

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,  
Albert Road, Horley on Tuesday 30 June 2015 at 7.30 pm.

<b>Present</b>	Cllrs Richard Olliver – Chairman & Town Mayor J Baird J Baker S Banwait R Biggs H Davies M George L Mabbett Samantha Marshall Simon Marshall Valerie Marshall D Powell H Randall F Stimpson
<b>In Attendance</b>	A Jones (Town Clerk) C Fenton (Deputy Down Clerk)

**C 3794      Apologies and Reasons for Absence**

***RESOLVED: that the apologies of Cllrs K Etheridge, J Hudson, D Jackson and A Kitajewski be accepted, for reasons as specified in the attendance register.***

**C 3795      Disclosable Pecuniary Interests and Non-Pecuniary Interests**

No Declarations of Interest were received.

***RESOLVED: noted.***

**C 3796      Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**C 3797      Annual Meeting of the Council, 19 May 2015**

The minutes of the Annual 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 19 May 2015, including all confidential items, be approved.***

**C 3798 Extraordinary Meeting of the Council, 16 June 2015**

The minutes of the Extraordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

***RESOLVED: that the minutes of the Extraordinary Meeting of the Council held on 16 June 2015, including all confidential items, be approved.***

**C 3799 Leisure & Amenities Committee, 2 June 2015**

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

**C 3800 Finance & General Purposes Committee, 16 June 2015**

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

**C 3801 Planning & Development Committee, 5 May 2015**

***RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.***

**C 3802 Planning & Development Committee, 26 May 2015**

***RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.***

**C 3803 Chairman's Report**

The Chairman reported that he had attended the following:

- Chairmen's and Mayors Lunch – County Hall, Kingston
- Home-Start AGM – Redhill
- Civic Service Reigate and Banstead – Shaw's Corner
- 800<sup>th</sup> Anniversary of Magna Carta – Runnymede
- Surrey Mayors Association viewing of Magna Carta document and presentation from Lord Neuberger – Guildford Cathedral
- Horley Carnival
- Mattins Service to mark start of Armed Forces Week – Guildford Cathedral
- Armed Forces Week Raising the Flag Ceremony – Reigate Town Hall
- Photo Call with new allotment holders – Langshott Allotments
- Surrey Mayors Association Welcome Party – Reigate Town Hall
- Bazazz Beavers Day – Cranleigh
- Horley Singers Concert – Horley Methodist Church

**C 3803)      *RESOLVED: noted.***

**C 3804      Reports from County Councillors**

Cllr George requested that a future report consider the costs of parking in Horley (including parking permits) and how changes might be made via the Local Committee.

***RESOLVED: noted.***

**C 3805      Devolved Powers – Possible Renewal of Agency Agreement  
(ends 30.6.15)**

The Clerk updated members on information received from Kathy O’Leary, the Borough Council’s Deputy Chief Executive, in which she had advised that the Borough Council was minded to look to extend the agreement by a further period to take it to the end of the financial year, to allow the two Councils to work together to agree the most appropriate longer term arrangements. The Clerk added that it was highly likely that the Town Council’s existing grounds maintenance contracts would need to be extended at least until the end of the financial year.

***RESOLVED: noted.***

**Annual Audit for the Year ending 31 March 2015**

**C 3806      *RESOLVED: that the Unaudited Balance Sheet as at 31 March 2015, the Income & Expenditure Account for 1 April 2014 to 31 March 2015, Reserves Analysis as at 31 March 2015 and other associated documents be approved. (Copies are appended to these minutes.)***

**C 3807      *RESOLVED: that the Internal Audit Reports for the financial year 2014 – 2015 be received. (Copies are appended to these minutes.)***

**C 3808      *RESOLVED: that the Accounting Statements (section 1 of the Annual Return) be approved. (A copy is appended to these minutes.)***

**C 3809      *RESOLVED: that the Annual Governance Statement (section 2 of the Annual Return) be approved. (A copy is appended to these minutes.)***

**C 3810      *RESOLVED: that the Annual Internal Audit Report. (section 4 of the Annual Return) be approved. (A copy is appended to these minutes.)***

**C 3811      Tanyard Barn**

Members considered further the Town Council’s future interest in owning and managing Tanyard Barn. After a brief discussion the following (proposed by Cllr Simon Marshall and seconded by Cllr Powell) was resolved:

**C 3811)**        ***RESOLVED: that the Town Council discontinue any further interest in the management and ownership of Tanyard Barn and the Borough Council be informed accordingly. (A copy of the letter sent to the Borough Council's Deputy Chief Executive is appended.)***

**C 3812**        **Liaison Meetings with Surrey Police**

The Clerk advised that PC Barrie Carr was still to arrange further meeting dates, which would be attended by himself and Sergeant Green.

***RESOLVED: noted.***

**Horley Edmonds Community Fund**

**C 3813**        Members considered an application for funding from a new organisation called "From Fear to Friend", whose aim was to help children overcome their fear of dogs.

***RESOLVED: that £500 be awarded to the "From Fear to Friend" organisation.***

**C 3814**        ***RESOLVED: that further information be sought regarding a second application for funding from another organisation and a third application be declined.***

**St Bartholomew's Church –  
Grant Application for Maintenance of New Churchyard**

**C 3815**        Members considered a grant application for £4,800 towards the cost of maintaining the New Churchyard only. It was noted that the Old Churchyard was presently being maintained by volunteers. Cllr Powell advised that an improved specification was now in place for the maintenance of the New Churchyard. After further discussion, the following was resolved:

***RESOLVED: that a grant of £4,400 be awarded to St Bartholomew's Church towards the cost of maintaining the New Churchyard.***

**C 3816**        ***RESOLVED: that a vote of thanks be recorded to the Town Council representatives (Cllr George, Cllr Powell & the Town Clerk) serving on the Churchyards Committee.***

**C 3817**        **Transfer of Allotment at North East Horley**

***RESOLVED: that receipt be noted of official documentation from the Land Registry.***

**C 3818      Decoration of / Repairs to Albert Rooms**

Members considered three quotations received. The Clerk explained that one quotation included the cost of minor roof works, which had been identified, whilst the other two did not. After further discussion the following was resolved:

**RESOLVED:**

- i)      that the two remaining contractors be invited to provide an additional quotation for the roof works.***
- ii)     that a Leaders' Meeting be called to agree the appointment of a contractor to carry out the works in August and this be ratified at the meeting of the Finance & General Purposes Committee on 4 August 2015.***

**C 3819      Diary Dates**

***RESOLVED: that future events be noted, in particular the National One Minute Silence on 3 July, judging of Horley in Bloom on 7 July and members' tours of recreation grounds on 7 & 28 July and 11 & 25 August.***

**C 3820      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 3821      Staff Matters**

**CONFIDENTIAL**

Members approved the recommendations of the Staff Sub-Committee.

**Meeting closed at 8.34 pm**

**Date of next meeting: 1 September 2015**

**Horley Town Council**  
**BALANCE SHEET**  
31/03/2015

<i>(Last) Year Ended</i> 31 Mar 2014		<i>(Current) Year Ended</i> 31 Mar 2015
£	<b>CURRENT ASSETS</b>	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
9,593.32	Debtors (Net of provision for doubtful debts)	10,427.07
0.00	Payments in advance	0.00
11,013.57	VAT Recoverable	6,133.80
0.00	Temporary lendings (investments)	0.00
220,067.51	Cash in hand	278,471.77
240,674.40	<b>TOTAL ASSETS</b>	295,032.64
	<b>CURRENT LIABILITIES</b>	
47,581.61	Creditors	50,517.13
0.00	Temporary borrowing	0.00
<u>193,092.79</u>	<b>NET ASSETS</b>	<u>244,515.51</u>
	<b>Represented by:</b>	
178,848.84	General fund Balance	215,376.56
	<b>Reserves:</b>	
0.00	Capital	0.00
14,243.95	Earmarked	29,138.95
0.00	Adjustments	0.00
<u>193,092.79</u>		<u>244,515.51</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2015

**Horley Town Council**  
**Income & Expenditure Account**  
**01/04/2014 to 31/03/2015**

(Last) Year Ended 31 Mar 2014		(Current) Year Ended 31 Mar 2015
	<b><u>Income</u></b>	
283,890.00	PRECEPT	293,543.00
40,330.44	INCOME	85,913.43
48,613.24	LETTINGS AND RENT	54,172.26
296.67	OFFICE EXPENDITURE	841.82
6,960.82	GROUNDS MAINTENANCE	-4,770.82
84,541.36	COURT LODGE/INNES PAVILION	7,746.99
311.47	TOWN CENTRE	2,031.05
170.15	HORLEY RECREATION GROUND	9,426.48
3.45	ALLOTMENTS	3.45
700.00	GRANTS AND DONATIONS	12,046.25
	OFFICE MAINTENANCE & REPAIR	124.83
	GENERAL	249.00
	MICHAEL CRESCENT	97.60
	EMLYN MEADOWS	1,984.01
<b><u>£465,817.60</u></b>		<b><u>£463,409.35</u></b>
	<b><u>Expense</u></b>	
	EMLYN MEADOWS	2,089.00
1,611.50	LETTINGS AND RENT	757.00
15,633.10	OFFICE EXPENDITURE	12,694.10
132,339.34	SALARIES AND PENSIONS	181,180.11
17,862.44	OFFICE MAINTENANCE & REPAIR	17,250.92
39,545.01	GENERAL	38,423.43
67,935.64	GROUNDS MAINTENANCE	70,071.92
6,002.22	HORLEY RECREATION GROUND	36,656.50
153,108.96	COURT LODGE/INNES PAVILION	31,668.97
1,924.17	MICHAEL CRESCENT	1,084.82
4,102.60	ALLOTMENTS	2,749.64
7,287.27	TOWN CENTRE	8,747.40
6,119.28	SECURITY	3,568.72
5,150.00	GRANTS AND DONATIONS	6,152.50
1,108.40	Provision for Doubtful Debts	-1,108.40
<b><u>£459,729.93</u></b>		<b><u>£411,986.63</u></b>
<b><u>158,908.62</u></b>	<b><u>General Fund</u></b>	
465,817.60	Balance at 01 Apr 2014	<b><u>178,848.84</u></b>
624,726.22	ADD Total Income	463,409.35
459,729.93	DEDUCT Total Expenditure	642,258.19
164,996.29		411,986.63
-13,852.55	Transfer to/from Reserves	230,271.56
<b><u>£178,848.84</u></b>	Balance at 31 Mar 2015	<b><u>14,895.00</u></b>
		<b><u>£215,376.56</u></b>

## Transfers:

General Fund to Earmarked Reserve £14,895.00

## Reserves Statement as at 31 March 2015

Movement of Funds and Reserves in the year	Balance 31.03.14	Precept 14/15	Reserve Transfers	Net movement	Balance 31.03.15
<b>General fund</b>	178,848.84				<b>215,376.56</b>
<b>Earmarked Funds</b>					
Election Contingency	9,243.95	5,000.00			14,243.95
Leisure & Amenities	5,000.00	6,895.00			11,895.00
Council Offices Rebuilding	0.00	3,000.00			3,000.00
	14,243.95	14,895.00	0.00	0.00	<b>29,138.95</b>
<b>Total Reserves</b>	<b>193,092.79</b>				<b>244,515.51</b>



**Explanation of significant variations  
between financial years 2013/14 and 2014/15**

<u>2013/14</u>	<u>Income</u>	<u>2014/15</u>	<u>+/- amount</u>	<u>+/- %</u>	<u>Explain Y/N</u>	<u>Explanation</u>
283,890.00	Precept	293,543.00	9,653.00	3.40	Y	Increase in number of households
	Section 136 LGA	35,000.00	35,000.00		Y	Section 136 Agreement with Borough council to minimise double taxation
20,841.00	Council Tax Support Grant	20,841.00	0.00	0.00	Y	Grant to compensate for reduction in tax base
4,092.69	Bank Interest	3,634.00	-458.69	-11.21	Y	Reduction in interest rates
296.67	Administration	841.82	545.15	183.76	Y	Environment Campaign did not take place in 2013
0.00	General	249.00	249.00		Y	Insurance premium rebate
3.45	Rates and Utilities	3.45	0.00		Y	
0.00	Maintenance & Repair	124.83	124.83		Y	Small Refund in Current Year.
48,613.24	Lettings & Rents	54,172.26	5,559.02	11.44	Y	Increased demand for hall lettings
84,541.36	Court Lodge/Innes Pavilion	7,746.99	-76,794.37	-90.84	Y	Reduced Grant Income
170.15	Horley Recreation Ground	9,426.48	9,256.33	5,440.10	Y	Increase due to Grants
22,357.57	Devolved Powers from RBBC	21,667.61	-689.96	-3.09	Y	Late Payment shown in 15/16
311.47	Town Centre	2,031.05	1,719.58	552.09	Y	Increased sponsorship for floral displays
700.00	Grants & Donations	12,046.25	11,346.25	1,620.89	Y	Increased Grant Awards
0.00	Michael Crescent	97.60	97.60			Refund Received
0.00	Emlyn Meadows	1,984.01	1,984.01			Increased Grants, Repayment for emergency repairs to prevent Fly Grazing.
<u>465,817.60</u>		<u>463,409.35</u>				
<b>2013/14</b>	<b><u>Expenditure</u></b>	<b>2014/15</b>	<b>+/-</b>			<b><u>Explanation</u></b>
15,633.10	Administration	12,694.10	-2,939.00	-18.80	Y	Increased efficiency savings, less IT Expenditure
6,119.28	CCTV	3,568.72	-2,550.56	-41.68	Y	Less CCTV installation in 2014/15
39,545.01	General	38,423.43	-1,121.58	-2.84	Y	Efficiency savings
17,862.44	Maintenance & Repair	17,250.92	-611.52	-3.42	Y	Reduction in Community Hall repairs
1,611.50	Lettings & Rents	757.00	-854.50	-53.03	Y	Increase in cleaning charges at Innes Pavilion - Innes no longer in this code
153,108.96	Court Lodge/Innes Pavilion	31,668.97	-121,439.99	-79.32	Y	Roof Project Complete Smaller Building Improvements made at Innes Pavilion
6,002.22	Horley Recreation Ground	36,656.50	30,654.28	510.72	Y	Footpath project Complete in 2014/15
1,924.17	Michael Crescent	1,084.82	-839.35	-43.62	Y	Less repairs and maintenance needed
0.00	Emlyn Meadows	2,089.00	2,089.00		Y	Increased costs due to Fly Grazing Fence Repairs
67,935.64	Grounds Maintenance	70,071.92	2,136.28	3.14	Y	Slight Increase due to necessary playground repairs
4,102.60	Allotments	2,749.64	-1,352.96	-32.98	Y	Reduced costs due to New Allotment site works in 13/14
7,287.27	Town Centre	8,747.40	1,460.13	20.04	Y	Small Increase in hanging baskets, floral displays etc.
132,339.34	Salaries	181,180.11	48,840.77	36.91	Y	Pension deficit: repayment plus lump sum of £35k plus monthly increase
1,108.40	Provision for doubtful debts	-1,108.40	-2,216.80		Y	Football Team bad debt 13/14
5,150.00	Grants & Donations	6,152.50	1,002.50	19.47	Y	Increased donation for WW1 Memorial services
<u>459,729.93</u>		<u>411,986.63</u>				

## HORLEY TOWN COUNCIL

### INTERNAL AUDIT REPORT 2014-2015

I visited the Town Council Office on 21<sup>ST</sup> October 2014 to commence the Internal Audit process for the year 2014-2015. A second visit was made on 25<sup>th</sup> February 2015 to continue the process, with a final visit made on 13<sup>th</sup> May 2015 to complete the Annual Return.

The comments below are in the order of the headings in Section 4 of the Annual Return, followed by any additional items specified in the Council's Audit Plan, unless these relate to a topic already covered by one of the statutory Section 4 headings.

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 31 December 2014.

Council is continuing with repayments on 2 PWLB loans taken out for Hall improvements and Pavilion roof repairs.

#### **B. FINANCIAL REGULATIONS**

Standing Orders have been reviewed to reflect requirement for recording of meetings and broadly follow latest NALC model. New Financial Regulations have been drawn up to reflect the latest NALC model, and were adopted by Council in March 2015.

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

The agreed payment procedure as per Financial Regulations is for invoices to be authorised by the RFO, or Deputy Clerk, before processing by Accounts Officer, who codes items against budget headings and inputs to both HSBC banking on-line and to Scribe. Payments on-line are released by two Member code-holders. Manual cheques when required are signed by two Members and Council wishes to retain this dual control practice.

**It is evident, however, that some payments are made without any "authorisation" marked on invoices, and Direct Debit payment invoices are not annotated as being checked to ensure accuracy. Procedures to address these issues have been recommended, and will be adopted.**

*HTC: Noted and now in place (13/5/15)*

Matters relating to Procurement and Contracts are in order, with a correct tender process having been carried out for supply of a new photocopier. Grounds Maintenance contracts have been renewed for a one year term, and other contracts are reviewed regularly.

A pre-paid debit card has been introduced for some petty cash purchases. This will also remove the need for personal credit card payments for on-line purchases.

### **C. RISK MANAGEMENT**

Insurance cover with Aviva was renewed for a three year term following a tender process in June 2013.

#### **A new Risk Assessment is needed for Langshott Allotments.**

*HTC: This has now been drafted and is awaiting approval (13/5/15)*

#### **The Risk Assessment document presented to Council should differentiate between “frequency” and “severity” of risk in terms of impact. A template to cover this has been provided.**

*HTC: This will be put in place during 2015-6 year.*

The Annual Review of Internal Controls is due March 2015.

Full back-up of Council records is held off-site.

#### **Council should consider the enhancement of storage facilities to include a fire-proof safe for essential documents.**

*HTC: This will be considered during 2015-6.*

Checks are made to ensure annual renewal of Contractors Public Liability insurance.

A full tree inspection was carried out in early 2015.

The Annual Review of Internal Controls is due in March 2015.

#### **Whilst inspections of sites carried out by contractors are documented, those done informally by Members are not. If Council is to rely on these inspections, a checklist with dates of inspection should be maintained for each site.**

*HTC: Noted*

### **D. BUDGET & PRECEPT**

#### **The current Business Plan expires 2016, and the new Council from May 2015 will need to formulate a new plan.**

*HTC: Noted*

For the forward budget, projects which were taken out last year because of the emergency work to the Innes Pavilion, have been re-introduced, although these will be subject to funding sources.

#### **The Precept calculation has been assisted by a number of one-off elements ,i.e. - Council Tax Support Grant; Double Taxation Agreement; and Tax base increase due to new dwellings in the Parish. These elements should not be relied upon indefinitely in calculating the Budget for subsequent years.**

*HTC: Noted*

## **E. INCOME**

All tariffs are reviewed annually, with Allotment fees rising in January 2015, and others to be considered with budget process.

A sound system of invoicing and control of sales and receipts is in place. Income is monitored against budget monthly. All one-off bookings are invoiced on booking with payment required in advance.

Little cash income is received other than Allotment rents, and this is properly controlled. Banking is carried out at least weekly.

Bad debts from last year are being pursued via appropriate bodies following a CCJ.

Council is registered for VAT, and this is charged on one-off pitch hires.

A sampling of random income invoices cross checked with Scribe and Bank paying-in book, and then to Bank account. VAT calculation translated correctly to VAT return.

## **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.

There is little cash income for incidental items.

## **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 the 2015 revisions have been implemented.

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

Training records are kept, and a staff appraisal scheme is in place. Appraisals are due March/April 2015. A new members Intranet facility has been introduced with useful guidance. A new Councillor training session will be arranged following May 2015 election.

Members Allowance scheme has not been adopted.

## **H. ASSETS & INVESTMENTS**

**The Asset Register could usefully be expanded into a working document by including dates of acquisition, replacement value, condition, date last inspected, and date of annual Member check.**

*HTC: This has now been amended accordingly (13/5/15)*

**The recently acquired Langshott Allotment site should be added to the Register.**

*HTC: This has now been done (13/5/15)*

Insurance values are cross-checked to asset register at time of renewal.

No investments are held which exceed 1 year term.

#### **I. BANK RECONCILIATIONS**

Reconciliations of all accounts are carried out monthly, and are checked by Members using a checklist which is currently being updated.

#### **J. YEAR END ACCOUNTS**

Figures for the Annual Return have been correctly extracted from the accounting system, with appropriate adjustments for debtors and creditors. All bank accounts have been correctly reconciled as at 31st March 2015.

#### **K. TRUSTEESHIP**

N/A

#### **OTHER ITEMS**

Freedom of Information schedules are due for revision April 2015, and other Council policies such as Social Networking Policy, Complaints Policy are up to date.

**Some public documents , eg Complaints Policy, do not appear to be available on the Town Council website.**

*HTC: This will be corrected shortly (13/5/15)*

Data protection registration is up to date.

**Disciplinary & Grievance procedures may need updating to cover use of income payments by Debit cards.**

*HTC: Appropriate wording has been included in Financial Regulations (13/5/15)*

Paul Hartley  
Internal Auditor  
18<sup>th</sup> May 2015

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **HORLEY TOWN COUNCIL** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance				
	31 March 2014 £	31 March 2015 £					
1 Balances brought forward	187,005	193,093	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 (+) Annual precept	283,890	293,543	Total amount of precept received or receivable in the year. Excludes any grants received.				
3 (+) Total other receipts	181,928	169,866	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.				
4 (-) Staff costs	132,733	181,809	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	19,545	34,263	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).				
6 (-) All other payments	307,452	195,914	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	193,093	244,516	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8 Total cash and short term investments	220,068	278,472	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>				
9 Total fixed assets plus other long term investments and assets	1,716,495	1,746,428	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March				
10 Total borrowings	342,713	323,403	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11 Disclosure note 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 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date **13/05/2015**

I confirm that these accounting statements were approved by the council on this date:

**30/06/2015**

and recorded as minute reference:

**C3808**

Signed by Chair of the meeting approving these accounting statements.



Date **1-7-15**

## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

**HORLEY TOWN COUNCIL**

Council/Meeting

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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		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 the council to conduct its business or on its finances.	Yes		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.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		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 council accounting records and control systems.	Yes		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		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 the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes N/A	no N/A	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 the council and recorded as minute reference

C 3809  
dated 30/06/2015

Signed by:

Chair

dated

1-7-15

Signed by:

Clerk

dated

30/06/2015

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

# Section 4 – Annual internal audit report 2014/15 to

**HORLEY TOWN** Council/~~Meeting~~

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

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 The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 council 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, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.			✓

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit **PAUL HARTLEY**  
 Signature of person who carried out the internal audit *[Signature]* Date **13/05/2015**

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

**Alan Jones** ACIB  
**Town Clerk**  
**Council Offices, 92 Albert Road**  
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info@horleysurrey-tc.gov.uk  
www.horleysurrey-tc.gov.uk



Kathy O'Leary  
Deputy Chief Executive  
Reigate & Banstead Borough Council  
Town Hall  
Castlefield Road  
Reigate  
RH2 0SH

1 July 2015

Dear Kathy

## **Tanyard Barn Community Centre**

The management and ownership of Tanyard Barn Community Centre was discussed at our Full Council meeting on 30 June. A thorough review of financial projections had been made on a previous occasion by the Town Council's Finance Committee.

As you know, at the HTC/RBBC Liaison meeting on 18 March 2015, the Town Council had previously expressed its concerns about the viability of managing the community centre. Of significant concern, the severe lack of parking for hirers of the building (we would need a minimum of 15 parking spaces but only 3 are available) would have adversely affected the likely revenue.

The Town Council therefore regrets, that having been offered the building, as first refusal by RBBC in 2010, it has resolved to discontinue any further interest in the management and ownership of the building.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'Alan Jones', is written over a circular blue stamp.

Alan Jones  
Town Clerk

cc: Peter Boarder, Regeneration Manager