

HORLEY TOWN COUNCIL

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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 7 March 2023 at 7.30 pm

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, 7 March 2023, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com 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 or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

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 Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman 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 on Tuesday, 7 March 2023, 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

[The meeting will be preceded at 6:45 pm by an overview about the provision of Electric Vehicle Charging Points
provided by Leon Hibbs, RBBC Environmental Health](#)

AGENDA

- 1 Apologies and Reasons for Absence.**
To receive apologies and reasons for absence.
- 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 [6 December 2022](#).
- 5 Full Council Updates**
- 6 Committee Reports**
To receive the Minutes of the meetings of the following Committees:
 Planning & Development Committee held on [20 December 2022](#) and [10 January 2023](#)

To receive the Draft Minutes of the meetings of the following Committees:
 - i) Finance and General Purposes Committee held on [17 January 2023](#)
 - ii) Environment Sub Committee held on [17 January 2023](#)
 - iii) Leisure and Amenities Committee held on [24 January 2023](#)
 - iv) TPDWG Notes of the meeting held on 7 February 2023
- 7 Council Chairman's Report**
To receive a report of any events attended by the Chairman or her representative since the Full Council meeting held on 6 December 2022 (**attached**).
- 8 Borough, County Council and Other Updates**
 - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 27 January 2023.
 - ii) To receive an update on the RBBC/HTC Liaison Meeting will be held on 2 February 2023.
 - iii) To receive an update on any other matters.
- 9 Internal Control Review 2022/23 (attached)**
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk, after considering the recommendations of the Finance Committee.
- 10 Risk Assessment and Management Paper 2022/23 (attached)**
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk, after considering the recommendations of the Finance Committee.
- 11 Grant Application from St Bartholomew's Church**
To consider the grant application received for funding towards maintenance of the New Churchyard.
- 12 Local Government Elections, 4 May 2023**
To receive an update from the Town Clerk.
- 13 Annual Town Public Forum (formerly 'Town Meeting), 19 May 2023**
To note the finalised arrangements for the public meeting to be held at the Town Council offices.

- 14 Surrey Community Fund - Horley Edmonds Fund**
i) To receive and update on the Horley Edmonds Fund's new publicity drive and Fundraising Page set up by the Town Council and to agree the way forward.
ii) To receive an update on any other matters.
- 15 Council Meetings for the 2023/24 Municipal Year**
i) To receive a Briefing Report on a proposal to disestablish the Finance Committee by merging all financial and general purposes matters with Full Council and to make recommendations for approval at Annual Council.
ii) To consider a proposal to introduce a Finance Lead into the Town Council organisational structure and to make recommendations for approval at Annual Council.
iii) To consider Sub-Committees, Outside Bodies and Working Groups for recommendation to Annual Council.
iv) To consider the proposed Meetings Calendar for 2023/24 for recommendation to Annual Council.
- 16 Review of Town Council Policies**
To consider the following draft Policies for approval and adoption at the Annual Council.
i) CCTV and Code of Practice
ii) Community Engagement Strategy and Action Plan
iii) Metal Detecting Protocols
- 17 Outside Bodies**
To receive any updates from the Town Council representatives on the following outside bodies:
i) Horley Community Partnership
ii) Royal British Legion
- 18 [The Coronation of His Majesty King Charles III – 6-8 May 2023](#)**
To receive an update on celebratory events over the bank holiday weekend and to consider the recommendations of the Leisure Committee on participation by the Town Council.
- 19 Town Plan Delivery Working Group (TPDWG)**
To receive an update from the TPDWG Chairman on the meeting held on 7 February 2023 and to agree the way forward.
- 20 Town Plan Projects - Michael Crescent Centenary Park**
i) To consider the recommendations of the TPDWG to proceed with Phase 1 of the project to demolish the former derelict scout building in principle, allowing for an amount not exceeding £20k with funding provision from Neighbourhood CIL.
ii) To consider a community engagement strategy with local residents regarding the project and how the site might be developed in Phase 2.
- 21 Communications Received**
- 22 Diary Dates**
- 23 Items for Future Consideration**
To note urgent business for inclusion on future agenda.
- 24 Press Release**
To agree items for inclusion.
- 25 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."
- 26 Town Award Nomination** **CONFIDENTIAL**
To consider an application received.
- 27 Public Enquiry** **CONFIDENTIAL**
To consider a request for use of Town Council facilities.



Signed: Town Clerk, 2 March 2023

Date of Next Meeting – To be confirmed

List of Mayoral Events 7 December – 6 March 2023

Date	Event	Location
10 December	Hats Christmas Fair Lights Switch on	Town Centre
10 December	Councillor Hospitality	Regent House
11 December	Panto	Harlequin Theatre, Redhill
12 December	Tolfe Sugarcraft for Supported Adults	Horley Baptist Church
17 December	Horley Singers Christmas Carols	Horley Methodist Church
24 December	Greenaway Foundation Xmas Lunch Box	Crawley
30 January	Mayors Charity Diner	Costa Del Sol, Horley



HORLEY TOWN COUNCIL

INTERNAL CONTROL POLICY 2022/23

Background

The Accounts and Audit (England) Regulations 2011, *Regulation 4 (2)* requires “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:

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

Risk Assessment

The Council’s Finance Committee conducted a full risk assessment on **17 January 2023**. In that risk assessment, 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
- General Data Protection Regulations (GDPR)
- Protection of physical assets
- Safety of staff and visitors
- Security of buildings, equipment etc.

Control Systems

The Council has manual reconciliations in place to detect error. Duties are segregated between staff for the operation of its banking systems, with the RFO creating payments and in turn, the Clerk and two Councillors, authorising payments (three signatories in total). Members review summaries of receipts and payments, preventing or detecting budget overspends and unauthorized expenditure. A Member (who is neither the Chairman of the Council nor a cheque signatory) signs the bank reconciliations and the bank statements as evidence of the verification. 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.

Transparency Act Regulations – The review has assessed data to show compliance with the relevant Transparency Act Regulations.

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 **RIALTAS** 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 **2022/23** 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 - ~~Café Pavilion Project~~
- F3 - Community Infrastructure Levy (CIL)

Annual review of the effectiveness of internal control and the management of risk 2022/23

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	<p>The annual Internal Audit Plan properly takes account of all the risks facing the Council</p>	<p>Yes</p>	<p>No development</p>

and Reporting	and has been approved by the Council following the adoption of the Risk Assessment and Management Paper 2022-2023 .		necessary
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Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review was conducted by the Finance Committee and the paper was recommended for approval at the Full Council.

Full Council approved the paper at the meeting held on **7 March 2023**.

Adopted by Horley Town Council 7 March 2023

Next Review Date: March 2024



HORLEY TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT 2022/23

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking and/or revaluation following a professional underwriting survey (most recently carried out by our insurers in March 2021).
	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 Café has been independently evaluated by fire and safety consultants to mitigate risk to personal safety and kept under regular review. The Tenant is informed of their legal obligations to carry out regular risk assessments to identify and prevent hazards in the workplace. 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 chains 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 Town 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 £10m 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 it was completed most recently in October 2020 and the next one is planned for May 2023 . 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 written reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register, are recorded. Annual playground checks are made to RoSPA requirements, to ensure the long term safety of the site, equipment and ancillary items.
	Compliance with HM Revenue and Customs Requirements	L	M	Regular advice available from HMRC, VAT Helpline and Sage etc. RFO attends regular training as appropriate with HMRC, Sage and other providers to keep up to date with requirements and good practice. 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.

				<p>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 2023.</p> <p>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 Homeworking Policy has been adopted by the Council and is kept under regular review.</p>
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 under <i>the Transparency Code for Smaller Authorities</i> .
	General Data Protection (GDPR)	L	L	Councillors and staff 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), however an annual subscription is made for Council as a whole. 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'. Regular reviews are undertaken with the Council's IT provider to maintain appropriate functionality of its computer systems and any issues identified are immediately addressed to ensure the Council remains fully compliant in the use of its internal systems and software.
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~~ 7 March 2023
Next Review Date: ~~March 2023~~ March 2024