card, Bluetooth or a slot fed disc player for CD and DVD.

A pair of UHF handheld microphones are included in addition to 2 inputs for wired microphones with a built-in echo effect for vocalists and a VCV control enables mic priority over music.

- Stereo portable PA set
- Mains or rechargeable operation
- Bluetooth connectivity
- CD/DVD audio/video playback
- 2 x UHF handheld microphones

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PAV8 portable PA set + 2 UHF mics, CD/DVD, USB/SD & Bluetooth

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£385.56 (£321.30 ex VAT)

Quantity Pricing

2 + £349.50 each (£291.25 each ex VAT)



Choose quantity

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Order now for next working day dispatch.

Operated from mains power or the internal rechargeable battery, the main unit also powers the passive satellite cabinet.

Line input, output and composite video output offer easy connection to other equipment for expanded AV systems. A comprehensive multi-functional system for leisure, teaching and performances.

The box for this item contains:

- PAV8 main unit
- 8" satellite speaker
- 2 x UHF handheld microphones
- 4 x AA batteries
- IR remote control
- 1 x speaker jack cable
- Securing strap
- 15Vdc 3A power supply & IEC lead(s)

N.B the microphones, batteries, remote control and strap are stored in a compartment in the back of one of the speaker units.

qtx product code: 178.859UK

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Pair of 35mm pole speaker stands

£53.10(£44.25 ex VAT)

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MX188140



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Plastic mic holder with 3/8" to 5/8" thread adaptor, suitable for most microphones with a maximum body diameter of 30mm

£2.28(£1.90 ex VAT)

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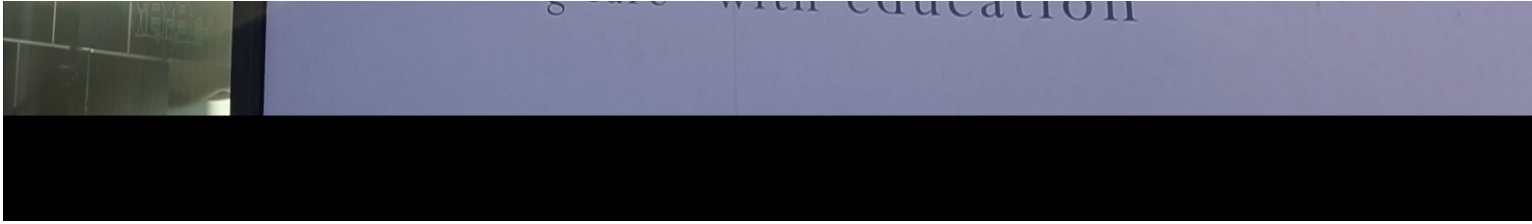
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Woolly Shepherd Ltd are a UK based, acoustic panel manufacturer. We supply sustainable acoustic solutions and panels from natural fibres. Probably best known for our acoustic clouds, with hundreds of installations around the UK. Our unique range enhance your environment, reducing background noise and improving speech

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intelligibility, thereby creating a less stressful and more productive space.

Before we install any of our acoustic panels, we carry out a detailed acoustic survey which can be an onsite survey or, if this is not possible, a remote survey. This is to ensure the correct amount of acoustic absorption for your specific space. Every school, office, village hall or restaurant has not only different acoustics, but also different needs and uses.

Our acoustic surveys are carried out by our specialist staff, taking great care in their recommendations. We also understand the needs of clients with special hearing or communication needs such as:

Speech, language and communication difficulties

Visual impairments

Fluctuating hearing impairments caused by conductive hearing loss

Attention deficit hyperactivity disorders (ADHD)

Auditory processing disorder or difficulty

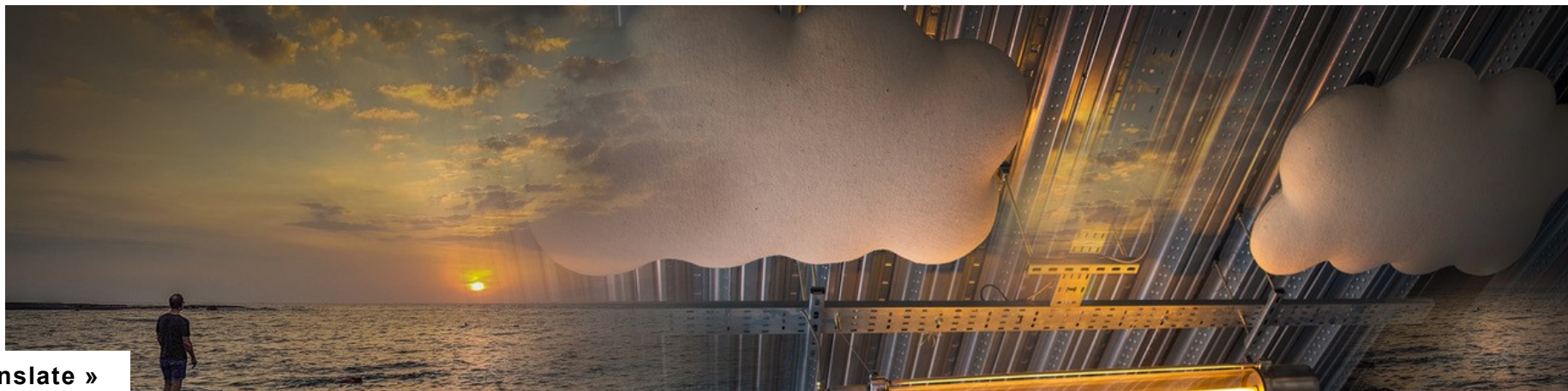


Being on the autistic spectrum

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Judy Morgan

From: Alex Vine <Alex.Vine@reigate-banstead.gov.uk>
Sent: 12 January 2022 14:59
To: Judy Morgan
Subject: RE: Election Expenses
Attachments: RE: HTC By-election update

This message originated outside Horley Town Council. Please exercise caution following links, opening attachments or divulging information.

Hi Judy, hope all is well

For reference, I've attached the historical conversation on this matter which may be useful

I would be happy to try to explain the formula in high-level terms and provide calculations. However, please be mindful that election accounting is vast and complex. I've tried to summarise this as succinctly as possible for a layman below:

Electoral Services and funding – how does it work?

The Council appoints a Returning Officer who is responsible for the successful administration of all elections in the local authority's electoral area. In certain cases, expenses for elections can be recovered from a funding authority. The Council also appoints an Electoral Registration Officer who is responsible for the administration of the electoral register, registration activity and the annual canvass. The Cabinet Office provides means-tested grant funding for local authorities specifically for Individual Electoral Registration (IER), however this is limited and applications for further funding have been unsuccessful in the past.

Elections – funding authorities

Cabinet Office's 'Election Claims Unit' provides funding for each local authority up to a 'maximum recoverable amount' (MRA) which is based on an area's electorate, boundaries and number of polling stations. This funding is available for the following election types:

- UK Parliamentary (UKPGE)
- European Parliamentary (EU Parl) – *no longer required*
- Police and Crime Commissioner (PCC)

The County Council is the funding authority for each local authority in the County up to an MRA.

The Borough Council is the funding authority for its own local government elections and expenses cannot be recovered from elsewhere.

At a parish or community council election, costs for running the election will be paid by the principal area council. The principal area council may, however, require the parish or community council to repay any costs incurred.

Accounting for combined polls

Where two or more polls are combined, the costs attributable to the various electoral events need to be apportioned appropriately. For instance, where three polls are taking place in combination - the costs of any combined elements will need to be apportioned and divided by three. Where there are four polls, shared and divided by four etc.

Once expenses have been divided proportionally for each election, a claim is submitted to the relevant funding authority as appropriate. For example, for count staff employed to verify and count ballot papers for all 3 polls:

	UKPGE Reigate constituency	Local Government election in Reigate and	Parish Town Council election
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		Banstead electoral area	
Returning Officer	Reigate and Banstead BC	Reigate and Banstead BC	Reigate and Banstead BC
Funding authority	Cabinet Office Claims Unit	Reigate and Banstead BC	Horley Town Council
Costs incurred	30%	30%	30%

For UK Parliamentary elections, the Reigate and Banstead electoral area also overlaps with two other constituencies, Epsom & Ewell and East Surrey, which are the responsibility of the Acting Returning Officers at Epsom & Ewell BC and Tandridge DC respectively. However, some functions are administered by Reigate and Banstead BC's Acting Returning Officer and expenses are calculated proportionally to the electorate of each area (or exact amount on an invoice if this is specified for a particular area) and re-charged to those adjoining councils respectively.

However, where costs would be disproportionality borne by a funding authority for a smaller electoral area (e.g. Horley Town Council / a small part of another constituency for the employment of polling station staff across the Reigate and Banstead electoral area), those costs are broken down and split across the relevant electoral area. For example, HTC is only charged 1/3rd of the polling station staff costs in the HTC area only, with the other 2/3^{rds} of expenses in the HTC area being funded/reclaimed elsewhere for the other 2 polls being conducted in the same electoral area.

Expenses which cannot be combined

In some cases, the law prevents some elements of polls from being combined. For example, where a by-election is taking place and the poll cards or postal votes cannot be combined with another poll (e.g. the UK Parliamentary election in 2019). In those cases, the invoices for those items are issued by the supplier separately for the by-election and the actual costs are paid by the Returning Officer and then reclaimed from the funding authority (e.g. the Parish or Town Council) according to the actual costs on the invoice. Because the issuing and despatch of those items cannot be combined, the postage costs (which account for the biggest proportion of stationery costs) for the funding authority may be higher than if they were combined and divided proportionally between the relevant funding authorities.

Please note the earlier point about some Returning Officers retaining control over some expenses. In the case of East Surrey, staff are employed by RBBC's Returning Officer and the costs recharged to East Surrey. In Epsom & Ewell, staff are employed by that Returning Officer and so those costs are not represented in the above table.

In reply to the point about 'other Councils' being charged less – that is irrelevant. Relevant points in terms of election accounting are:

- There is a county-wide scale of fees which is agreed by Returning Officers in Surrey and followed. Therefore staff fees are proportionate and appropriate.
- The returning officers' expenses guidance from the Cabinet Office is followed. VAT requirements from HMRC are also followed.
- Any expenses which can be combined in law are combined to reduce costs where possible for all parties and provide best value for the taxpayer.
- Some expenses cannot be combined by law and therefore the cost may proportionally be higher for those funding authorities, but that depends entirely on the combination of polls, size of electorates, staff required etc. in any given area. A comparison with other Councils based only on overall value is therefore meaningless without the contextual information to explain why the cost of running a poll in area X is higher than in area Y.

Finally, to give some further assurance - expenses are scrutinised in great detail by the Cabinet Office, down to every £1. The process takes years and many rounds of responses and counter-responses to justify. Therefore any costs reclaimed proportionally from HTC have been thoroughly vetted.

Kind regards,

Alex Vine (AEA Dip.)
Democratic and Electoral Services Manager
Reigate and Banstead Borough Council
01737 276067

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Electoral Registration & Elections: elreg@reigate-banstead.gov.uk
Mayoral Team: mayor@reigate-banstead.gov.uk

From: Judy Morgan <judy.morgan@horleysurrey-tc.gov.uk>
Sent: 12 January 2022 13:43
To: Alex Vine <Alex.Vine@reigate-banstead.gov.uk>
Subject: Election Expenses

Good Afternoon Alex,

One of our Councillors is questioning the level of cost for an election for Horley Town Council. He believes that charges are lower for other Councils.

I believe that there is a formula for charging and I should be grateful if you would send me a breakdown of how the charge is calculated so that I may answer his queries. Many thanks.

Kind Regards

Judy Morgan

Responsible Financial Officer

07599 845 379

Please note that I do not work Fridays

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HORLEY TOWN COUNCIL

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By email: engagement@reigate-banstead.gov.uk

13 January 2022

Dear Sirs,

Reigate & Banstead Borough Council Consultation on draft budget proposals for the 2022/23 financial year

Horley Town Council has carefully considered the draft budget proposals and are mostly satisfied with the general direction of the budget proposals. All eighteen Councillors have had the opportunity to contribute to this response.

Additionally, the Town Council is generally supportive of the proposals contained in the survey and has no specific comments to make on many of the questions, apart from the following points which we would ask are given due consideration:

Question 2 about draft budget changes to Council Tax • To increase by the amount that Council is able to do without triggering a local referendum. Based on previous years, this is assumed to be 1.99% or £5 per Band D property per year. However, the referendum limit is still subject to confirmation by Government.

- The Town Council is supportive of the proposed Council Tax increase, subject to confirmation by Government that the rise is within the threshold set out in the legislative framework without triggering the referendum process.

Question 3 about proposal for Communications: • Saving of £15,000 from a reduction in the frequency of the publication of Borough News

- In our experience, the 'Borough News' magazine has always been very well received in the past by residents and visitors. It contains comprehensive information and updates across the borough; vital information on how to access important services; outreach support (especially during the Covid-19 pandemic) and advertising opportunities for local businesses. Whilst we appreciate the cost in production and delivery to every household twice yearly is high, the reduction in frequency to just one edition per year would be a great loss. Could consideration therefore be given to adapting solely to online publications with free sign up offered by email for receiving future magazines together with an option provided to request a paper copy if so desired so as to reach non-digital audiences too?

Question 4 about the proposals for Community Partnerships: • Saving of £50,000 from a change in the way CCTV is maintained • Saving of £168,000 from a pause in funding for medium grants, small grants, taxi vouchers, and reductions in staff and partnership projects funding.

- The Council queries what changes are being proposed to CCTV maintenance? Whilst we appreciate the need to find a way of saving money, we seek clarification that this would not be at the expense of community safety which we consider to be of paramount importance.
- The Council would like to understand who currently uses the taxi vouchers, and how much saving pausing the taxi voucher scheme alone would give? We are very concerned that this would lead to vulnerable people, including school students and senior citizens, having such services cut in a most detrimental way, especially if these were to result in them being unable to get to school or access much needed services.

Question 7 about proposals for Neighbourhood services: • Proposed budget growth of £100,000 for additional waste crew due to increased household demand across the borough

- The Council is supportive of the proposed increase for additional waste crew to cater for increased demand and rise in residential properties across the borough. We would also add the importance to continue raising awareness to protect the environment and for householders to be reminded of the urgent need to reuse, repair and recycle as much as possible and this could perhaps be communicated through sporadic environmental campaigns.
- The Council would also be interested to know if the borough has considered growing its commercial waste collections for which they can make a charge as well as receiving income from the recyclables collected.

Question 9 about proposals for Property & Facilities: • Proposed budget growth of £120,000 to cover an increase in business rates costs for council properties

- In the light of the Government announcement to cancel the usual CPI increase for 2022/23 and that therefore there would be no increase in Business Rates, the Council would like to understand the basis for this proposal such as by how much are business rates expected to rise and whether this would be a similar figure for other surrounding councils?

Question 10 about the proposals for Revenues, Benefits and Fraud • Savings of £5,000 from moving to electronic billing and publishing the Council Tax leaflet online only.

- The Council is broadly in favour of electronic billing however it is concerned about what facilities would be put in place to help those residents without a computer or internet access and how would they be supported?

We trust that these comments of Horley Town Council will be considered and look forward to hearing the outcomes of the Consultation.

Yours faithfully



Town Clerk