

HORLEY TOWN COUNCIL
ANNUAL MEETING OF THE COUNCIL

Minutes of the Annual Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 21 May 2019 at 7.30 pm.

Present Cllrs David Powell – Chairman & Town Mayor
 Jante Baird
 Giorgio Buttironi
 Pamela Chandler
 Mike George
 Jerry Hudson
 Adrian Kitajewski
 Helen Kitajewski
 Samantha Marshall
 Simon Marshall
 Valerie Marshall
 Michael Robinson
 Martin Saunders
 Rob Spencer
 Fiona Stimpson

In Attendance J Walsh (Town Clerk)
 C Fenton (Head of Leisure & Deputy Clerk)

C 4660 Election of Chairman of the Council (Cllr Powell in the Chair)

Cllr Simon Marshall proposed and Cllr Jante Baird seconded that Cllr David Powell be nominated as Chairman of the Council and Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr David Powell be elected Chairman and Town Mayor of Horley Town Council for the Municipal Year 2019/2020.

C 4661 Chairman's Declaration of Acceptance of Office

RESOLVED: that the Chairman's Declaration of Acceptance of Office be received.

C 4662 Election of Vice-Chairman of the Council

Cllr Helen Kitajewski proposed and Cllr Adrian Kitajewski seconded that Cllr Samantha Marshall be nominated as Vice-Chairman of the Council and Deputy Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr Samantha Marshall be elected Vice-Chairman and Deputy Town Mayor of Horley Town Council for the Municipal Year 2019/2020

C 4663 Members' Declarations of Acceptance of Office

The Clerk advised that, to date seventeen of the Declarations had been received. (Now all safely received.)

RESOLVED: that the Members' Declarations of Acceptance of Office be received.

C 4664 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Ganesh Kumar, Robert Marr and Wayne Philips be accepted, for reasons as specified in the Attendance Register

C 4665 Receipt of Members' Declarations of Disclosable Pecuniary and Non-Pecuniary Interests

The Clerk advised that two Declarations of Interests were outstanding (All now safely received.)

RESOLVED: that the Declarations be received.

C 4666 Disclosable Pecuniary Interests and Non-Pecuniary Interests

There were no Declarations of Interest in relation to any items included on this agenda.

RESOLVED: noted.

C 4667 Public Forum

No members of the public were present.

RESOLVED: noted.

C 4668 Confirmation of Inspection of Town Council Deeds and Trust Instruments

The Clerk advised that all were in order

RESOLVED: noted.

C 4669 Appointments to Leisure & Amenities Committee

RESOLVED: that the appointments, as appended to these minutes, be approved.

- C 4670** **Appointments to Finance & General Purposes Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 4671** **Appointments to Planning & Development Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 4672** **Appointments to Staff Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 4673** **Review of Town Council and Committee Sub-Committees and Working Groups**
- RESOLVED: that the list, as appended to these minutes, be approved.*
- C 4674** **Review of Outside Bodies**
- It was agreed to remove the Horley Vimy Twinning Association from the list of Outside Bodies and to continue the less formal relationship with the Organisation.
- RESOLVED: that the list, as appended to these minutes, be approved.*
- C 4675** Cllr Robinson requested that consideration be given to the setting up of a group to look at wellbeing issues. The Head of Leisure explained that former Town Councillor Richard Olliver was currently overseeing a project, which aimed to help Local Councils in Surrey contribute towards Health and Wellbeing within their Parishes and it was agreed to invite Dr Olliver to talk to members in the first instance. (Subsequently arranged to take place at the Full Council meeting on 3 September.)
- RESOLVED: noted*
- C 4676** **Appointments to Sub-Committees, Working Groups and Outside Bodies reporting to Full Council**
- RESOLVED: that the appointments be approved. (Details are appended.)*
- C 4677** **Appointments to Communications Sub-Committee**
- RESOLVED: that the appointments be approved. (Details are appended.)*

- C 4678** Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)
- RESOLVED: that Cllr George be appointed to represent the Town Council at Surrey ALC meetings.***
- C 4679** Town Council Representation on the Borough Standards Committee
- RESOLVED: that Cllr Powell be appointed as the Town Council's representative on the Borough Standards Committee***
- C 4680** Cycle of Meetings 2019 – 2020
- RESOLVED: that the Cycle of Meetings, as appended, be approved.***
- C 4681** General Power of Competence (GPC)
- The Clerk gave a brief outline of GPC (her full report is appended). Following discussion, the following was resolved:
- RESOLVED: that Horley Town Council, being eligible to do so, reaffirm adoption of the General Power of Competence.***
- C 4682** The Head of Leisure advised that this marked the end of the business for the Annual Meeting and the business for the Ordinary meeting would now follow.
- RESOLVED: noted.***
- C 4683** Ordinary Meeting of the Council, 2 April 2019
- 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 2 April 2019, including all confidential items, be approved.***
- C 4684** Leisure & Amenities Committee, 9 April 2019
- RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received***

C 4685 Finance & General Purposes Committee, 30 April 2019

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

C 4686 Planning & Development Committee, 26 March 2019

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

C 4687 Planning & Development Committee, 23 April 2019

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

C 4688 Chairman's Report

The Chairman advised that he had attended the following:

Live at Home meeting at Regent House
Wykeham House Open Day
Donation of Easter Eggs to local Women's Refuge
Talk on his time in Vietnam to the Horley Local History Society (other members also in attendance)
Fund Raising Concert hosted by Reigate & Banstead Mayor
Charity Concert hosted by Chairman of Mole Valley featuring Yehudi Menuhin School (accompanied By Cllr Samantha Marshall)
Opening of County Care's Polytunnel at Langshott Allotments

RESOLVED: *noted.*

Borough, County Councillor & Other Updates

C 4689 Members reviewed the recent Town Meeting, held on 16 May, which they agreed had been very successful and very well attended. The Clerk confirmed that a letter of thanks had been sent to Borough Officer Leon Hibbs, who had given a very entertaining, as well as informative presentation on Air Quality Monitoring in Horley.

RESOLVED: *noted.*

C 4690 The Chairman suggested that the next meeting of the Residents' Forum be held in September on a date to be arranged in due course.

RESOLVED: *noted.*

C 4691 The Clerk updated members on the recent meeting with Cllrs Hammond and Knight, attended by herself, the Chairman and Cllr George.

RESOLVED: noted.

C 4692 The Clerk updated members on the recent update meeting with the RBBC Democratic Services Manager, which had been attended by herself and the Clerk of Salfords & Sidlow PC. It was noted that all Borough Councillors were to be issued with a tablet, allowing them to access and use their emails and documents, to ensure that they were all complying with GDPR.

RESOLVED: noted.

Annual Audit for Year Ending 31 March 2019

C 4693 **RESOLVED: that the Unaudited Balance Sheet as at 31 March 2019, the Income & Expenditure Account for 1 April 2018 to 31 March 2019, the Reserves Statement as at 31 March 2019 and other associated documents, as recommended by the Finance & General Purposes Committee, be approved. (Copies are appended.)**

C 4694 **RESOLVED: that the Annual Governance Statement (section 1 of the Annual Governance & Accountability Return 2018/2019) be approved. (A copy is appended to these minutes.)**

C 4695 **RESOLVED: that the Accounting Statements (section 2 of the Return) be approved. (A copy is appended to these minutes.)**

C 4696 **RESOLVED: that the Annual Internal Audit Report be approved. (A copy is appended to these minutes.)**

C 4697 **RESOLVED: that the Internal Audit Report 2018 – 2019, plus Clerk's responses where applicable, be received. (A copy is appended to these minutes.)**

C 4698 **Appointment of Internal Auditor**

RESOLVED: that Paul Hartley be re-appointed as the Town Council's Internal Auditor for 2019-2020, for an annual fee of £825.

C 4699 **Café at Horley Recreation Ground**

Members were advised that Newlyn Contractors Ltd had been appointed on 11 April to carry out the Café Build, following the receipt of Borrowing Approval, which enabled the Town Council to make an application to the Public Works Loan Board for a loan of £473,000.

C 4699) Additionally, Earmarked Funds for the project now totalled £130,000. It was planned that the Café would open seven days a week and a Café operator was still to be appointed. Construction was due to start in early July and the build would be documented with photographs.

RESOLVED: noted.

C 4700 Horley Edmonds Community Fund

The Head of Leisure provided a brief explanation of the background to the Fund, explaining that, in 2007 the Town Council had been left the sum of £132,500 in the will of local Builder Cyril Edmonds, for the benefit of those living in Horley. In 2008 the Community Foundation for Surrey was appointed to manage and administer the Horley Edmonds Fund on behalf of the Town Council, the sum of £105,000 being transferred for this purpose.

RESOLVED: that receipt be noted of the Fund Statement for the year ended 31 March 2019, a copy of which is appended.

Town Council Insurance

C 4701 The Clerk explained that WPS Insurance Brokers, who acted for the Town Council had recommended Insurance Cover with Royal & Sun Alliance Insurance Plc, who had been selected from a panel of 17 insurers to provide insurance for their Local Council Scheme. The quotation was significantly less than that provided by the Town Council's previous insurer (Aviva Insurance Ltd).

RESOLVED: that the insurance quotation from Royal and Sun Alliance, in the sum of £6,745.01 (includ. admin fees), for the period 1 June 2019 – 31 May 2020 be approved.

C 4702 **RESOLVED: that the Crime and Cyber Policy, in the sum of £275 (includ. admin fees) be added.**

C 4703 Police Matters

It was noted that there had recently been a series of local Engagement Events run by Surrey Police, including one at the Serendipity Coffee Shop in Horley on 15 May. Cllr George added that the next meeting with local Police representatives was still to be arranged.

RESOLVED: noted.

C 4704 Skateboard & Scooter Workshops, Horley Recreation Ground

The Head of Leisure reported that the Borough Council's Sports & Leisure Development Officer was keen to organise further Skateboard and Scooter Workshops at the Horley Rec Skate Park and MUGA, once again delivered by qualified instructors. The Borough Council also wanted to introduce a small charge for the sessions to discourage non-attendance. After some discussion the following was resolved:

RESOLVED: that the request from RBBC to run Skateboard & Scooter Workshops at Horley Rec (includ. a small charge for attendance) be approved.

(Workshops subsequently arranged to take place on 27 August 2019)

C 4705 Diary Dates

RESOLVED: that future events be noted, in particular the D-Day & Monte Cassino 75th Anniversary Remembrance Service on 6 June, Horley Carnival on 15 June, Skittles Tournament on 1 July and Open Air Cinema on 23 August.

C 4706 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 4707 Staffing Matters

CONFIDENTIAL

Grievance Allegations – members were updated on recent meetings and actions taken.

Meeting closed at 8.54 pm

Date of next meeting: 2 July 2019

HORLEY TOWN COUNCIL – 2019/2020

CHAIRMAN & TOWN MAYOR: Cllr David Powell

VICE-CHAIRMAN OF THE COUNCIL: Cllr Samantha Marshall

Committee Membership - 2019/2020

Leisure & Amenities Committee

Jante Baird
Pamela Chandler
Mike George
Jerry Hudson
Helen Kitajewski
Ganesh Kumar
Robert Marr
Samantha Marshall
Simon Marshall (Chairman)
Valerie Marshall
David Powell
Mike Robinson
Fiona Stimpson (Vice-Chairman)

Planning & Development Committee

Giorgio Buttironi
Pamela Chandler
Mike George (Chairman)
Jerry Hudson (Vice-Chairman)
Samantha Marshall
Simon Marshall
David Powell
Rob Spencer
Martin Saunders
Fiona Stimpson

Finance & General Purposes Committee

Jante Baird
Mike George
Adrian Kitajewski
Helen Kitajewski (Chairman)
Ganesh Kumar
Robert Marr
Samantha Marshall (Vice-Chairman)
Simon Marshall
Valerie Marshall
Wayne Philips
David Powell
Martin Saunders

Staff Committee

David Powell
Samantha Marshall
All Committee Chairmen

Sub-Committees & Working Groups 2019/2020

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Café in the Park Working Group	Jante Baird, Jerry Hudson, Ganesh Kumar, Fiona Stimpson	Full Council
Horley Town Council and Reigate & Banstead Borough Council Liaison Committee	Council Chairman & Vice- Chairman plus Committee Chairmen / Vice-Chairmen	Full Council
Leaders' Group	Council Chairman & Vice- Chairman plus Committee Chairmen / Vice-Chairmen	Full Council / Committee concerned
Staff Committee	Chairman & Vice Chairman of Council, Committee Chairmen	Full Council
Planning Applications Sub-Committee	P&D Chairman & Vice-Chairman, Pamela Chandler	Planning & Development
Communications Sub-Committee	Mike George, Adrian Kitajewski, Helen Kitajewski, Samantha Marshall, Wayne Philips, Martin Saunders	Finance & General Purposes
Resilience & Emergency Plan Sub- Committee	David Powell, Jante Baird, Mike George, Helen Kitajewski	Finance & General Purposes
Internal Audit Review Sub- Committee	F&GP Chairman and Vice-Chairman	Finance & General Purposes
Standing Orders Sub-Committee	Chairman of the Council, Committee Chairmen	Finance & General Purposes
Grounds Maintenance Sub-Committee	L&A Chairman & Vice-Chairman, Mike George, David Powell	Leisure & Amenities
Horley in Bloom Advisory Committee	L&A Chairman & Vice-Chairman, Jante Baird, Mike George, Valerie Marshall (plus representatives of other interested local groups and local residents)	Leisure & Amenities
Horley Open Spaces Advisory Committee	L&A Chairman & Vice-Chairman, Mike George, Helen Kitajewski, Valerie Marshall, Mike Robinson (plus representatives of other authorities and interested local groups)	Leisure & Amenities

Outside Bodies 2019/2020

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Gatwick Airport Consultative Committee (GATCOM)	Mike George Fiona Stimpson (Substitute)	Planning & Development
Horley Regeneration Forum	P&D Chairman & Vice-Chairman Council Chairman	Planning & Development
Horley Town Management Group (HTMG)	Simon Marshall, Rob Spencer	Planning & Development
Borough Standards Committee	David Powell	Finance & General Purposes
Surrey Association of Local Councils (Surrey ALC)	Mike George	Finance & General Purposes
Churchyards Committee	David Powell, Mike George, Simon Marshall (Sub), Head of Leisure	Leisure & Amenities
Gatwick Greenspace Partnership	Mike George, Simon Marshall (Sub)	Leisure & Amenities
Horley Carnival Committee	Jante Baird, Mike George, Valerie Marshall, Mike Robinson, Fiona Stimpson (other members welcome to attend) plus members of other local organisations	Leisure & Amenities
Horley Conservation Group	L&A Chairman/Vice-Chairman (other members welcome)	Leisure & Amenities
Royal British Legion (Horley)	David Powell, Samantha Marshall (Substitute)	Leisure & Amenities

Horley Town Council - Cycle of Meetings 2019 - 2020

Tuesday 21 May 2019	Annual Meeting of Council	
Tuesday 28 May	Planning and Development	Spring Bank Holiday-27 May
Tuesday 4 June	Leisure & Amenities	
Tuesday 11 June	Spare	
Tuesday 18 June	Finance and General Purposes	
Tuesday 25 June	Planning and Development	
Tuesday 2 July	Full Council	
Tuesday 9 July	Spare	
Tuesday 16 July	Leisure & Amenities	
Tuesday 23 July	Planning and Development	
Tuesday 30 July	Spare	
Tuesday 6 August	Finance and General Purposes	
Tuesday 13 August	Spare	
Tuesday 20 August	Spare	
Tuesday 27 August	Planning and Development	Summer Bank Holiday-26 August
Tuesday 3 September	Full Council	
Tuesday 10 September	Leisure & Amenities	
Tuesday 17 September	Spare	
Tuesday 24 September	Planning and Development	
Tuesday 1 October	Finance and General Purposes	
Tuesday 8 October	Spare	
Tuesday 15 October	Full Council	
Tuesday 22 October	Planning and Development	
Tuesday 29 October	Spare	
Tuesday 5 November	Leisure & Amenities	
Tuesday 12 November	Spare	
Tuesday 19 November	Planning and Development	
Tuesday 26 November	Finance and General Purposes	
Tuesday 3 December	Spare	
Tuesday 10 December	Full Council - PRECEPT	
Tuesday 17 December	Planning and Development	
Tuesday 24 December	Spare	Christmas and
Tuesday 31 December	Spare	New Year
Tuesday 7 January 2020	Leisure & Amenities	
Tuesday 14 January	Planning and Development	
Tuesday 21 January	Spare	
Tuesday 28 January	Finance and General Purposes	
Tuesday 4 February	Spare	
Tuesday 11 February	Full Council	
Tuesday 18 February	Planning and Development	
Tuesday 25 February	Leisure & Amenities	
Tuesday 3 March	Spare	
Tuesday 10 March	Finance and General Purposes	
Tuesday 17 March	Planning and Development	
Tuesday 24 March	Spare	
Tuesday 31 March	Full Council	
Tuesday 7 April	Leisure & Amenities	Easter Sunday - 12 April
Tuesday 14 April	Planning and Development	
Tuesday 21 April	Spare	Town Meeting - 24 April
Tuesday 28 April	Finance and General Purposes	
Tuesday 5 May	Spare	Bank Holiday 4 May, Elections 7 May
Tuesday 12 May	Annual Meeting of Council	



The General Power of Competence (GPC)

Report of the Town Clerk

Full Council: 21 May 2019

1. Parish/Town Councils, as a tier of local government, have discretionary powers and rights laid down in statute to represent their communities and provide services for them. The General Power of Competence (GPC), established under the Localism Act 2011 (Consequential Amendments) Order 2012, replaces the Power of Wellbeing.
2. The GPC is the 'power to do anything that individuals may generally do' and may be used by the authority inside or outside the parish boundary without demonstrating that the action benefits the authority or its area or its residents. There is no limit on expenditure under the GPC. The intention of all this is to reduce the risk of actions taken under the general power being challenged.
3. The only real limitation is that the GPC cannot be used to get round a restriction or limitation within an existing specific power. The GPC cannot be used where the primary purpose of an activity is to raise money but it could be used to invest (subject to government guidance) in a company or a co-operative society where there may be an investment return.
4. The GPC permits various cost-effective activities and services, such as:
 - Running a community shop or post office
 - Investing in a local co-operative society
 - Setting up a company to provide a service such as a bus service
 - Providing individual grants
5. The GPC gives radical new powers and opportunities under statute to eligible councils, subject to the following conditions:
 - **Resolution:** The Parish/Town Council must pass a Resolution stating that it is eligible to use the GPC.
 - **Electoral Mandate:** When the council passes the Resolution at least two thirds of the membership of the Council must have been elected (not co-opted).
 - **Qualified Clerk:** The Clerk must hold a qualification in Local Council Administration (CILCA) or Higher Education in Local Council Administration and trained on implementing the power when the Resolution is passed.
6. There is no requirement for Councillors to be trained on the GPC or for the Council to have a statement of intent on community engagement.

7. Full Council must affirm eligibility at a meeting with a clear resolution in the minutes; reaffirm this at every 'relevant' Annual Meeting (after the ordinary election); and without a qualified Clerk or insufficient elected members, it must record ineligibility at the next Annual Meeting.
8. Horley Town Council satisfies all these conditions as:
 - 18 out of 18 Councillors were elected on 2 May 2019
 - The Clerk holds the Certificate in Local Council Administration (CILCA)

A Resolution stating that The Town Council is eligible to use the General Power of Competence will be considered at the Full Council meeting of 21 May 2019.

Horley Town Council
BALANCE SHEET
31/03/2019

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
316.00	Debtors (Net of provision for doubtful debts)	799.61
0.00	Payments in advance	0.00
6,112.44	VAT Recoverable	7,716.29
0.00	Temporary lendings (investments)	0.00
410,064.72	Cash in hand	388,715.63
416,493.16	TOTAL ASSETS	397,231.53
9,406.01	CURRENT LIABILITIES	56,390.75
<u>407,087.15</u>	Creditors	<u>56,390.75</u>
	NET ASSETS	<u>340,840.78</u>
176,343.20	Represented by:	203,596.83
0.00	General fund Balance	0.00
230,743.95	Reserves:	137,243.95
0.00	Capital	0.00
<u>407,087.15</u>	Earmarked	<u>0.00</u>
	Adjustments	<u>340,840.78</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed _____
Responsible Financial Officer

Date _____

Horley Town Council
Income & Expenditure Account
01/04/2018 to 31/03/2019

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
	<u>Income</u>	
332,863.00	PRECEPT	351,333.00
47,387.49	INCOME	49,888.16
41,886.33	LETTINGS AND RENT	44,856.56
148.60	OFFICE EXPENDITURE	829.98
200.00	COURT LODGE/INNES PAVILION	905.00
1,790.00	TOWN CENTRE	3,515.96
30,108.60	HORLEY RECREATION GROUND	8.60
4,907.73	ALLOTMENTS	4,518.38
164.10	GENERAL	4,328.68
2,997.75	GRANTS AND DONATIONS	0.00
2,010.71	OFFICE MAINTENANCE & REPAIR	0.00
2,990.00	CONTINGENCY	0.00
<u>£467,454.31</u>		<u>£460,184.32</u>
	<u>Expense</u>	
2,990.00	CONTINGENCY	0.00
250.00	EMLYN MEADOWS	52.00
2,029.72	LETTINGS AND RENT	2,797.14
15,099.82	OFFICE EXPENDITURE	12,869.43
157,928.09	SALARIES AND PENSIONS	136,386.49
20,032.74	OFFICE MAINTENANCE & REPAIR	25,334.82
52,241.72	GENERAL	78,727.78
65,204.78	GROUNDS MAINTENANCE	118,929.24
65,184.30	HORLEY RECREATION GROUND	6,148.75
28,669.90	COURT LODGE/INNES PAVILION	98,977.47
849.42	MICHAEL CRESCENT	16,933.79
4,920.50	ALLOTMENTS	2,801.13
12,216.38	TOWN CENTRE	12,649.51
4,949.92	SECURITY	6,285.64
8,904.00	GRANTS AND DONATIONS	7,537.50
<u>£441,471.29</u>		<u>£526,430.69</u>
	<u>General Fund</u>	
173,960.18	Balance at 01 Apr 2018	176,343.20
467,454.31	ADD Total Income	460,184.32
641,414.49		636,527.52
441,471.29	DEDUCT Total Expenditure	526,430.69
199,943.20		110,096.83
23,600.00	Transfer to/from Reserves	-93,500.00
<u>£176,343.20</u>	Balance at 31 Mar 2019	<u>£203,596.83</u>

Transfers:

General Fund to Earmarked Reserve £-93,500.00

Reserves Statement as at 31 March 2019

	Balance 31.03.18	Reserve transfers	Spend 18/19	Balance 31.03.19
General fund	176,343.20			203,596.83
Earmarked Funds				
Election Contingency	11,243.95			11,243.95
Leisure & Amenities Playgrounds	89,000.00		-88,000.00	1,000.00
Tree surgery	5,500.00		-5,500.00	0.00
Michael Crescent Scout Building	10,000.00			10,000.00
Café/Pavilion	115,000.00			115,000.00
	230,743.95	0.00	-93,500.00	137,243.95
Total Reserves	407,087.15			340,840.78

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

21/5/2019

and recorded as minute reference:

C 4694

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

TRANSPARENCY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

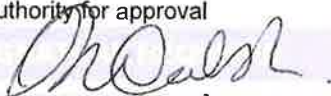
HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	381,104	407,087	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	332,863	351,333	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	134,591	108,847	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	158,570	136,928	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 authority's borrowings (if any).
6. (-) All other payments	248,638	355,235	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	407,087	340,841	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	410,065	388,716	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	1,838,014	1,883,415	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	262,107	240,484	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)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	n/a	n/a	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date


21/5/2019

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

21/5/2019

as recorded in minute reference:

C 4695

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



Annual Internal Audit Report 2018/19

HORLEY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓*		
C. This 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 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

09/11/18

19/02/19

03/05/19

PAUL HARTLEY

Signature of person who carried out the internal audit



Date

03/05/19

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). * See I/A Report.

**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, the annual internal audit report must explain why not (add separate sheets if needed).

HORLEY TOWN COUNCIL

INTERNAL AUDIT REPORT 2018-2019

I visited the Town Council Office on 9th November 2018 to commence the Internal Audit process for the year 2018-2019, reviewing actions taken on last year's recommendations and concentrating particularly on Income procedures, aspects of Risk Management, and Council's Policies. A second visit was made on 19th February 2019 to continue the process, with a final visit made on 3rd May 2019 to complete the Internal Audit and check the AGAR at the end of the financial year.

The comments below are in the order of the headings in the Internal Audit Section of the AGAR.

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

Clerk's responses are shown in red.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements. **However, the system may be unable to cope with new HMRC requirements, and Council could well investigate the use of a package such as RIALTAS Omega.**

19/2/19 HTC: - Since VAT Returns are becoming digitalised from October 2019, Council will ensure that the SCRIBE accounting system complies with HMRC requirements.

Entries are made regularly and are up-to-date and balanced monthly against bank statements.

Council is registered for VAT and charges it appropriately on one-off pitch bookings. VAT on expenditure is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 31st September 2018.

A check needs to be made regarding the VAT position on pitch bookings which were for 15 bookings but were subsequently reduced to less than that.

19/2/19 HTC: - If our contracted teams are not fulfilling all 15 matches under their booking contract, then they must play a minimum of 10 matches over the season to be VAT exempt. We will be informing all teams of this regulation and the requirement to play at least 10 matches during the season to avoid paying VAT on matches played.

HTC 12/3/19:- The VAT regulation will be implemented for the new Football Season 2019/20. All contracted adult teams must book a minimum of 10 matches to be VAT exempt, or will be charged VAT @ 20% per fixture. It is suggested that teams be charged in 2 separate instalments (of 5 matches) before commencement of their contract in August; and midway through their contract in December (subject to non-default of payments or account arrears). All teams will be notified of the VAT regulation in April 2019 and it will be contained in their Football Booking Contract which they must sign to confirm their acceptance.

Council is continuing with repayments on 2 PWLB loans taken out for hall improvements and Pavilion roof repairs. The loan for Innes Pavilion roof will be completely repaid this month.

B. FINANCIAL REGULATIONS

Standing Orders date from 2015 and need updating to reflect the latest NALC model.

19/2/19 HTC: - Standing Orders are currently being reviewed by Council.

F/Regs were updated at April 2017 to reflect latest legislative requirements.

Council should ensure that Financial Regs are followed when authorising expenditure, and that departure from Regs should be authorised in Minutes. Alternative quotes for a recent item of one-off expenditure for pitch drainage at £1200 were not obtained due to the specialist nature of the work, and this should have been minuted accordingly.

12/3/19 HTC:-Future minutes will more clearly reflect Town Council decisions taken when authorising expenditure.

Variable Direct Debits are listed monthly as part of accounts documentation, but no authorisation or checking of accuracy of amount is evidenced. This should be included on each D/D invoice to ensure the amounts conform to budget for that particular expenditure.

HTC:- 12/3/19 Noted and new system implemented.

Otherwise, expenditure is properly controlled, with appropriate authorisations and coding included on invoices.

C. RISK MANAGEMENT

Risk Management and Internal Control reviews were carried out and approved by Council in February 2019, having been previously considered by F&GP Committee.

Contracts have been let for Legionella and PAT testing for Council's properties; at the Innes Pavilion these are the responsibility of the tenant and checks will be made to ensure these have been done.

Insurance cover with Aviva via WPS was renewed in June 2018, next renewal due June 2019.

Contractors' Public Liability insurance for a recent fire safety inspection was not checked. **All contractors' insurance should be checked for currency and relevant amount at start of new contracts, and annually thereafter if contract is for several years.**

19/2/19 HTC: - We must ensure all our contractors produce their current Public Liability certificates, and these have been requested, some of which have now been provided.

In the light of recommendations made following the Witley PC case, Council should review its tree management procedures.

HTC:- 12/3/19 -HTC appoints arboricultural consultants to carry out tree surveys every 3 years at all Town Council sites. The last Tree Survey took place in October/November 2017 by County Tree Surgeons Ltd.

D. BUDGET & PRECEPT

The Budget process for 2019-2020, has been completed, resulting in a precept of £372,755, Band D amount £37.87, an increase of 2.64%. Full consideration of use of Reserves is made, together with adequate provision for future projects. In particular, Council is applying for a PWLB loan of around £470,000 over 20 years for a café project. This can be achieved without any additional impact on precept, as an existing loan has now been repaid.

E. INCOME

All tariffs were reviewed in June 2018. Invoice and income monitoring procedures are satisfactory, with few slow payers, and appropriate action taken when required. VAT is charged as appropriate.

The possibility of using a “sales invoice” process on the accounts system, rather than a separate XL spreadsheet for income expected is being investigated.

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.

The new arrangements for taking payment by debit and credit cards (Sum-up) works satisfactorily, although there is several days delay before funds enter the bank account. **This will need to be monitored approaching year-end.**

19/2/19 HTC: - We will need to monitor Sum-Up processing at the year -end since they take up to 9 days to process cleared funds rather than the normal 3 business days. Nevertheless, costs for using this method of payment are still significantly less than the previous system used.

F. PETTY CASH

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.

Council could consider scrapping the cash float, or substantially reducing the amount held.

HTC:-12/3/19 It is proposed that members consider reducing the cash float to £25 to facilitate cash transactions at the HTC office.

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, and HMRC processes including RTI are properly followed.

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, **although a recent increase in hours and SCP advancement for the Clerk needs a retrospective approval minute.**

HTC:- 12/3/19 - This will be raised at the next Staff Committee meeting in March to review the NJC Pay Scales and minuted at next Full Council meeting on 2 April 2019.

Members Allowance scheme has not been adopted, although this will be reconsidered by a new Council after May 2019 elections.

Training records of courses attended are maintained, and **these could also be usefully kept in individual personnel files for staff.**

HTC:- 12/3/19 - Noted. Training Log for Councillors and staff is regularly updated and available to view on the HTC website.

H. ASSETS & INVESTMENTS

The Register has provision for a physical check by Members, but this check has not yet been carried out.

19/2/19 HTC: - Still outstanding. A routine check by Members of the Asset Register will be required during a future internal audit, which we will implement.

I. BANK RECONCILIATIONS

Reconciliations are carried out monthly and a check is carried out by Members on a rota basis.

Year end reconciliations were carried out, although some account statements were dated 2 or 3 days before 31 March. **Members may wish to check at their review of AGAR that statements have been obtained showing correct year-end figures.**

J. YEAR END ACCOUNTS

Figures have been correctly extracted from the accounts system for the AGAR, although a £1 rounding adjustment needs to be made. Debtors and Creditors have been correctly adjusted on an Income and Expenditure basis.

The Scribe accounting system used produced the stats to 2 decimal places. Section 2 of the AGAR has therefore been corrected to state the figures are rounded to whole numbers.

OTHER ITEMS

Website content update to make access and indexing easier is in hand (19/2/19)

HTC:- 12/3/19 -Noted – HTC website provider, Jarret & Lam, has been instructed to carry out several website enhancements, including a new Finance tab, accessible from the Home Page.

New GDPR policy documents, including Document Retention, Information and Data protection and Privacy approved and adopted 26/6/18.

Paul Hartley
Internal Auditor
3rd May 2019

Fund Holder Quarterly Statement
Report for the Period: 01 April 2018 to 31 March 2019

Horley Edmonds Endowment Fund

Market Value of Fund at 31 March 2018			£119,818.76
	Credits	Debits	
Capital Revaluation	£3,897.40		
TOTAL	£3,897.40	£0.00	
Total Fund at 31 March 2019			£123,716.16

Please note: Endowment valuations are updated annually on the 31st March

Grants Income & Expenditure

Opening Balance at 01 April 2018			£3,548.92
	Receipts	Payments	
Dividend Receipts and cash distributions from Endowment Funds	£4,902.82		
Contribution to Community Foundation		£1,838.56	
Grant Payments		£2,080.00	
TOTAL	£4,902.82	£3,918.56	
Balance available for grant making at 31 March 2019			£4,533.18

Statement of Grants Given

01 April 2018 to 31 March 2019

Date	Applicant	Amount	Note
05/04/2018	Staywell	£500.00	IT training and drop in services for elderly people in the areas of Woodhatch, Banstead and Horley.
02/07/2018	Active Prospects	£300.00	'Future Prospects' Employability Programme for people with learning disabilities
06/08/2018	St Francis Church - Horley	£780.00	Refurbishment of toilets at a Church in Horley.
14/12/2018	St Bartholomew's Church - Horley	£500.00	To support the repair of the driveway inside the St Bart's New Churchyard.
4 grants given to the value of £2,080.00			