

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of the Annual Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 17 October 2017 at 7.30 pm.

Present	Cllrs Mike George – Chairman & Town Mayor J Baird J Baker S Banwait K Etheridge J Hudson L Mabbett Samantha Marshall Simon Marshall Valerie Marshall R Olliver H Randall
In Attendance	A Jones (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk) County Cllr K Hammond

C 4268 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Biggs, Jackson, A Kitajewski, H Kitajewski, Powell, Stimpson and the Town Clerk Elect be accepted, for reasons as specified in the attendance register.

C 4269 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 4270 Public Forum

No members of the public were present.

RESOLVED: noted.

C 4271 Ordinary Meeting of the Council, 29 August 2017

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

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 29 August 2017, including all confidential items,

C 4271) *be approved.*

C 4272 Leisure & Amenities Committee, 5 September 2017

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

C 4273 Finance & General Purposes Committee, 26 September 2017

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

C 4274 Planning & Development Committee, 15 August 2017

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

C 4275 Planning & Development Committee, 12 September 2017

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

C 4276 Town Centre Carol Service and Councillors' Hospitality

The Deputy Clerk confirmed that the refreshments would be provided in the Horley Day Centre.

RESOLVED: noted.

C 4277 Chairman's Report

The Chairman advised that he had attended the following:

Civic Service for Farnham Town Council
South & South East in Bloom Awards Ceremony
Horley in Bloom Awards Evening
Induction of new Rector at St Bart's Church
Horley Lions Reception for sponsors and recipients of donations

RESOLVED: noted.

C 4278 Reports from County Councillors

County Cllr Kay Hammond updated members on various matters. She explained that, for the current Municipal Year, she was Chairman of the Overview and Budget Scrutiny Committee. Cllr Hammond explained that Surrey County Council (SCC) was looking

C 4278) to save £104 million in the current financial year. The Budget and Recovery Plan was expected from the SCC Cabinet in November. SCC continued to lobby Central Government for a fairer system of funding. Highways was the biggest visible issue to residents and SCC had asked Government to re-look at the funding formula, suggesting that it should be based on volume of traffic, rather than on road length.

Cllr Hammond went on to update members on the planned move of Horley Library to Russell Square. She explained that issues involving the lease between the Borough and County Councils had now been resolved and the new library was planning to open next Summer (2018), with the current library remaining operational until that time.

With regard to reduced street lighting at night, Cllr Hammond told members that it was possible to request lights in a particular road to be switched back on, however a valid reason had to be given. The Programme was due to be reviewed in six months time. Members questioned whether the reduced night lighting might lead to increased pedestrian injuries. It was noted that the Police were currently reviewing statistics to ascertain whether the reduced lighting had led to an increase in crime, as had happened in some other areas.

RESOLVED: noted.

C 4279 The Chairman told members that he planned to meet with Cllrs Kay Hammond and Graham Knight on the Friday before each Full Council meeting and it was hoped that this would improve communication between the three tiers of local government. Members were invited to put forward items for discussion.

RESOLVED: noted.

C 4280 Cllr George told members that the first Residents Forum Meeting, replacing the former Panel Meetings, was due to take place here in the Albert Rooms on 30 January.

RESOLVED: noted.

Annual Audit for the Year ending 31 March 2017

C 4281 The Clerk advised that the Annual Audit had been completed and was unqualified.

RESOLVED: noted.

C 4282 **RESOLVED: that the External Auditor's Certificate and Opinion (Section 3 of the Annual Return) be received.**

C 4283 ***RESOLVED: that the completed Annual Return be approved. (A copy is appended.)***

C 4284 The Clerk further advised that there were no Issues Arising requiring any action by this Council.

RESOLVED: noted.

C 4285 ***RESOLVED: that payment of £1,000 plus VAT to BDO LLP for completion of the external audit be ratified'***

C 4286 The Clerk advised that the Smaller Authorities Audit Appointments would be appointing the Town Council's External Auditor from the year ended 31 March 2018 onwards.

RESOLVED: noted.

C 4287 **Proposals for Possible Café at Horley Recreation Ground**

The Clerk advised that a Full Planning Application had now been submitted to Reigate & Banstead Borough Council.

RESOLVED: noted.

Remembrance Programme 2017

C 4288 Receipt was noted of this year's Remembrance Programme. The Clerk told members that the Town Council would be giving practical assistance, as usual. It was noted that Rev Les Wells, the recently inducted Rector at St Bart's Church, would be leading the Service of Rededication of the Garden of Remembrance on 8 November. The Chairman added that he understood that the 4th Armoured Medical Regiment would be represented at the Parade and Service on 12 November.

RESOLVED: noted.

C 4289 **Donation to the Royal British Legion Poppy Appeal**

RESOLVED: that this Council, using the General Power of Competence, make a donation of £250 to the Royal British Legion Poppy Appeal.

Silent Soldiers

C 4290 ***RESOLVED: that the recommendation of the Finance & General Purposes Committee, that the Horley Royal British Legion be given permission to place two "Silent Soldiers" in the Memorial Gardens, to commemorate the Centenary of the end of World War One, be approved.***

C 4291 ***RESOLVED: that Horley Town Council sponsor three additional Silent Soldiers (for the sum of £100 each), one of which to be funded by donations from members.***

C 4292 **Proposals for Remembrance Tree in Memorial Gardens**

Members reiterated the previous decision taken, not to allow a Memorial Oak Tree to be planted in the Memorial Gardens, due to its ultimate large stature and associated maintenance issues. It was noted from recent minutes of a Horley RBL Branch Committee meeting that a Wild Cherry Tree had been suggested as a possible alternative. The Deputy Clerk told members that this was a medium sized tree, believed to be one of the most ornamental of native broadleaf woodland trees. She added that the Prunus Avium Plena was a slightly more compact variety, which might be preferable. After further discussion the following was resolved:

RESOLVED:

- i) that the Town Council reiterate its refusal to allow the planting of any type of Oak Tree in the Memorial Gardens.***
- ii) that the suggestion of a Wild Cherry Tree as a possible alternative be supported.***
- iii) that the Horley RBL Chairman and Secretary be made aware of the Town Council's views.***

C 4293 **Horley Town Council and Reigate & Banstead Borough Council Liaison Committee**

Members were updated on a recent meeting of the Liaison Committee, minutes of which would follow in due course.

RESOLVED: noted.

Central Car Park – Licence for Operation of Saturday Market

C 4294 ***RESOLVED: that receipt be noted of the completed Licence.***

C 4295 ***RESOLVED: that the continued operation of the Saturday Market be reviewed in February 2018.***

Security Matters

C 4296 The Clerk told members that Lion Security Services & Systems Ltd had ceased trading on 30 September 2017. Work relating to Keyholding, Lock/Unlock, Mobile Patrol and response services would be undertaken by Smartguard Security and the Alarm Service/Installation work would be undertaken by Innovation Fire & Security Ltd, an approved and accredited partner of Smartguard Security.

C 4296) **RESOLVED: noted.**

C 4297 **RESOLVED: that the future operation of security related matters, be reviewed at the next meeting of the Finance & General Purposes Committee.**

C 4298 **Letters Received**

The Clerk advised receipt of a letter from the Privy Council Office, giving notice of a Representation made by the Secretary of State for Justice that burials be discontinued at St Bart's Church Horley (Old Churchyard). He added that the Notice would be displayed at the Church for one month.

RESOLVED: noted.

C 4299 **Diary Dates**

RESOLVED: that future events be noted, in particular the Bonfire & Fireworks Display on 4 November and Remembrance Services the following week.

C 4300 **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 4301 **Staffing Matters**

CONFIDENTIAL

Members were updated on recent meetings.

Meeting closed at 8.28 pm

Date of next meeting: 12 December 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:

C4222

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	155,839	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)	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.
		✓	

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:

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HORLEY TOWN Council

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

2. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (~~*delete as appropriate~~).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We ~~certify/do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We ~~do not certify~~ completion because:

External auditor signature BDO LLP

External auditor name BDO LLP Southampton United Kingdom Date 28/2/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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).