

C 4215) responsible for the toilets. A recent online survey had been carried out, which had shown over 500 people to be in favour of the facility being provided.

The Clerk added that the Town Council would be responsible for the building of the café and would retain ownership of the building. A Café Concession Agreement would be put in place, with the Concessionaire responsible for the day to day running of the facilities, as well as the initial fitting out of the kitchen. This way the operation was anticipated to be cost neutral. The Clerk also advised that the Business Plan was currently being prepared by the Café Working Party. It was noted that Fields in Trust had also been contacted and there were unlikely to be any objections.

RESOLVED: noted.

C 4216 Annual Meeting of the Council, 16 May 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 Annual Meeting of the Council held on 16 May 2017, including all confidential items, be approved.

C 4217 Leisure & Amenities Committee, 30 May 2017

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

C 4218 Finance & General Purposes Committee, 13 June 2017

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

C 4219 Planning & Development Committee, 25 April 2017

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

C 4220 Planning & Development Committee, 23 May 2017

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

Annual Audit for Year Ending 31 March 2017

- C 4221** ***RESOLVED: that the Unaudited Balance Sheet as at 31 March 2017, the Income & Expenditure Account for 1 April 2016 to 31 March 2017, Reserve Analysis as at 31 March 2017 (including recommendations for Earmarked Funds) and other associated documents, as recommended by the Finance & General Purposes Committee, be approved. (Copies are appended.)***
- C 4222** ***RESOLVED: that the Annual Governance Statement (section 1 of the Annual Return) be approved. (A copy is appended to these minutes.)***
- C 4223** ***RESOLVED: that the Accounting Statements (section 2 of the Annual Return) be approved. (A copy is appended to these minutes.)***
- C 4224** ***RESOLVED: that the Annual Internal Audit Report. (section 4 of the Annual Return) be approved. (A copy is appended to these minutes.)***
- C 4225** ***RESOLVED: that the Internal Audit Report 2016 – 2017 (Interim Report No 3), plus Clerk's responses where applicable, be received. (A copy is appended to these minutes.)***
- C 4226** **Chairman's Report**

The Chairman advised that he had attended the following:

Gracewell Care Home Summer Fete
Reigate & Banstead Civic Service at Christ the King Church, Salfords
Reigate & District Scouts AGM
Photoshoot at Taylor Wimpey Sales Offices re HIB Sponsorship
Horley Carnival
Annual Choral Mattins at Guildford Cathedral
Surrey Mayors' Luncheon hosted by Chairman of Surrey County Council

RESOLVED: noted.

Reports from County Councillors

- C 4227** It was noted that no updates had been received.

RESOLVED: noted.

- C 4228** The Chairman advised that he had been in conversation with County Cllr Kay Hammond about the possibility of starting regular meetings with residents, as a replacement for the now disbanded Police Panel Meetings. Cllr Hammond had suggested The Horley Young People's Centre as a possible venue for the meetings. Cllr George added that the local Police would not be in attendance at these meetings and said that he hoped to be able to provide a further update at the next Full Council Meeting.

C 4228) *RESOLVED: noted.*

Report of the Parish Remuneration Panel on Members' Allowances for Horley Town Council – Executive Summary of Recommendations

C 4229 It was noted that the Panel had recommended that the HM Revenue and Customs Mileage Allowance Payments Rates be used for travel allowance rates.

RESOLVED: that this be approved.

C 4230 It was noted that the Panel had further recommended that a Basic Allowance of £100 be paid to all members of Horley Town Council, unless members opted out of receiving the Allowance.

RESOLVED; that the recommendation be deferred for consideration by the newly elected Administration in May 2019.

C 4231 Appointment of New Staff Member

RESOLVED: that the appointment of Judith Morgan as Administrative Officer for Horley Town Council be recorded.

C 4232 Proposals for Possible Café at Horley Recreation Ground

The Clerk advised that, following the appointment of Copeland Yussuf, Chartered Surveyors to prepare a Design Specification and submit an Outline Planning Application, initial drawings had been received, which were being considered by the Café in the Park Working Group.

RESOLVED: noted.

C 4233 Charges for Football Pitch Hire at Court Lodge Fields

RESOLVED: that the proposed charges for the 2017 / 2018 season be approved. (A copy is appended.)

**Horley Edmonds Community Fund –
Consideration of Grant Applications**

C 4234 *RESOLVED: that a grant of £200 be awarded to St Wilfrid's Church, Horley, towards the replacement of kitchen appliances.*

C 4235 *RESOLVED: that a grant of £500 be awarded to the Employment Support Retraining Agency (ESRA) towards Rolling Individual and Group Tuition in Horley*

C 4236 **Diary Dates**

RESOLVED: that future events be noted, including the Skittles Tournament, week commencing 10 July.

C 4237 **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 4238 **Staffing Matters**

CONFIDENTIAL

C 4239

Members were updated on recent staffing matters and approved the appointment of HR Services Partnership to advise the Town Council accordingly.

Meeting closed at 8.22 pm

Date of next meeting: 29 August 2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed			'Yes' means that this smaller 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 took all reasonable steps to assure 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has 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 smaller 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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority on:

27/06/2017

and recorded as minute reference:

C 4222

Signed by Chair at meeting where approval is given:



Clerk:



*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	244,516	319,561	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.				
2. (+) Precept or Rates and Levies	302,780	315,882	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	169,456	142,130	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	155,939	165,954	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.				
5. (-) Loan interest/capital repayments	34,263	34,263	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	207,089	196,252	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).				
7. (=) Balances carried forward	319,561	381,104	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	326,187	372,905	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.				
9. Total fixed assets plus long term investments and assets	1,765,224	1,835,516	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	303,546	283,120	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td></td> <td>✓</td> </tr> </table>		Yes	No		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
Yes	No						
	✓						

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:



Date

13/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

27/06/2017

and recorded as minute reference:

C4223

Signed by Chair at meeting where approval is given:



Annual internal audit report 2016/17 to

Enter name of smaller authority here:

HERLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable ✓
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For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit PAUL HARTLEY

Signature of person who carried out the internal audit Date 23/06/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

HORLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.


Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit | **PAUL HARTLEY**

Signature of person who carried out the internal audit |  Date | **23/06/2017**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Horley Town Council
BALANCE SHEET
31/03/2017

(Last) Year Ended 31 Mar 2016		(Current) Year Ended 31 Mar 2017
£		£
	CURRENT ASSETS	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
893.00	Debtors (Net of provision for doubtful debts)	5,712.37
0.00	Payments in advance	0.00
10,399.06	VAT Recoverable	11,808.71
0.00	Temporary lendings (investments)	0.00
326,187.14	Cash in hand	372,905.32
337,479.20	TOTAL ASSETS	390,426.40
	CURRENT LIABILITIES	
17,917.85	Creditors	9,322.27
<u>319,561.35</u>	NET ASSETS	<u>381,104.13</u>
	Represented by:	
191,317.40	General fund Balance	173,960.18
	Reserves:	
0.00	Capital	0.00
128,243.95	Earmarked	207,143.95
0.00	Adjustments	0.00
<u>319,561.35</u>		<u>381,104.13</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2017

Horley Town Council
Income & Expenditure Account
01/04/2016 to 31/03/2017

(Last) Year Ended 31 Mar 2016		(Current) Year Ended 31 Mar 2017
	<u>Income</u>	
302,780.00	PRECEPT	315,882.00
82,348.64	INCOME	55,264.97
47,873.97	LETTINGS AND RENT	60,709.93
201.35	OFFICE EXPENDITURE	195.03
10,600.00	GROUNDS MAINTENANCE	15,000.00
11,888.30	COURT LODGE/INNES PAVILION	1,290.00
5,182.98	TOWN CENTRE	7,006.75
105.15	HORLEY RECREATION GROUND	1,439.15
6,880.40	ALLOTMENTS	5.00
95.28	OFFICE MAINTENANCE & REPAIR	0.00
284.19	GENERAL	369.14
4,000.00	SECURITY	0.00
	EMLYN MEADOWS	850.00
	GRANTS AND DONATIONS	0.00
<u>£472,240.26</u>		<u>£458,011.97</u>
	<u>Expense</u>	
80.00	EMLYN MEADOWS	1,251.80
1,893.70	LETTINGS AND RENT	2,654.75
9,431.42	OFFICE EXPENDITURE	15,077.89
154,593.16	SALARIES AND PENSIONS	165,259.32
35,813.86	OFFICE MAINTENANCE & REPAIR	19,138.18
39,461.85	GENERAL	38,905.25
113,019.00	GROUNDS MAINTENANCE	88,767.26
-14,924.00	HORLEY RECREATION GROUND	10,634.56
29,224.41	COURT LODGE/INNES PAVILION	25,908.42
577.50	MICHAEL CRESCENT	508.70
3,812.22	ALLOTMENTS	3,594.82
12,035.17	TOWN CENTRE	12,116.26
7,476.13	SECURITY	7,014.48
4,700.00	GRANTS AND DONATIONS	5,637.50
<u>£397,194.42</u>		<u>£396,469.19</u>
<u>215,376.56</u>	<u>General Fund</u>	
472,240.26	Balance at 01 Apr 2016	<u>191,317.40</u>
687,616.82	ADD Total Income	458,011.97
397,194.42	DEDUCT Total Expenditure	649,329.37
290,422.40		252,860.18
99,105.00	Transfer to/from Reserves	78,900.00
<u>£191,317.40</u>	Balance at 31 Mar 2017	<u>£173,960.18</u>

Transfers:

General Fund to Earmarked Reserve £78,900.00

Reserves Statement as at 31 March 2017

Movement of Funds and Reserves in the year	Balance 31.03.16	Precept 17/18	Reserve Transfers	Balance 31.03.17
General fund	191,317.40			173,960.18
Earmarked Funds				
Election Contingency	9,243.95	2,000.00		11,243.95
Leisure & Amenities Playgrounds	14,000.00	20,000.00		34,000.00
Michael Crescent	0.00		10,000.00	10,000.00
Projects Fund (Cafe)	35,000.00	25,000.00	30,000.00	90,000.00
Projects Fund (Skatepark)	70,000.00		-8,100.00	61,900.00
	128,243.95	47,000.00	31,900.00	207,143.95
Total Reserves	<u>319,561.35</u>			<u>381,104.13</u>

**Explanation of significant variations
between financial years 2015/16 and 2016/17**

2015/16	Income	2016/17	+/- amount	+/- %	Explain Y/N	Explanation
302,780.00	Precept	315,882.00	13,102.00	4.33	Y	Increase in no of households
35,400.00	Section 136 LGA	35,400.00	0.00	0.00	N	n/a
20,841.00	Council Tax Support Grant	15,630.00	-5,211.00	-25.00	Y	Phased reduction in support grant to zero over 4 yrs
4,687.04	Bank Interest	4,234.97	-452.07	-9.65	Y	Interest rates reduced on all deposits
201.35	Administration	195.03	-6.32	-3.14	N	n/a
284.19	General	369.14	84.95	29.89	Y	Insurance premium rebate
6,880.40	Allotments	4,912.73	-1,967.67	-29	Y	reduced s106 commuted sum
95.28	Maintenance & Repair	0.00	-95.28	-100.00	Y	Maintenance contract refund rec'd in 15/16 only
47,873.97	Lettings & Rents	55,802.20	7,928.23	16.56	Y	Increased funfair and other event income
11,888.30	Court Lodge/Innes Pavilion	1,290.00	-10,598.30	-89.15	Y	GACT grant rec'd 15/16 for roof improvements
105.15	Horley Recreation Ground	1,439.15	1,334.00	1,268.66	Y	Reinstatement costs reimbursed by Horley Carnival Committee
21,420.60	Devoled Powers from RBBC	0.00	-21,420.60	-100.00	Y	Devoled Powers agreement with RBBC terminated 16/17
5,182.98	Town Centre	7,006.75	1,823.77	35.19	Y	Increased sponsorship for floral displays
10,600.00	Grants & Donations	15,000.00	4,400.00	41.51	Y	Grant Award rec'd from SCC re skatepark
0.00	Michael Crescent	0.00	0.00	0.00	N	n/a
0.00	Emilyn Meadows	850.00	850.00		Y	Grant Award from RBBC
4,000.00	Security	0.00	-4,000.00		Y	Grant for CCTV improvements rec'd in 15/16 only
472,240.26		458,011.97				
2015/16	Expenditure	2016/17	+/-			Explanation
9,431.42	Administration	15,077.89	5,646.47	59.87	Y	Replacement office PCs, server and website improvements
7,476.13	CCTV	7,014.48	-461.65	-6.17	Y	CCTV Installations and Improvements
39,461.85	General	38,905.25	-556.60	-1.41	Y	Small decrease due to no election costs in 16/17
35,813.86	Maintenance & Repair	19,138.18	-16,675.68	-46.56	Y	Community Hall redecoration carried out in 15/16
1,893.70	Lettings & Rents	2,654.75	761.05	40.19	Y	Increased Football Refunds as pitches not playable due to weather
29,224.41	Court Lodge/Innes Pavilion	25,908.42	-3,315.99	-11.35	Y	Reduced buildings maintenance and repair costs
-14,924.00	Horley Recreation Ground	10,634.56	25,558.56	-171.26	Y	Footpath project completed in 2015/16
577.50	Michael Crescent	508.70	-68.80	-11.91	Y	Less repairs and maintenance needed
80.00	Emilyn Meadows	1,251.80	1,171.80	1,464.75	Y	New tarmac crossing point and wildflower meadows
113,019.00	Grounds Maintenance	88,767.26	-24,251.74	-21.46	Y	Devoled powers agreement with RBBC terminated in 16/17
3,812.22	Allotments	3,594.82	-217.40	-5.70	Y	Reduced cost of allotment maintenance
12,035.17	Town Centre	12,116.26	81.09	0.67	N	n/a
154,593.16	Salaries	165,259.32	10,666.16	6.90	Y	Increase in staffing provision and increase in employer pension contributions
0.00	Provision for doubtful debts	0.00	0.00	0.00	N	n/a
4,700.00	Grants & Donations	5,637.50	937.50	19.95	Y	Increase in grant to St Barts Churchyard
397,194.42		396,469.19				

HORLEY TOWN COUNCIL
INTERNAL AUDIT REPORT 2016-2017

I visited the Town Council Office on 2nd November 2016 to commence the Internal Audit process for the year 2016-2017. A second visit was made on 22nd February 2017 to continue the process, concentrating particularly on the budget process, payment and income procedures, and risk management. A final visit to complete the Annual Return was made on 23rd June 2017, and additional comments following this visit are shown in bold.

The comments below are in the order of the headings in Section 4 of the Annual Return.

Recommendations are shown **in bold and underlined**, and any responses received from Council will be added in *italics*.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made regularly, at least weekly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at **31st March 2017**.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for hall improvements should be completely repaid in November 2018.

B. FINANCIAL REGULATIONS

Standing Orders are reviewed annually and broadly follow the latest NALC model. Financial Regulations have been drawn up based on the NALC model, and whilst Council adopts European regulations for procurement, a further revision to Financial Regulations awaits publication of an up-to-date NALC version. 23/6/17 – Revised Financial Regulations were adopted 4/4/17.

Council is authorised to use the general Power of Competence, and as such, use of S.137 is no longer required.

C. RISK MANAGEMENT

A full review of Risk Management was carried out in January 2017, including a review of Internal Controls. A comprehensive schedule of inspections is in place, and external providers of inspections are chased for reports when necessary.

PAT testing due April 2017, as is legionella testing on Edmonds Hall and Innes Pavilion. 6/17 – O/S

23/6/17 –legionella testing still o/s.

HTC Comment: to be implemented by Sep 2017

D. BUDGET & PRECEPT

The Budget process for 2017-2018, with projections for a further three years, has been completed with a 1.89% increase in precept. Impact of this is mitigated by a sizeable increase in C/Tax base following completion of dwellings in NE of Horley, and Band D figure remains below average at £35.94. Further impact will follow with new major developments starting to NW of the town.

A full range of options for budget setting, including use of Reserves for anticipated projects, was discussed. RFO is aware of the salary scale increases already agreed for April 2018.

E. INCOME

All tariffs were reviewed for 2017-2018, but generally remain unchanged to stay competitive.

Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required.

Any cash received is kept in a safe, or banked immediately if large sums involved.

One-off hirers pay a security deposit which is held unbanked until hire is satisfactorily completed.

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly. However, little use is now made of the cash facility, as Council now uses two pre-paid debit cards each pre-loaded with £500. This is topped up monthly, with members seeing the schedule of expenditure and signing the top up authorisation when required. Items are coded appropriately with VAT reclaimed when relevant.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

G. PAYROLL

Payroll is carried out in-house using Sage.

HMRC processes including RTI are properly followed

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, and recent SCP and hours enhancements have been correctly implemented, as have scale increases for two members of staff.

Expenses claims are properly authorised by Clerk or Chairman as appropriate.

Training records are kept, and a staff appraisal scheme with measurable objectives is in place.

Pension contributions have been revised downwards following review by County Council.

Members Allowance scheme has not been adopted, although this is being considered currently.

H. ASSETS & INVESTMENTS

The Asset Register was updated in March 2016 in line with recommendations made last year, and is a comprehensive document detailing acquisition cost, disposal details, insurance values, and provision for physical check by members.

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by a panel of Members.

Council has so far not invested with CCLA, preferring to keep with mainstream deposit takers. However, in view of further falls in interest rates, this is being kept under review.

J. YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounts system and are presented on an Income and Expenditure basis. Bank reconciliations at year-end are all correct, and a detailed explanation of variances has been prepared.

K. TRUSTEESHIP

N/A

OTHER ITEMS

An updated Business Plan was adopted at the Annual Town Meeting in Spring 2016.

All Council policies were revised April 2016, in connection with application for renewed Quality status which has now been approved. These include Social Networking, Equalities, Complaints, and Health & Safety policies.

A schedule of key dates for renewals, reviews and other essential actions should be prepared. 23/6/17 – This exists to some extent in various forms, but a comprehensive version would be helpful in the light of forthcoming staff changes.

HTC Comment: The schedule of key dates has been completed and is now a “live” document

Data protection registration is up to date

Paul Hartley
Internal Auditor

24th June 2017

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB
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CHARGES FOR USE OF HORLEY TOWN COUNCIL FACILITIES

FOOTBALL PITCHES AT COURT LODGE PLAYING FIELDS 2017/2018 SEASON (AUGUST BOOKINGS ONWARDS)

Regular Teams	15/16	16/17	17/18	
Senior Teams, (including changing rooms)	£64.00	£65.00	£66.00	
Junior Teams (including changing rooms)	£40.00	£40.00	£41.00	
Junior Teams (excluding changing rooms)	£35.00	£35.00	£35.00	
Casual Teams				
Senior Teams (including changing rooms)	£86.00	£87.00	£90.00	+ VAT
Senior Teams (excluding changing rooms)	£56.00	£57.00	£60.00	+ VAT
Junior Teams (including changing rooms)	£41.00	£41.00	£43.00	+ VAT
Junior Teams (excluding changing rooms)	£36.00	£36.00	£38.00	+ VAT
Mini Pitch Hire Charges				
9v9 and 7v7 Pitches (excluding changing rooms)	n/a	£18.00	£19.00	