



HORLEY TOWN COUNCIL

Joan Walsh
Town Clerk
Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ
Tel: 01293 784765
info@horleysurrey-tc.gov.uk
www.horleysurrey-tc.gov.uk

AGENDA

HORLEY TOWN COUNCIL MEETING

Date / Time: Tuesday 14 December 2021, 7.30 pm

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Town Councillors

You are hereby summoned to attend a Meeting of Horley Town Council to be held at the Albert Rooms, Albert Road, Horley on Tuesday 14 December 2021 at 7.30 pm. In accordance with current legislation the meeting will take place in person. An Agenda for the meeting is attached.

Yours sincerely

Joan Walsh
Town Clerk
Horley Town Council

9 December 2021





An Ordinary Meeting of Horley Town Council will be held at will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 14 December, at 7.30 pm

All correspondence and papers referred to in the public part of the agenda are available to view
in the Town Council Offices during normal office hours or on the website

AGENDA

**Following Government guidelines, public meetings of Horley Town Council have returned to in person meetings at the Edmonds Hall, 92 Albert Road, Horley RH6 7HZ.
Please Note: Members of the public may be present (subject to social distancing rules being followed to a maximum number capacity) or join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) no later than one hour before the start of the meeting.**

- 1 Apologies and Reasons for Absence**
To receive apologies and reasons for absence.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**
To receive any declarations of interest in relation to any items included on this Agenda.
- 3 Public Forum**
- 4 Minutes (linked)**
To approve the [Minutes of the Ordinary Meeting of Full Council held on 2 November 2021](#).
- 5 Full Council Updates**
- 6 Committee Reports (linked)**
To receive the Minutes of the [Planning & Development Committee held on 16 November 2021](#)
- 7 Chairman's Report (attached)**
To receive a report of any events attended by the Chairman or her representative.
- 8 Borough, County Councillor and Other Related Updates**
 - i) To note the next HTC/RBBC Liaison Meeting has been rescheduled for 31 March 2022.
 - ii) **Horley Residents' Forum** – To note the outcomes of the meeting held on 23 November 2021.
 - iii) To receive any other updates.
- 9 Horley Town Council Precept (attached)**
 - i) To approve and set the Town Council Precept for the Financial Year 2022/23.
 - ii) To receive the draft Budget Speech from the Finance Chairman, for approval and publication.
- 10 Internal Audit Matters**
 - i) To receive the Councillors' Audit Certificate for September and October 2021 (attached).
 - ii) To receive the Interim Internal Audit Report for the year ending 31 March 2022 (attached) and to note any recommendations.

11 Standing Orders and Financial Regulations (linked)

- i) To approve the [Council's Standing Orders](#) for re-adoption with no amendments (former version adopted on 15 October 2019: C 4795).
- ii) To approve the [Council's Financial Regulations](#) for re-adoption with a recommendation to amend Financial Regulation 4.1 raising the amounts that may be authorised by the Town Clerk in conjunction with the Council Chairman or appropriate Committee Chairman, for expenditure on revenue items for that class of spending in the approved budget **from £1000 to £2000** (*Regulation 4.1 Budgetary Control and Authorisation to Spend*).
- iii) To approve the Council's Scheme of Delegation for re-adoption with no amendments (former version adopted on 28 April 2020: C4907).

12 HTC Banking Arrangements

To renew the approval of the use of BACS to make payments.

13 Proposal to use Westvale Park Primary Academy as a Polling Station

To consider information received from the RBBC Electoral Services Team.

14 Proposed Project to widen and redesign car park entrance at Horley Recreation Ground

- i) To consider the quotations received for the construction works along with timescales and to agree the way forward.
- ii) To consider finance arrangements for the proposed project from the Town Council's CIL Fund.

15 Proposed Traffic Calming Measures – Wheatfield Way, Langshott

- i) To consider the installation of Vehicle Activated Signage by the Town Council and estimate provided by the SCC Road Safety Manger, up to an amount not exceeding £9,000 plus VAT.
- ii) To consider finance arrangements for the proposed traffic calming measures from the Town Council's CIL Fund.

16 Proposals for installing Solar Panels and Battery Storage at the Horley Town Council Offices and Edmonds Hall.

- i) SCC 'Your Fund Surrey' - To receive an update on the solar project application made through the Scheme.
- ii) To receive a briefing (attached) from the HTC Environment Group, including outline proposals and breakdown of approximate costs from the quotations received.
- iii) To consider the recommendations made for renewable energy project and appointment of contractor and to agree the way forward.

17 'Café In The Park' Project - Horley Recreation Ground

To receive an update on the 'Rectification Period Inspection' at the site by the Contractors and Managing Surveyors on 18 November and to note that Final Completion had been reached to conclude the project.

18 Horley Town Council Grants Scheme

To consider an application (attached) for funding.

19 Environment Matters

- i) To receive an update from the HTC Environment Working Group on tree planting initiatives and progress made to date.
- ii) To note that the first joint virtual SCC/RBBC 'Reigate & Banstead Member Sustainability' briefing, hosted by RBBC, was held on 4 November 2021.
- iii) To receive an update on any other matters.

20 Letters Received

21 Items for Future Consideration

To consider any items for inclusion on future agenda.

22 Diary Dates

23 Press Release

24 Exclusion of Public and Press

“In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw.”

25 Minutes

CONFIDENTIAL

To approve the Confidential Minutes of the Full Council Meeting, held on 2 November 2021.

26 ‘Café In The Park’ Project Evaluation – Horley Recreation Ground

CONFIDENTIAL

To receive an update from the Council Chairman on the project and to agree the way forward.

27 Staffing Matters

CONFIDENTIAL

To receive any updates.



Town Clerk, 9 December 2021

Date of Next Meeting – 1 March 2022

List of Mayoral Events 3 Nov – 14 Dec

Date	Event	Location
5/11/2021	Opening of Halt & Pull Pub	Old Chequers Hotel
6/11/2021	Lighting of the Lion Fireworks Bonfire	Horley Recreation Ground
10/11/2021	Re-dedication of Garden of Remembrance	Horley Recreation Ground
11/11/2021	Armistice Day, 2 Minute Silence	Princess Precinct
14/11/2021	Remembrance Parade & Service	Memorial Gardens
22/11/2021	Horley In Bloom Certificate Presentation	Jai Ho Restaurant
10/12/2021	New Priest Inauguration	English Martyrs Church
11/12/2021	Town Centre Carol Service	Princess Precinct
11/12/2021	Christmas Fair Presentation of Prizes	Princess Precinct

Proposal with 3% increase

Precept 2022/23						
		<i>Budget</i>	<i>Forecast</i>	<i>Budget</i>	<i>Projection</i>	<i>Projection</i>
		<i>2021/21</i>	<i>2021/22</i>	<i>2022/23</i>	<i>2023/24</i>	<i>2024/25</i>
Expenditure/Income		£	£	£	£	£
F&GP Expenditure		315,297	275,720	317,715	326,352	345,071
F&GP Income		-6,974	-7,070	-10,000	-12,000	-12,000
Leisure & Amenities Expenditure		138,765	122,890	148,319	152,768	156,166
Leisure & Amenities Income		-33,100	-30,300	-43,576	-45,769	-46,483
Full Council, Grants, Loans etc		37,106	34,246	37,343	37,545	37,753
Net Expenditure		451,094	395,486	449,800	458,896	480,507
Net Expenditure		451,094		449,800	458,896	480,507
Earmarked Funds requirement (below)		27,000		20,000	30,000	30,000
Total Expenditure		478,094	0	469,800	488,896	510,507
Council Tax Support Grant		0		0	0	0
Double Taxation Grant		-38,006		-38,006	-38,006	-38,006
CIL						
General Reserve funds(- used /+increased)		-12,000		28,500	10,000	20,000
		428,088	0	460,294	460,890	492,501
Precept requirement		428,088		460,294	460,890	492,501
Summary 2021/22		(Band D Parish Element of Council Tax)				
						Tax
No of Households 2022	10,766.2		22/23			42.75
No of Households 2021	10,313.3		21/22			41.51
Increase in no of households	453		Annual Increase per household			1.24
			% increase			3.00
Predicted Movements on Reserves	1.4.21	21/22	21/22			1.4.22
		movements	spend	earmark		
General fund	143,443	19,405		8,500		171,348
predicted underspend 20/21						
						171,348
Earmarked Funds		earmark 21/22		earmark 22/23		bal
CIL	15,506	44,446				59,952
Election Contingency						0
Edmonds Hall		20,000				20,000
Parks and Playgrounds	38,360	-10,000				28,360
Retention Café	27,000	-9,405	-17,595			0
Commercial Hub Project	5,000					5,000
sub total	85,866	45,041	-17,595	0		113,312
Total Reserves	229,309	64,446	-17,595	8,500		284,660

RESERVES REPORT

Name	1.4.21	Earmark	Expenditure	Transfer	1.4.22	Estimated Date of Use	Notes
General Reserves	143,443.00	-£ 20,000.00		£ 47,905.00	£ 171,348.00		
Earmarked Funds							
CIL	£ 15,506.10	£ 44,446.35			£ 59,952.45	2022	tbc
Election Contingency	£ -				£ -		
Parks and Playgrounds	£ 38,360.00		£ -	-£ 10,000.00	£ 28,360.00	2022	lamposts,railings, etc
Edmonds Hall		£ 20,000.00			£ 20,000.00		solar panels
Project Funds Café	£ 27,000.00		£ 17,595.00	-£ 9,405.00	£ -		Closed
Commercial Hub Project					£ 5,000.00		
Total Earmarked Funds	£ 80,866.10	£ 64,446.35	£ 17,595.00	-£ 19,405.00	£ 113,312.45		
Total Reserves	£ 224,309.10	£ 44,446.35	£ 17,595.00	£ 28,500.00	£ 284,660.45		

Precept and Banding Calculator

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£428,088	Precept	£460,294	7.52%
10,313.3	Tax Base	10,766.2	4.39%
£41.51	Band D	£42.75	3.00%

**Band D increase per
£1,000 precept rise** £0.09

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£27.67	Band A	£28.50	£0.02
£32.28	Band B	£33.25	£0.02
£36.90	Band C	£38.00	£0.02
£41.51	Band D	£42.75	£0.02
£50.73	Band E	£52.25	£0.03
£59.96	Band F	£61.76	£0.03
£69.18	Band G	£71.26	£0.04
£83.02	Band H	£85.51	£0.05

Instructions for use

Enter the relevant figures into boxes a,b,c and d and the spreadsheet will work out the calculations. DO NOT enter any figures into any of the other boxes or you will lose the pre-set calculations.

RESERVES REPORT

Name	1.4.21	Earmark	Expenditure	Transfer	1.4.22	Estimated Date of Use	Notes
General Reserves	143,443.00	-£ 20,000.00		£ 52,405.00	£ 175,848.00		
Earmarked Funds							
CIL	£ 15,506.10	£ 44,446.35			£ 59,952.45	2022	tbc
Election Contingency	£ -				£ -		
Parks and Playgrounds	£ 38,360.00		£ -	-£ 10,000.00	£ 28,360.00	2022	lamposts,railings, etc
Edmonds Hall		£ 20,000.00			£ 20,000.00		solar panels
Project Funds Café	£ 27,000.00		£ 17,595.00	-£ 9,405.00	£ -		Closed
Commercial Hub Project					£ 5,000.00		
Total Earmarked Funds	£ 80,866.10	£ 64,446.35	£ 17,595.00	-£ 19,405.00	£ 113,312.45		
Total Reserves	£ 224,309.10	£ 44,446.35	£ 17,595.00	£ 33,000.00	£ 289,160.45		

Precept and Banding Calculator

<u>Current Year</u>		<u>Next Year</u>	<u>Increase</u>
£428,088	Precept	£464,794	8.57%
10,313.3	Tax Base	10,766.2	4.39%
£41.51	Band D	£43.17	4.01%
	Band D increase per £1,000 precept rise	£0.09	

Full Breakdown by Band

<u>Current Year</u>		<u>Next Year</u>	<u>Weekly Increase</u>
£27.67	Band A	£28.78	£0.02
£32.28	Band B	£33.58	£0.02
£36.90	Band C	£38.37	£0.03
£41.51	Band D	£43.17	£0.03
£50.73	Band E	£52.77	£0.04
£59.96	Band F	£62.36	£0.05
£69.18	Band G	£71.95	£0.05
£83.02	Band H	£86.34	£0.06

Instructions for use

Enter the relevant figures into boxes a,b,c and d and the spreadsheet will work out the calculations. DO NOT enter any figures into any of the other boxes or you will lose the pre-set calculations.




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

September 2021

We consider that the accounts have/~~have not~~ been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
<p>Small transposition error of 1p between net/VAT on Smartguard entry.</p> <p>Burleys - description change from Gate maintenance to Grounds maintenance.</p>	<p>Both errors have been fixed</p>
Name: WAYNE PHILIPS Signature: 	Signature: 
Name: SAMANTHA MARSHALL Signature: 	
Date: 8/12/21	Date: 8/12/21

Horley Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/09/2021		
	Cash in Hand 01/04/2021		228,772.08
	ADD Receipts 01/04/2021 - 30/09/2021		537,586.39
			766,358.47
	SUBTRACT Payments 01/04/2021 - 30/09/2021		232,179.44
A	Cash in Hand 30/09/2021 (per Cash Book)		534,179.03
	Cash in hand per Bank Statements		
	Cash	30/09/2021	0.00
	Handelsbanken	30/09/2021	98,504.30
	FairFX Bank Debit Card	30/09/2021	877.37
	Nationwide Intl	28/09/2021	22,760.02
	HSBC Payroll	28/09/2021	5,972.13
	HSBC Deposit	28/09/2021	310,391.42
	HSBC Current	28/09/2021	94,538.44
			533,043.68
	Less unrepresented payments		
			533,043.68
	Plus unrepresented receipts		1,135.35
B	Adjusted Bank Balance		534,179.03
	A = B Checks out OK		

Horley Town Council
PAYMENTS OVER £500 LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
283	PWLB Loan Repayment - Co	31/08/2021	HSBC Current		Public Works Loan	PWLB	X	13,797.82		13,797.82
293	PAYE	03/09/2021	HSBC Current		PAYE	HMRC	X	1,350.00		1,350.00
294	SCC Pension Employee	03/09/2021	HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
295	SCC Pension Employee	03/09/2021	HSBC Current		Pension Fund Employer	Surrey Pension Fund	X	2,231.28		2,231.28
297	PAYE	03/09/2021	HSBC Current		NIC Employer	HMRC	X	1,165.41		1,165.41
298	PAYE	03/09/2021	HSBC Current		NIC Employee	HMRC	X	733.44		733.44
300	SCC Pension Employee	03/09/2021	HSBC Current		Pension payments Employee	Surrey Pension Fund	X	777.42		777.42
306	Horley/South & SE in Bloom	14/09/2021	L5105 HSBC Current		Summer bedding	Amethyst Horticulture	S	7,758.25	1,551.65	9,309.90
307	Contractors' Maint (HTC)	14/09/2021	HSBC Current		Grounds maintenance	Burleys	S	3,976.40	795.28	4,771.68
308	Contractors' Maint (HTC)	14/09/2021	HSBC Current		Grounds maintenance	Burleys	S	3,976.40	795.28	4,771.68
309	Contractors' Maint (HTC)	14/09/2021	HSBC Current		Grounds maintenance	Burleys	S	3,976.40	795.28	4,771.68
310	Parks Furniture	14/09/2021	HSBC Current		Litter Bin	Earth Anchors Ltd	S	525.00	105.00	630.00
316	Pavilion Cafe Utilities	20/09/2021	HSBC Current		Utilities	Corona Energy	S	1,009.53	201.91	1,211.44
325	IT	22/09/2021	HSBC Current		Accounts Software	Rialtas	S	1,450.00	290.00	1,740.00
326	Pavilion Cafe Maintenance	22/09/2021	HSBC Current		Hospitality	The Farmyard Kitchen	Z	500.00		500.00
334	Langshott Utilities	28/09/2021	HSBC Current		Utilities	Everflow Water	Z	1,222.62		1,222.62
348	Net Salaries	28/09/2021	HSBC Payroll		Salaries	Horley Town Council	X	8,772.72		8,772.72
Total								53,972.69	4,534.40	58,507.09

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
282	30/08/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
283	31/08/2021		HSBC Current		Public Works Loan	PWLB	X	13,797.82		13,797.82
284	01/09/2021		HSBC Current		Rates	Reigate & Banstead Borough	X	104.00		104.00
285	01/09/2021		HSBC Current		Rates	Reigate & Banstead Borough	X	53.00		53.00
286	03/09/2021		HSBC Current		Utilities	British Gas	L	116.52	5.83	122.35
287	03/09/2021	7325	HSBC Current		Cleaning	Asbit	S	291.33	58.27	349.60
288	03/09/2021	7328	HSBC Current		Cleaning	Asbit	S	276.50	55.30	331.80
289	03/09/2021		HSBC Current		Litter Bin	Earth Anchors Ltd	S	488.00	97.60	585.60
290	03/09/2021		HSBC Current		Electrical & Lightning	Firetronics Limited	S	143.73	28.75	172.48
291	03/09/2021		HSBC Current		Fire Alarm Maintenance	Firetronics Limited	S	115.00	23.00	138.00
292	03/09/2021		HSBC Current		Tree surgery	Heatherlands Tree Care	S	80.00	16.00	96.00
293	03/09/2021		HSBC Current		PAYE	HMRC	X	1,350.00		1,350.00
294	03/09/2021		HSBC Current		Pension payments Employee -	Prudential LGAVC	X	750.00		750.00
295	03/09/2021		HSBC Current		Pension Fund Employer	Surrey Pension Fund	X	2,231.28		2,231.28
296	03/09/2021		HSBC Current		Tennis Courts	Trevor May	S	276.00	55.20	331.20
297	03/09/2021		HSBC Current		NIC Employer	HMRC	X	1,165.41		1,165.41
298	03/09/2021		HSBC Current		NIC Employee	HMRC	X	733.44		733.44
299	03/09/2021		HSBC Current		Student/Postgraduate Loan De	HMRC	X	37.00		37.00
300	03/09/2021		HSBC Current		Pension payments Employee	Surrey Pension Fund	X	777.42		777.42
301	08/09/2021		HSBC Current		Utilities	SES Water	Z	100.00		100.00
302	13/09/2021		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	38.80		38.80
303	14/09/2021		HSBC Current		Office supplies	Amazon	S	7.41	1.48	8.89
304	14/09/2021		HSBC Current		Office supplies	Amazon	S	19.12	3.83	22.95
305	14/09/2021		HSBC Current		Office supplies	Amazon	S	9.99	2.00	11.99
306	14/09/2021	L5105	HSBC Current		Summer bedding	Amethyst Horticulture	S	7,758.25	1,551.65	9,309.90
307	14/09/2021		HSBC Current		Gate maintenance	Burleys	S	3,976.40	795.28	4,771.68
308	14/09/2021		HSBC Current		Gate maintenance	Burleys	S	3,976.40	795.28	4,771.68
309	14/09/2021		HSBC Current		Gate maintenance	Burleys	S	3,976.40	795.28	4,771.68
310	14/09/2021		HSBC Current		Litter Bin	Earth Anchors Ltd	S	525.00	105.00	630.00
311	14/09/2021		HSBC Current		Staff Training	Fire Protection Services Ltd	S	350.00	70.00	420.00
312	14/09/2021		HSBC Current		Grant Award Scheme	Horley Town Council	X	100.00		100.00
313	15/09/2021		HSBC Current		Mobile Phone	EE	S	12.00	2.40	14.40
314	15/09/2021		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	30.21	6.04	36.25
315	16/09/2021		HSBC Current		Subscription	Sage (UK) Limited	S	29.00	5.80	34.80
316	20/09/2021		HSBC Current		Utilities	Corona Energy	S	1,009.53	201.91	1,211.44
317	20/09/2021		HSBC Current		CCTV Broadband	Zen Internet	S	29.50	5.90	35.40

Horley Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
318	20/09/2021		HSBC Current		CCTV Broadband	Zen Internet	S	32.00	6.40	38.40
319	20/09/2021		HSBC Current		CCTV Broadband	Zen Internet	S	32.00	6.40	38.40
320	20/09/2021		HSBC Current		Maintenance Agreement	British Gas	S	42.22	8.45	50.67
321	22/09/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
322	22/09/2021		HSBC Current		Website	Jarret & Lam Consulting	S	400.00	80.00	480.00
323	22/09/2021		HSBC Current		Signage	MG Interior Solutions Ltd	Z	68.00		68.00
324	22/09/2021		HSBC Current		Signage	PLG Signs	S	65.00	13.00	78.00
325	22/09/2021		HSBC Current		Accounts Software	Rialtas	S	1,450.00	290.00	1,740.00
326	22/09/2021		HSBC Current		Hospitality	The Farmyard Kitchen	Z	500.00		500.00
327	23/09/2021		HSBC Current		Utilities	British Gas	L	26.61	1.33	27.94
328	23/09/2021		HSBC Current		Utilities	British Gas	L	305.71	15.29	321.00
329	23/09/2021		HSBC Current		Utilities	British Gas	S	230.23	46.05	276.28
330	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	8.35		8.35
331	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	94.01		94.01
332	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	5.12		5.12
333	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	4.02		4.02
334	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	1,222.62		1,222.62
335	28/09/2021		HSBC Current		Utilities	Everflow Water	Z	12.68		12.68
336	14/09/2021		HSBC Current		Security Guard Patrol	SmartGuard Security	S	463.69	92.74	556.43
337	28/09/2021		HSBC Current		Maintenance Agreement	British Gas	S	69.55	13.91	83.46
338	02/09/2021		FairFX Bank Debit Car		Recruitment Assistance	Indeed	Z	65.77		65.77
339	04/09/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	S	5.00	1.00	6.00
340	21/09/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	S	5.00	1.00	6.00
341	21/09/2021		FairFX Bank Debit Car		Mobile Phone	GiffGaff	S	5.00	1.00	6.00
342	08/09/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	141.80		141.80
343	14/09/2021		FairFX Bank Debit Car		Gifts	Moonpig	Z	55.47		55.47
344	14/09/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	28.64		28.64
345	16/09/2021		FairFX Bank Debit Car		Gifts	Moonpig	Z	6.19		6.19
346	23/09/2021		FairFX Bank Debit Car		Prizes	Voucher Express	Z	285.50		285.50
347	02/09/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.60	2.52	15.12
348	28/09/2021		HSBC Payroll		Salaries	Horley Town Council	X	8,772.72		8,772.72
Total								59,509.15	5,332.73	64,841.88

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
106	06/09/2021		HSBC Current		Football pitch hire	Perrywood FC	S	92.43	18.49	110.92
107	03/09/2021		HSBC Current		Edmonds Hall hire fee	Horley Society of Artists	E	140.00		140.00
108	02/09/2021		HSBC Current		Edmonds Hall hire fee	Boni Jenkins	E	87.00		87.00
109	04/09/2021		HSBC Current		Football deposit	Reigate Town FC	E	100.00		100.00
111	29/08/2021		HSBC Current		Banner Display	Slimming World	E	92.43		92.43
112	29/08/2021		HSBC Current		Hall Hire Fee	RCCG City of Joy	E	594.78		594.78
113	01/09/2021		HSBC Current		Football pitch hire	RB Eagles	E	78.88		78.88
114	04/09/2021		HSBC Current		Football pitch hire	Reigate Town FC	E	100.00		100.00
115	04/09/2021		HSBC Current		Football pitch hire	Horley AFC	E	503.10		503.10
116	04/09/2021		HSBC Current		Football pitch hire	Charlwood Juniors	E	20.69		20.69
117	04/09/2021		HSBC Current		Football pitch hire	Charlwood Juniors	E	62.86		62.86
118	04/09/2021		HSBC Current		Hall Hire Fee	Various	E	90.00		90.00
119	04/09/2021		HSBC Current		Football pitch hire	Reigate Town FC	E	147.96		147.96
120	12/09/2021		HSBC Current		Football pitch hire	Athletico Redhill FC	E	147.96		147.96
121	16/09/2021		HSBC Current		Precept	Reigate & Banstead Borough	E	214,044.00		214,044.00
122	16/09/2021		HSBC Current		Banner Display	East Surrey College, Gatton F	E	64.20		64.20
123	16/09/2021		HSBC Current		Allotment Rent	Various	E	48.00		48.00
124	16/09/2021		HSBC Current		CIL	Reigate & Banstead Borough	E	13,178.91		13,178.91
125	16/09/2021		HSBC Current		Utilities	The Farmyard Kitchen	S	909.54	181.91	1,091.45
126	24/09/2021		HSBC Current		Hall Hire Fee	Various	E	120.00		120.00
127	24/09/2021		HSBC Current		Innes Pavilion rent	S Reynolds Fuzion Dojo	E	771.00		771.00
128	24/09/2021		HSBC Current		Hall Hire Fee	Yoga - Charlotte Huggins	E	89.00		89.00
129	24/09/2021		HSBC Current		Electricity supply	S Reynolds Fuzion Dojo	Z	55.00		55.00
130	16/09/2021		HSBC Current		Precept	Reigate & Banstead Borough	E	19,003.00		19,003.00
131	09/09/2021		HSBC Deposit		Bank interest	HSBC	Z	4.75		4.75
Total								250,545.49	200.40	250,745.89




HORLEY TOWN COUNCIL

Councillors' Audit Certificate

This is to certify that we have today conducted the necessary checks for the month(s):

October 2021

We consider that the accounts have/~~have not~~ been properly maintained during the period in question.

Observations (Councillors)	Clerk/ RFO's action
No issues	
Name: S. MARSHALL Signature: 	Signature: 
Name: WAYNE PHILIPS Signature: 	
Date: 8/12/21	Date: 8/12/21.

Horley Town Council
PAYMENTS OVER £500 LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
353	05/10/2021		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	3,473.00	694.60	4,167.60
355	06/10/2021		HSBC Current		Cleaning	Asbit	S	829.50	165.90	995.40
358	06/10/2021		HSBC Current		Cleaning	Nviro Ltd	S	1,200.00	240.00	1,440.00
362	13/10/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
365	13/10/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	669.00	133.80	802.80
368	13/10/2021		HSBC Current		Security Guard Patrol	SmartGuard Security	S	872.87	174.57	1,047.44
370	18/10/2021		HSBC Current		cafe pavilion	Corona Energy	S	907.04	181.41	1,088.45
385	05/10/2021		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	2,430.00	486.00	2,916.00
386	05/10/2021		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	505.00	101.00	606.00
387	05/10/2021		HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	839.70	167.94	1,007.64
391	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	1,381.07		1,381.07
395	28/10/2021		HSBC Payroll		Salaries	Horley Town Council	X	10,683.67		10,683.67
Total								27,767.25	3,140.50	30,907.75

Horley Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
349	01/10/2021		HSBC Current		Photocopying - Lease	CF Corporate Finance	S	453.00	90.60	543.60
350	01/10/2021		HSBC Current		Rates	Reigate & Banstead Borough	Z	104.00		104.00
351	01/10/2021		HSBC Current		Rates	Reigate & Banstead Borough	Z	53.00		53.00
352	01/10/2021		HSBC Current		Utilities	British Gas	L	113.98	5.70	119.68
353	05/10/2021		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	3,473.00	694.60	4,167.60
354	06/10/2021		HSBC Current		Office Equipment	Amazon	S	24.91	4.98	29.89
355	06/10/2021		HSBC Current		Cleaning	Asbit	S	829.50	165.90	995.40
356	06/10/2021		HSBC Current		Cleaning	Bennetts Builders Ltd	S	186.60	37.32	223.92
357	06/10/2021		HSBC Current		CCTV Maintenance	Innovation Fire & Security	S	335.00	67.00	402.00
358	06/10/2021		HSBC Current		Cleaning	Nviro Ltd	S	1,200.00	240.00	1,440.00
359	06/10/2021		HSBC Current		Cleaning	Michael Stone	Z	55.00		55.00
360	08/10/2021		HSBC Current		Utilities	SES Water	Z	100.00		100.00
361	11/10/2021		HSBC Current		Bank charges - all HSBC accou	HSBC	Z	40.32		40.32
362	13/10/2021		HSBC Current		Grounds Maintenance	Burleys	S	3,976.40	795.28	4,771.68
363	13/10/2021		HSBC Current		HIB Awards	Dapper Shoes	Z	52.00		52.00
364	13/10/2021		HSBC Current		Signage	MG Interior Solutions Ltd	Z	39.68		39.68
365	13/10/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	669.00	133.80	802.80
366	13/10/2021		HSBC Current		Inventory	nolettinggo	S	337.50	67.50	405.00
367	13/10/2021		HSBC Current		Silent Soldiers	Royal British Legion	Z	200.00		200.00
368	13/10/2021		HSBC Current		Security Guard Patrol	SmartGuard Security	S	872.87	174.57	1,047.44
369	13/10/2021		HSBC Current		Marquee	South East Marquees	Z	415.00		415.00
370	18/10/2021		HSBC Current		cafe pavilion	Corona Energy	S	907.04	181.41	1,088.45
371	15/10/2021		HSBC Current		Telephone charges	EE	S	12.00	2.40	14.40
372	15/10/2021		HSBC Current		Photocopying - copies	SOS Systems Ltd	S	38.31	7.66	45.97
373	18/10/2021		HSBC Current		Sage Licence	Sage (UK) Limited	S	29.00	5.80	34.80
374	19/10/2021		HSBC Current		Office Equipment	Amazon	S	150.87	30.17	181.04
375	19/10/2021		HSBC Current		Office Equipment	Judy Morgan	Z	88.85		88.85
376	19/10/2021		HSBC Current		Signage	PLG Signs	S	76.00	15.20	91.20
377	19/10/2021		HSBC Current		Hospitality	Twin Peaks Sandwich Bar	S	290.50	58.10	348.60
378	19/10/2021		HSBC Current		IT Software	Survey Monkey	Z	384.00		384.00
379	19/10/2021		HSBC Current		CCTV Broadband Connection	Zen Internet	S	93.50	18.70	112.20
380	22/10/2021		HSBC Current		IT Maintenance	Micro Maintenance Ltd.	S	346.20	69.24	415.44
381	22/10/2021		HSBC Current		Utilities	British Gas	L	305.71	15.29	321.00
382	25/10/2021		HSBC Current		Utilities	British Gas	L	59.66	2.98	62.64
383	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	150.29		150.29
384	25/10/2021		HSBC Current		Maintenance Agreement	British Gas	S	69.54	13.91	83.45

Horley Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
385	COVID -19 Compliance	05/10/2021		HSBC Current		Playground Inspection	Bennetts Builders Ltd	S	2,430.00	486.00	2,916.00
386	Langshott Maintenance	05/10/2021		HSBC Current		Langshott Maintenance	Bennetts Builders Ltd	S	505.00	101.00	606.00
387	Football Pavillion Cleaning	05/10/2021		HSBC Current		Football cleaning charge	Bennetts Builders Ltd	S	839.70	167.94	1,007.64
388	Utilities	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	62.97		62.97
389	Church Rd Utilities	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	57.82		57.82
390	Rates & Utilites	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	6.68		6.68
391	Langshott Utilities	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	1,381.07		1,381.07
392	Pavilion Cafe Utilities	25/10/2021		HSBC Current		Utilities	Everflow Water	Z	16.49		16.49
393	Bank charges	20/10/2021		HSBC Current		Bank charge - debit card mach	SumUp	Z	0.69		0.69
394	Maintenance Contracts	18/10/2021		HSBC Current		Maintenance Agreement	British Gas	S	42.22	8.45	50.67
395	Net Salaries	28/10/2021		HSBC Payroll		Salaries	Horley Town Council	X	10,683.67		10,683.67
396	Office Supplies & Equipment	01/10/2021		FairFX Bank Debit Car		Land Registry Search	HM Land Registry	Z	6.00		6.00
397	Legal and professional fees	02/10/2021		FairFX Bank Debit Car		Recruitment Assistance	Indeed	Z	236.76		236.76
398	Communications	02/10/2021		FairFX Bank Debit Car		Newsletter	Email Blaster	S	12.99	2.60	15.59
399	Communications	04/10/2021		FairFX Bank Debit Car		Telephone charges	GiffGaff	S	15.00	3.00	18.00
400	IT	08/10/2021		FairFX Bank Debit Car		Office 365 Licence	Microsoft	Z	141.80		141.80
401	Horley/South & SE in Bloom	09/10/2021		FairFX Bank Debit Car		Flowers	Sweetpea Florist	Z	80.00		80.00
402	IT	14/10/2021		FairFX Bank Debit Car		Acrobat Licence	Adobe Systems Software	Z	28.64		28.64
403	Horley/South & SE in Bloom	16/10/2021		FairFX Bank Debit Car		Prizes	Amazon	Z	120.00		120.00
Total									33,199.73	3,667.10	36,866.83

Horley Town Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
132	29/09/2021		HSBC Current		Football Pitch Hire Contract	Gatwick United	S	122.22	24.44	146.66
133	29/09/2021		HSBC Current		Football Pitch Hire Contract	Gatwick United	S	42.79	8.56	51.35
134	01/10/2021		HSBC Current		Football Pitch Hire Contract	Reigate Town FC	S	123.30	24.66	147.96
135	01/10/2021		HSBC Current		Football Pitch Hire Contract	Horley AFC	S	419.25	83.85	503.10
136	01/10/2021		HSBC Current		Football Pitch Hire Contract	Athletico Redhill FC	S	123.30	24.66	147.96
137	01/10/2021		HSBC Current		Banner Display	Blue Leisure	E	20.54		20.54
138	01/10/2021		HSBC Current		Banner Display	East Surrey Performing Arts	E	41.08		41.08
139	01/10/2021		HSBC Current		Football Pitch Hire Contract	RB Eagles	S	65.73	13.15	78.88
140	03/10/2021		HSBC Current		Football Pitch Hire Contract	Oakwood Black U14s	S	61.62	12.32	73.94
141	02/10/2021		HSBC Current		Hospitality	Various	E	10.00		10.00
142	02/10/2021		HSBC Current		Banner Display	Furnistore	E	20.54		20.54
143	02/10/2021		HSBC Current		Allotment Rent	Various	E	31.00		31.00
144	21/10/2021		HSBC Current		Allotment Rent	Various	E	31.00		31.00
145	13/10/2021		HSBC Current		Banner Display	Greyhound Trust	E	41.08		41.08
146	13/10/2021		HSBC Current		Hall Hire Fee	SEC Newgate	E	60.00		60.00
147	19/10/2021		HSBC Current		Banner Display	Horley Flower Club	E	41.08		41.08
148	27/10/2021		HSBC Current		Innes Pavilion Hire Fee	S Reynolds Fuzion Dojo	E	771.00		771.00
149	27/10/2021		HSBC Current		Hall Hire Fee	Various	E	80.00		80.00
150	28/10/2021		HSBC Current		Hall Hire Fee	Various	E	32.00		32.00
151	27/10/2021		HSBC Current		Innes Pavilion Hire Fee	S Reynolds Fuzion Dojo	L	52.38	2.62	55.00
Total								2,189.91	194.26	2,384.17

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

OCTOBER 2021 (2021-2022)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	428,088.00	428,088.00					(0%)
SUB TOTAL		428,088.00	428,088.00					(0%)

INCOME

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Bank Interest		9.13	9.13				9.13 (N/A)
3	Section 136 LGA	38,006.00	38,006.00					(0%)
5	Devolved Powers	1,700.00		-1,700.00				-1,700.00 (-100%)
141	CIL	23,000.00	44,446.35	21,446.35	24,498.42		24,498.42	45,944.77 (96%)
SUB TOTAL		62,706.00	82,461.48	19,755.48	24,498.42		24,498.42	44,253.90 (50%)

LETTINGS AND RENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Edmonds Hall	6,694.00	2,983.78	-3,710.22				-3,710.22 (-55%)
8	Football Pitches	3,000.00	2,396.74	-603.26		287.58	-287.58	-890.84 (-29%)
9	Church Rd Allotments	3,300.00	298.00	-3,002.00				-3,002.00 (-90%)
10	Langshott Allotments	3,800.00	3,812.00	12.00				12.00 (0%)
11	Bowls Club	276.00		-276.00				-276.00 (-100%)
12	Innes Pavilion	10,000.00	4,678.38	-5,321.62				-5,321.62 (-53%)
13	Saturday Market	200.00		-200.00				-200.00 (-100%)
14	Events and Banners	5,000.00	5,987.97	987.97				987.97 (19%)
15	Meeting Room							(N/A)
16	Edmonds Hall Deposits					100.00	-100.00	-100.00 (N/A)
17	Football Pitch Deposits		300.00	300.00		100.00	-100.00	200.00 (N/A)
149	Security Deposits		200.00	200.00				200.00 (N/A)
SUB TOTAL		32,270.00	20,656.87	-11,613.13		487.58	-487.58	-12,100.71 (-37%)

OFFICE EXPENDITURE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Stationery				1,700.00	20.79	1,679.21	1,679.21 (98%)
20	Courier & Postage				75.00	1.70	73.30	73.30 (97%)
21	Office Supplies & Equipment				3,000.00	2,320.03	679.97	679.97 (22%)
22	Photocopying	80.00		-80.00	2,800.00	1,822.68	977.32	897.32 (31%)
23	IT				8,000.00	8,064.32	-64.32	-64.32 (-0%)
24	Website				2,000.00	1,620.00	380.00	380.00 (19%)
25	Communications				2,500.00	1,588.83	911.17	911.17 (36%)
26	Environment Campaign							(N/A)
148	COVID -19 Compliance					4,824.30	-4,824.30	-4,824.30 (N/A)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

OCTOBER 2021 (2021-2022)

SUB TOTAL	80.00	-80.00	20,075.00	20,262.65	-187.65	-267.65 (-1%)
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SALARIES AND PENSIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Net Salaries				116,000.00	64,219.27	51,780.73	51,780.73 (44%)
31	PAYE				18,000.00	8,721.65	9,278.35	9,278.35 (51%)
32	NI Employee				10,000.00	2,864.16	7,135.84	7,135.84 (71%)
33	NI Employer				14,800.00	4,581.60	10,218.40	10,218.40 (69%)
34	SCC Pension Employee				18,200.00	9,837.42	8,362.58	8,362.58 (45%)
35	SCC Pension Employer				28,000.00	8,821.56	19,178.44	19,178.44 (68%)
151	Long Service Award					1,250.00	-1,250.00	-1,250.00 (N/A)
156	Student/Postgraduate Loan Ded					111.00	-111.00	-111.00 (N/A)
SUB TOTAL					205,000.00	100,406.66	104,593.34	104,593.34 (51%)

OFFICE MAINTENANCE & REF

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Maintenance & Repairs				3,550.00	1,441.73	2,108.27	2,108.27 (59%)
39	Cleaning of hall and office				15,000.00	7,850.90	7,149.10	7,149.10 (47%)
40	Utilities				4,400.00	2,640.73	1,759.27	1,759.27 (39%)
41	Rates				2,000.00	727.58	1,272.42	1,272.42 (63%)
42	Maintenance Contracts				1,500.00	987.95	512.05	512.05 (34%)
43	Window Cleaning				750.00	220.00	530.00	530.00 (70%)
45	Compliance and Regulatory				5,000.00	1,555.09	3,444.91	3,444.91 (68%)
SUB TOTAL					32,200.00	15,423.98	16,776.02	16,776.02 (52%)

GENERAL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	PWLB Loan Repayment - Counc				19,545.00	23,570.28	-4,025.28	-4,025.28 (-20%)
51	Bank charges				1,000.00	284.45	715.55	715.55 (71%)
52	Insurance				8,755.00	7,308.61	1,446.39	1,446.39 (16%)
53	Legal and professional fees				13,225.00	2,858.20	10,366.80	10,366.80 (78%)
54	Audit fees				2,678.00		2,678.00	2,678.00 (100%)
55	Subscriptions & Licences				7,519.00	6,973.80	545.20	545.20 (7%)
60	Election Expenses				2,500.00		2,500.00	2,500.00 (100%)
62	Chairman's Allowance				400.00		400.00	400.00 (100%)
63	Cllr Expenses		10.00	10.00	103.00	36.00	67.00	77.00 (74%)
64	Cllr Training				800.00	290.00	510.00	510.00 (63%)
65	Staff Expenses				100.00		100.00	100.00 (100%)
66	Staff Training				1,500.00	110.00	1,390.00	1,390.00 (92%)
142	GDPR							(N/A)
146	VAT Payment							(N/A)
157	Town Badges					1,148.00	-1,148.00	-1,148.00 (N/A)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

OCTOBER 2021 (2021-2022)

SUB TOTAL	10.00	10.00	58,125.00	42,579.34	15,545.66	15,555.66 (26%)
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GROUNDS MAINTENANCE

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contractors' Maint (HTC)				52,000.00	23,858.40	28,141.60	28,141.60 (54%)
71	Contractors' Maint (Devolved Po				1,700.00		1,700.00	1,700.00 (100%)
72	Playground Inspections				8,549.00	4,871.00	3,678.00	3,678.00 (43%)
73	Playground Repairs				7,210.00	530.00	6,680.00	6,680.00 (92%)
74	Parks Furniture				5,150.00	1,013.00	4,137.00	4,137.00 (80%)
75	Signage				1,648.00		1,648.00	1,648.00 (100%)
76	Pest Control				570.00		570.00	570.00 (100%)
77	Tree Surgery				8,240.00	1,030.00	7,210.00	7,210.00 (87%)
SUB TOTAL					85,067.00	31,302.40	53,764.60	53,764.60 (63%)

HORLEY RECREATION GROU

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Memorial Gardens				3,605.00	1,740.00	1,865.00	1,865.00 (51%)
80	Ornamental Gardens				1,545.00		1,545.00	1,545.00 (100%)
123	Grounds				2,060.00	691.33	1,368.67	1,368.67 (66%)
143	Cafe/Pavilion PWLB Loan Repa				27,556.00		27,556.00	27,556.00 (100%)
145	Pavilion Cafe Project Fund				27,000.00	729.00	26,271.00	26,271.00 (97%)
153	Pavilion Cafe Utilities		1,925.38	1,925.38		4,953.54	-4,953.54	-3,028.16 (N/A)
154	Pavilion Cafe Maintenance				2,000.00	560.00	1,440.00	1,440.00 (72%)
155	Pavilion Cafe Rent	6,000.00		-6,000.00				-6,000.00 (-100%)
SUB TOTAL		6,000.00	1,925.38	-4,074.62	63,766.00	8,673.87	55,092.13	51,017.51 (73%)

COURT LODGE/INNES PAVILIK

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Pitches/Playgrounds				1,030.00	132.00	898.00	898.00 (87%)
87	Buildings - Refurbishment/Repai				5,150.00	76.00	5,074.00	5,074.00 (98%)
88	Utilities		316.90	316.90	2,600.00	1,489.65	1,110.35	1,427.25 (54%)
89	Lease of land				1.00		1.00	1.00 (100%)
124	Football Pavillion Cleaning				2,300.00	1,446.15	853.85	853.85 (37%)
131	Maintenance Contracts				1,000.00	516.39	483.61	483.61 (48%)
132	Innes Communications							(N/A)
SUB TOTAL			316.90	316.90	12,081.00	3,660.19	8,420.81	8,737.71 (72%)

MICHAEL CRESCENT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Rates & Utilites				740.00	383.74	356.26	356.26 (48%)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

OCTOBER 2021 (2021-2022)

121 Buildings and Grounds	2,000.00	57.00	1,943.00	1,943.00 (97%)
140 Scout Hut Demolition				(N/A)
SUB TOTAL	2,740.00	440.74	2,299.26	2,299.26 (83%)

EMLYN MEADOWS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
95 Grounds				500.00	57.00	443.00	443.00 (88%)
SUB TOTAL				500.00	57.00	443.00	443.00 (88%)

ALLOTMENTS

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
96 Langshott Maintenance				2,600.00	2,167.90	432.10	432.10 (16%)
97 Church Rd Maintenance				1,850.00	107.68	1,742.32	1,742.32 (94%)
98 Church Rd Utilities				520.00	151.83	368.17	368.17 (70%)
99 Langshott Utilities				920.00	2,903.69	-1,983.69	-1,983.69 (-215%)
SUB TOTAL				5,890.00	5,331.10	558.90	558.90 (9%)

TOWN CENTRE

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100 Baskets and planting	500.00		-500.00	8,755.00	7,758.25	996.75	496.75 (5%)
101 Horley/South & SE in Bloom				1,600.00	1,433.60	166.40	166.40 (10%)
102 Christmas				1,957.00		1,957.00	1,957.00 (100%)
150 Defibrillator maintenance							(N/A)
152 Commercial Hub Support				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL	500.00		-500.00	17,312.00	9,191.85	8,120.15	7,620.15 (42%)

SECURITY

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
105 Security Patrols				5,665.00	3,662.48	2,002.52	2,002.52 (35%)
106 CCTV Installation				2,000.00		2,000.00	2,000.00 (100%)
107 CCTV Maintenance				3,500.00	335.00	3,165.00	3,165.00 (90%)
108 CCTV Broadband Connections				2,000.00	663.12	1,336.88	1,336.88 (66%)
147 Alarm Maintenance					75.00	-75.00	-75.00 (N/A)
SUB TOTAL				13,165.00	4,735.60	8,429.40	8,429.40 (64%)

Horley Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

OCTOBER 2021 (2021-2022)

GRANTS AND DONATIONS

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Grant Award Scheme				3,000.00	100.00	2,900.00	2,900.00 (96%)
111	Churchyards				6,550.00	6,550.00		(0%)
112	Cllr Initiative grants							(N/A)
113	Other Grants							(N/A)
SUB TOTAL					9,550.00	6,650.00	2,900.00	2,900.00 (30%)

VAT RECLAIM

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Vat repayments		5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)
SUB TOTAL			5,844.08	5,844.08		1,358.91	-1,358.91	4,485.17 (N/A)

Summary

NET TOTAL	529,644.00	539,302.71	9,658.71	549,969.42	250,561.87	299,407.55	309,066.26 (28%)
V.A.T.		667.85			18,484.40		
GROSS TOTAL		539,970.56			269,046.27		



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

9 Pound Lane
Godalming
Surrey, GU7 1BX

t + 44(0)1483 423054
e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/

Mrs J Walsh
Horley Town Council
The Council Offices
92 Albert Road
Horley
Surrey
RH6 7HZ

12 November 2021

Dear Joan

Re: Horley Town Council
Internal Audit Year Ended 31 March 2022

Executive summary

Following completion of our interim internal audit on 12 November 2021 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date. **Testing requirements are shown in red** and where appropriate **recommendations for future action are shown in bold text and summarised in the tables at the end of the report.**

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified, followed by recommended minimum testing requirements. Each section is then concluded with an opinion as to whether the assertion has been met or not.

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures very seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Horley Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 11 years specialising in local government.

Engagement Letter

An engagement letter was issued to the council covering the 2021/22 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

- There have been no instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

At the interim audit date, it is my opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review. A final audit will be conducted after the year-end of 31 March 2022.

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A. BOOKS OF ACCOUNT (INTERIM AUDIT)**Internal audit requirement**

Appropriate accounting records have been properly kept throughout the financial year.

Recommended minimum testing:

- Ensure the correct roll forward of the prior year cashbook balances to the new financial year
- Check a sample of financial transactions in cashbooks to bank statements, etc.: the sample size dependent on the size of the authority and nature of accounting records maintained

Interim audit

The council continues to use Scribe for recording the day-to-day financial transactions of the council, although a changeover to the Rialtas Business Solutions (RBS) software package is taking place. The system is used regularly to record transactional details and provide management information reports.

The interim audit was conducted on site and the Clerk and RFO had prepared the requested information for review. Other information was reviewed on the council website and through discussion with the Clerk and RFO.

Meeting agendas are logically structured and minutes show clear resolutions being made by committee and council. I make no recommendation to change this system.

The council is VAT registered and completes reclaims on a quarterly basis. The last VAT reclaim was for the period 1 July to 30 September 2021 inclusive and showed a refund position of £8,499.63. The council is up to date with its postings.

Overall, I have the impression that the accounting systems are well ordered and routinely maintained and as such I make no recommendation to change.

Section conclusion

I am of the opinion that the control assertion of "Appropriate accounting records have been properly kept throughout the financial year" has been met.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Recommended minimum testing:

- Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.
- Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)
- Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation
- Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments
- Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements
- Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

Interim audit*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit.*

The external auditor's report was not qualified for 2021/22 and the Notice of Conclusion has been published on the council website. The reporting of the conclusion was an agenda item for the council meeting held on 2 November (minutes not published as at interim audit date).

I noted that the internal audit report was received by council and recorded in the minutes of the meeting held on 29 June 2021 (minute ref C5194).

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of each councillor, including their Register of Interests' Forms.

Confirm that the council is compliant with the relevant transparency code

The council is following the requirements of the Local Government Transparency Code by publishing the required information, although it is in varied places on the council website and may be difficult to locate for members of the public. If the council wishes to provide full transparency for its residents, I recommend reviewing the website of West Chiltington Parish Council as an example of how to set out the information www.wcpc.org.uk/transparency/

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The council has a Privacy Notice and Accessibility Statement on its website. It is clear the council takes its responsibilities seriously and has made every effort to comply with the legislation.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Leisure & Amenities, Planning & Development and Finance & General Purposes. There are also sub-committees and advisory committees in place, with terms of reference published on the council website. There are regular scheduled meetings during the year, and a diary of future meetings is available on the website.

Check that agendas for meetings are published giving 3 clear days' notice.

The Clerk was able to demonstrate that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting. It was noted that supporting documentation for agendas is also published on the council website.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly marked as draft. These are subsequently replaced with final versions once approved.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The standing orders are based on the latest NALC model. They have not been reviewed and updated since October 2019 and I remind council that in accordance with Standing Order 5 (k)(ix) 'Following the election of the Chairman and Vice-Chairman of the Council at the Annual Meeting, the business shall include.....Review and Adoption of appropriate Standing Orders and Financial Regulations' **the Standing Orders should be updated annually.**

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial regulations are based on the latest NALC model. They have not been reviewed and updated since October 2019 and I remind council that in accordance with Standing Order 5 (k)(ix) 'Following the election of the Chairman and Vice-Chairman of the Council at the Annual Meeting, the business shall include.....Review and Adoption of appropriate Standing Orders and Financial Regulations' **the Financial Regulations should be updated annually.**

The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed.

The council has thresholds in place at which authorisations to spend must be obtained (FR 4.1) as below:

- the Council or a duly delegated Committee for all items over £1,000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items up to £1,000

It was noted that the Clerk also has discretion to spend up to £1,000 in the event of extreme risk to the delivery of council services (FR 4.5).

I reviewed expenditure items for the current financial year, and there was no evidence of the thresholds not being adhered to. The minutes of meetings confirm that income and expenditure reports are reviewed and lists of invoices for approval are presented to council.

I reviewed the invoices file and checked a sample against the August payment list. I was able to locate an invoice for each item listed. Invoices were filed neatly and indicate a well-managed system.

A review of the minutes of the finance & General Purposes meetings show that councillors are presented with management information reports including bank reconciliations, payment lists and summaries of receipts and payments. It is clear that councillors are provided with sufficient information to make informed financial decisions.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.41 per elector.

The council has the General Power of Competence (GPC) and the thresholds do not apply.

Confirm that checks of the accounts are made by a councillor.

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Section conclusion

At the interim audit date, I am of the opinion that the control assertion "This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for" has been met.

C. RISK MANAGEMENT AND INSURANCE (INTERIM AND FINAL AUDIT)

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Recommended minimum testing:

- Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc
- Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security
- Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation

Interim audit

The council has a Risk Management and Risk Assessment process in place, and these were last reviewed and adopted by council at the meeting held on 2 March 2021 (minute ref C5095). The council also conducts an Internal Control Review, which was also approved by council at the same meeting (minute ref C5094).

I confirmed that the council has a valid insurance policy in place. This was arranged through WPS Hallam insurance brokers and is underwritten by Military Mutual. The policy commenced on 1 June 2021 and is in a long-term agreement expiring on 31 May 2024. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million each and a Fidelity Guarantee level of £600,000.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these” has been met.

D. BUDGET, PRECEPT AND RESERVES (INTERIM AND FINAL AUDIT)

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Recommended minimum testing:

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required parent authority timetable
- Ensure that budget reports are prepared and submitted to authority / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Interim audit

The Clerk confirmed that the budget setting process for 2022/23 had begun, with the Finance & General Purposes committee forming a proposal to put to the council meeting scheduled for 14 December 2021.

At the end of September, the council’s reporting showed income at 101% of budget (with both parts of the precept received) and expenditure at 39.5% of budget.

At the interim audit date, the council held circa £129,500 in earmarked reserves (EMR), spread across a number of separately identified projects. These include a CIL EMR which has received funds during the year, and currently stands at circa £60,000.

Council is reminded that general guidance recommends a level of general reserve be maintained at circa six months equivalent of precept and this will be reviewed at the year-end audit.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate” has been met.

E. INCOME (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Recommended minimum testing:

- Review “aged debtor” listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received / banked

Interim audit

I reviewed a sample of the receipts noted in the cashbook and was able to verify the accuracy of the entries checked. Apart from the precept, the council receives other income streams, and each is clearly identifiable and appears to be allocated to the correct nominal code. Fees and charges are being reviewed as part of the budget setting process which is currently underway.

Section conclusion

At the interim audit date, I am of the opinion that the control objective of “Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for” has been met.

F. PETTY CASH (INTERIM AUDIT)**Internal audit requirement**

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.

Recommended minimum testing:

- A number of authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases. Consequently, a “not applicable” response is frequently required in this area.
- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings

Interim audit

The council has no petty cash.

Section conclusion

I am of the opinion the control objective of "Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for" is not applicable as the council has no petty cash.

G. PAYROLL (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Recommended minimum testing:

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid for software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government pension scheme (non - taxable, deducted from the gross salary or DC schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Interim audit

The council processes payroll in house using SAGE to make the calculations, and making salary, HMRC and pension payments in accordance with Financial Regulations. I reviewed the pay file, and was able to confirm PAYE, NI and pension deductions appear correct. The council is up to date with its HMRC payments.

All employees have a signed contract of employment, based on the NALC model, and the council is registered with the Surrey County Council Pension scheme. There is a councillor allowance scheme, although all councillors have opted out of receiving it.

Section conclusion

At the interim audit date, I am of the opinion that salaries are correctly stated on the AGAR and that the control object of "Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied" has been met.

H. ASSETS AND INVESTMENTS (INTERIM AND FINAL AUDIT)**Internal audit requirement**

Asset and investments registers were complete and accurate and properly maintained.

Recommended minimum testing:**Tangible fixed assets**

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets

- Physically verifying the existence and condition of high value, high risk assets may be appropriate
- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or “self-insured” by the authority

Fixed asset investments

- Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the “Investment Strategy” and reported as Assets in the AGAR at Section 2, Box 9.

Borrowing and lending

- Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

Interim audit

The council has a fixed asset register in place which is being updated. This will be reviewed in detail at the year-end audit.

Section conclusion

To be reviewed at the year-end audit.

I. BANK AND CASH (INTERIM AND FINAL AUDIT)

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Recommended minimum testing:

- Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy

Interim audit

Bank reconciliations are reviewed and signed off at Finance & General Purposes committee meetings, and I was able to evidence this action recorded in the minutes of meetings.

I reviewed the last reconciliation presented for approval (August 2021) and was able to confirm the balances against the bank statements and that the reconciliation contained no errors.

Section conclusion

At the interim audit date, I am of the opinion that bank and cash balances are properly shown on the AGAR and that the control objective of “Periodic and year-end bank account reconciliations were properly carried out” has been met.

J. YEAR END ACCOUNTS (FINAL AUDIT)**Internal audit requirement**

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.

Recommended minimum testing:

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

Section conclusion

To be reviewed at the year-end audit.

K. LIMITED ASSURANCE REVIEW (FINAL AUDIT)**Internal audit requirement**

If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")

Recommended minimum testing:

- The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline
- That it has been published, together with all required information on the Authority's website and noticeboard

Section conclusion

To be reviewed at the year-end audit.

L: TRANSPARENCY (INTERIM AUDIT)**Internal audit requirement**

If the authority has an annual turnover not exceeding £25,000, it publishes information on a website / webpage up to date at the time of the internal audit in accordance with the Transparency Code for Smaller Authorities

Recommended minimum testing:

- This test applies only to those councils covered by the £25,000 External Audit exemption
- Internal auditors should review the authority's website ensuring that all required documentation is published in accordance with the Transparency Code for Smaller Authorities

Interim audit

The council has an annual turnover exceeding £25,000, and this test does not apply.

Section conclusion

I am of the opinion that the control assertion of "If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities" is not applicable due to the council turnover exceeding £25,000.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS (FINAL AUDIT)

Internal audit requirement

The authority has demonstrated that during summer 2021 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Section conclusion

To be reviewed at the year-end audit.

N: PUBLICATION REQUIREMENTS (INTERIM AUDIT)

Internal audit requirement

The authority has complied with the publication requirements for 2020/21. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Recommended minimum testing:

- Internal auditors should acquire / examine a copy of the required “Public Notice” ensuring that it clearly identifies the statutory 30 working day period when the authority’s records are available for public inspection.
- Internal auditors may also check whether councils have minuted the relevant dates at the same time as approving the AGAR

Before 1 July 2021 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2020/21, approved and signed, page 4
- Section 2 - Accounting Statements 2020/21, approved and signed, page 5

Not later than 30 September 2021 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Interim audit

I was able to confirm that the publication requirements for 2020/21 have been met and the Notice of Public Rights is published on the council website.

Section conclusion

I am of the opinion that the control assertion of “the authority has complied with the publication requirements for 2019/20 AGAR. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage” has been met.

O. TRUSTEESHIP (INTERIM AUDIT)

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Recommended minimum testing:

- Confirm that all charities of which the council is a Trustee are up to date with Charity Commission filing requirements
- that the council is the sole trustee on the Charity Commission register
- that the council is acting in accordance with the Trust deed
- that the charity meetings and accounts are recorded separately from those of the council
- review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiner’s report

Interim audit

The council has no trusts.

Section conclusion

I am of the opinion that the control assertion of “Trust funds (including charitable) – The council met its responsibilities as a trustee” is not applicable as the council has no trusts.

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Andy Beams
For Mulberry & Co

Interim Audit - Points Forward

Audit Point	Audit Findings	Council comments
FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	Standing Orders and Financial Regulations must be reviewed and adopted annually as per adopted Standing Order 5 (k) (ix)	



HORLEY TOWN COUNCIL

Scheme of Delegations Policy (COVID-19)

1. Introduction

- 1.1 The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk is the Proper Officer and is responsible for the management of the organisation.
- 1.2 The Town Clerk may delegate these duties and powers to other Officers within the Council.
- 1.3 The Responsible Financial Officer (RFO) is responsible for the Council's accounting procedures together with the proper and transparent administration of its finances, in line with current Account and Audit Regulations.
- 1.4 The Local Government Act 1972, s101, (with some exceptions) allows the Council to delegate functions to Committees, Sub-Committees, Officers or other authorities.

2. Extent of Delegation

- 2.1 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 2.2 The Town Clerk will exercise these powers in accordance with:
 - approved budgets
 - the Council's Standing Orders
 - the Council's Financial Regulations
 - the Council's Contract Procedure Rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 2.3 The Town Clerk may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.
- 2.4 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating Officer in the organisational structure
 - only be given where there is significant administrative convenience in doing so
 - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
 - such authorisation not being prohibited by statute

- 2.5 A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

3. Financial Matters

The Town Clerk will oversee the financial management of the Council and may delegate powers and duties to the RFO. The RFO is authorised to:

- 3.1 Act as the Responsible Financial Officer for the purposes of s 151 of the Local Government Act 1972.
- 3.2 Operate the Council's banking arrangements including arranging overdrafts.
- 3.3 Incur expenditure up to a maximum of £1,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
- 3.4 Pay all accounts properly incurred.
- 3.5 Pay all subscriptions to organisations to which the Council belongs.
- 3.6 Make all necessary arrangements for the provision of an internal and external audit service for the Council.
- 3.7 Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 3.8 Incur expenditure on revenue items within the approved estimates and budgets under their control.
- 3.9 Incur expenditure on capital schemes within the Council's approved capital Programme.
- 3.10 Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 3.11 Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 3.12 Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
- a. the cost not exceeding the amount approved estimate
 - b. the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - c. all the requirements of the Council's Financial Regulations being complied with.
- 3.13 Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
- 3.14 Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 3.15 Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 3.16 Authorise action for the recovery of debts.

- 3.17 Write-off debts up to the level set by the Council.
- 3.18 Maintain a Register of Assets and Inventory of Equipment.
- 3.19 Determine the Town Council's insurance requirements on the Council's behalf.
- 3.20 Make all necessary arrangements for the Council's insurances.
- 3.21 Determine Community Grant applications up to a value of £1,000 subject to approval by Full Council.
- 3.22 Determine Small Grants up to a value of £250.
- 3.23 Prepare a draft budget in conjunction with the Town Clerk, the Finance Committee Chairman and Vice-Chairman and to make recommendations for consideration and approval by Full Council.
- 3.24 Prepare the final accounts for each financial year.

4. Delegations to a Committee or a Working Party

- 4.1 Certain matters may be delegated to Working Groups or Panels. These must be exercised in accordance with the law, the Council's Standing Orders, Financial Regulations and its approved policy framework.
- 4.2 Such delegations may only be exercised where sufficient budgetary provision exists or can be vired from within the approved budget of the working party concerned.
- 4.3 Where a Sub-Committee/Working Group/Panel, in lieu of exercising its delegation, refers a matter to its parent Committee, the delegation is exercisable by that Committee. Nevertheless, the Committee may decide not to exercise this delegated power and may instead make a recommendation to Full Council for approval.

5. Emergency Delegations

The Town Clerk is authorised to:

- 5.1 Act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group.
- 5.2 The Council Chairman, Vice-Chairman and Committee Chairmen are to be consulted where possible before such action is taken.
- 5.3 The emergency delegations are subject to them being implemented in accordance with the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provision exists or is otherwise authorised in accordance with its adopted Financial Regulations.

6. Virtual Council Meetings

The Coronavirus Act 2020, s78, gives local authorities the power to hold Council Meetings remotely and to make decisions without the need for a physical meeting, during the Coronavirus Pandemic. The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) 2020 Regulations provides for Virtual Council Meetings to be held up until May 2021. At least three clear days before a Virtual Council Meeting takes place, the Clerk as the Proper Officer is authorised to:

- 6.1 Serve on Councillors by email, a signed summons to the Virtual Council Meeting, confirming the date, time and the agenda.
- 6.2 Carry out all the associated administration in preparation for the Virtual Council Meeting as reflected in the Council's adopted Standing Orders.
- 6.3 Ensure Members receive an invitation to the Virtual Council Meeting with an email link and password.
- 6.4 Ensure that public participation is provided during the Virtual Council Meeting with full details made available to the public in advance on the Council's website.
- 6.5 Ensure voting by members during a Virtual Council Meeting is by a show of hands.
- 6.6 Implement the resolutions made at a Virtual Council Meeting and carry out the actions required.

7. Urgent Planning Matters

- 7.1 Horley Town Council is consulted on Planning Applications within Horley after they have been registered with the planning authority, Reigate & Banstead Borough Council, at the pre-determination stage.
- 7.2 The time allowed in determining the application and making a final decision is governed by the Borough Council.
- 7.3 When time-related planning matters arise, including planning applications and other consultations, the Town Council is not making a decision but conveying its views and making recommendations to the Borough Council, County Council or neighbouring principal authorities.
- 7.4 In times of emergency, the Council has appointed a Planning Applications Sub-Committee (PASC) to, in conjunction with the Clerk, make its views known after consulting all 18 Town Councillors. This includes:
 - Planning Applications
 - Highways Matters & Issues
 - Public Transport
 - Any other relevant consultations to Horley for which the Town Council is a stakeholder
- 7.5 The PASC is authorised to comment on all time-related applications with the decisions conveyed to the relevant local authority or organisation within the consultation deadline and such comments will be ratified at the next Planning Committee meeting.

8. Emergency Planning

The Town Clerk is authorised to:

- 8.1 Implement the Council's Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group.
- 8.2 The Council Chairman & Town Mayor the Committee Chairmen are to be consulted where possible before such action is taken.

9. Staffing Matters

The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 9.1 Appointments to posts including apprentices.
- 9.2 Employment of temporary employees.
- 9.3 Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 9.4 Management of staff performance.
- 9.5 Control of discipline and performance, including the power of suspension and dismissal.
- 9.6 Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 9.7 Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
- 9.8 Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 9.9 Approve payment of overtime.
- 9.10 Agree minor variations to the condition of employment.
- 9.11 Approve changes to the establishment structure.
- 9.12 Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 9.13 Authorise training in line with the Council's policies.
- 9.14 Authorise the provision of uniforms or protective clothing.
- 9.15 Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 9.16 Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 9.17 Agree to premature retirement on the grounds of duly certified ill health.

9.18 Terminate employment during probation and to review salary on completion of probationary periods.

9.19 Commission legal and professional advice on staffing matters.

10. Property Matters

The Town Clerk is given authority to manage the land and property of the Council including:

10.1 Agreeing the terms of any lease, licence, conveyance or transfer.

10.2 The granting or refusal of the Council's consent under the terms of any lease.

10.3 Variations of restrictive covenants of a routine nature.

10.4 The granting of easements, wayleaves and licences over Council land.

10.5 Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.

10.6 Directing the custody of Town Council property and documents in accordance with the provisions of s226 of the Local Government Act 1972.

10.7 Exercising responsibility for the safe custody and maintenance of the civic regalia.

11. Procedural

The Town Clerk is authorised to:

11.1 Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.

11.2 Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.

11.3 Appoint consultants and other professionals to carry out any function and provide any service under their control.

12. Health and Safety at Work Act 1974

The Town Clerk is authorised to:

12.1 Oversee the discharge of the Council's responsibilities under the said Act.

13. Legal Proceedings

The Town Clerk is authorised to:

13.1 Take and discontinue legal proceedings in any Court or at any Tribunal.

13.2 Take Counsel's advice or instruct Counsel to represent the Council.

13.3 Seek injunctions and commence proceedings for the purposes of:

- enforcement in accordance with the Council’s policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council’s land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 13.4 Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 13.5 Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 13.6 Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 13.7 Serve Requisitions for Information.

14. General Matters

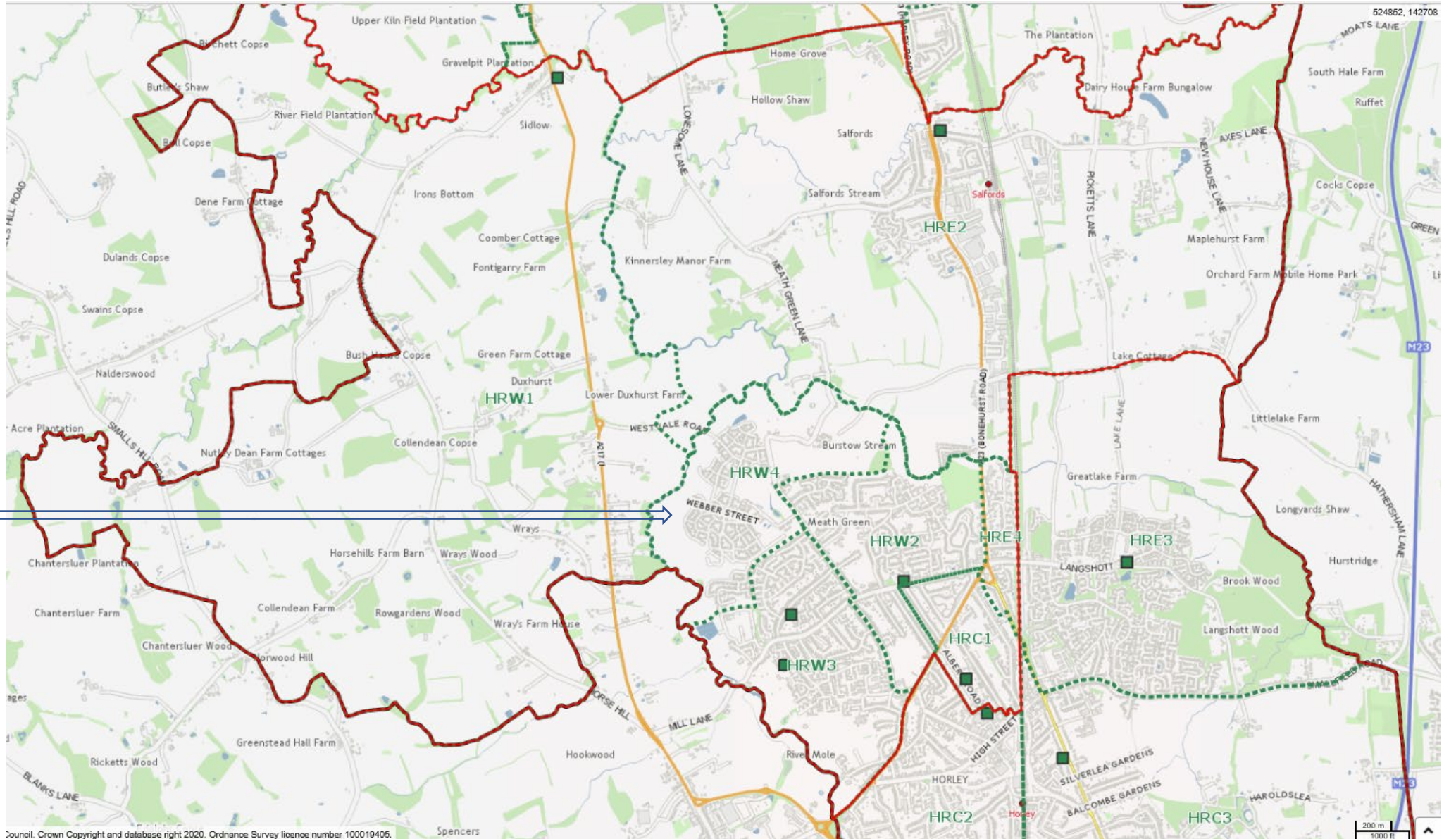
The Town Clerk is authorised to:

- 14.1 Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 14.2 Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 14.3 Institute and appear in any legal proceedings authorised by the Council.
- 14.4 Appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Horley).
- 14.5 Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Council Chairman, or Committee Chairmen or Task Group concerned about the need for the change and about convenient alternative dates and times.
- 14.6 Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to prior consultation with the Council Chairman and approval by Full Council.
- 14.7 Deal with day to day matters relating to the use of office accommodation space.
- 14.8 Negotiate and enter into contractual arrangements with organisers in relation to events held at sites owned or managed by the Town Council.
- 14.9 Manage all the Council’s current services including services agreed under contract for other authorities and bodies and existing services under contract with its contractors and other providers.
- 14.10 Act as the Council’s designated Officer for the purposes of the Freedom of Information Act 2000.
- 14.11 Apply for planning consent for the carrying out of development by the Council.

- 14.12 Respond to consultations on planning applications and licensing applications subject to the comments of the Planning Committee.
- 14.13 Under the Regulation of Investigatory Powers Act 2000, to authorise directed surveillance or the use of a human intelligence sources.
- 14.14 Respond to complaints made under the Council's complaints procedure.
- 14.15 Manage, monitor and review the Council's internal control procedures.
- 14.16 Manage, monitor and review the Council's Corporate Risk Management Strategy.

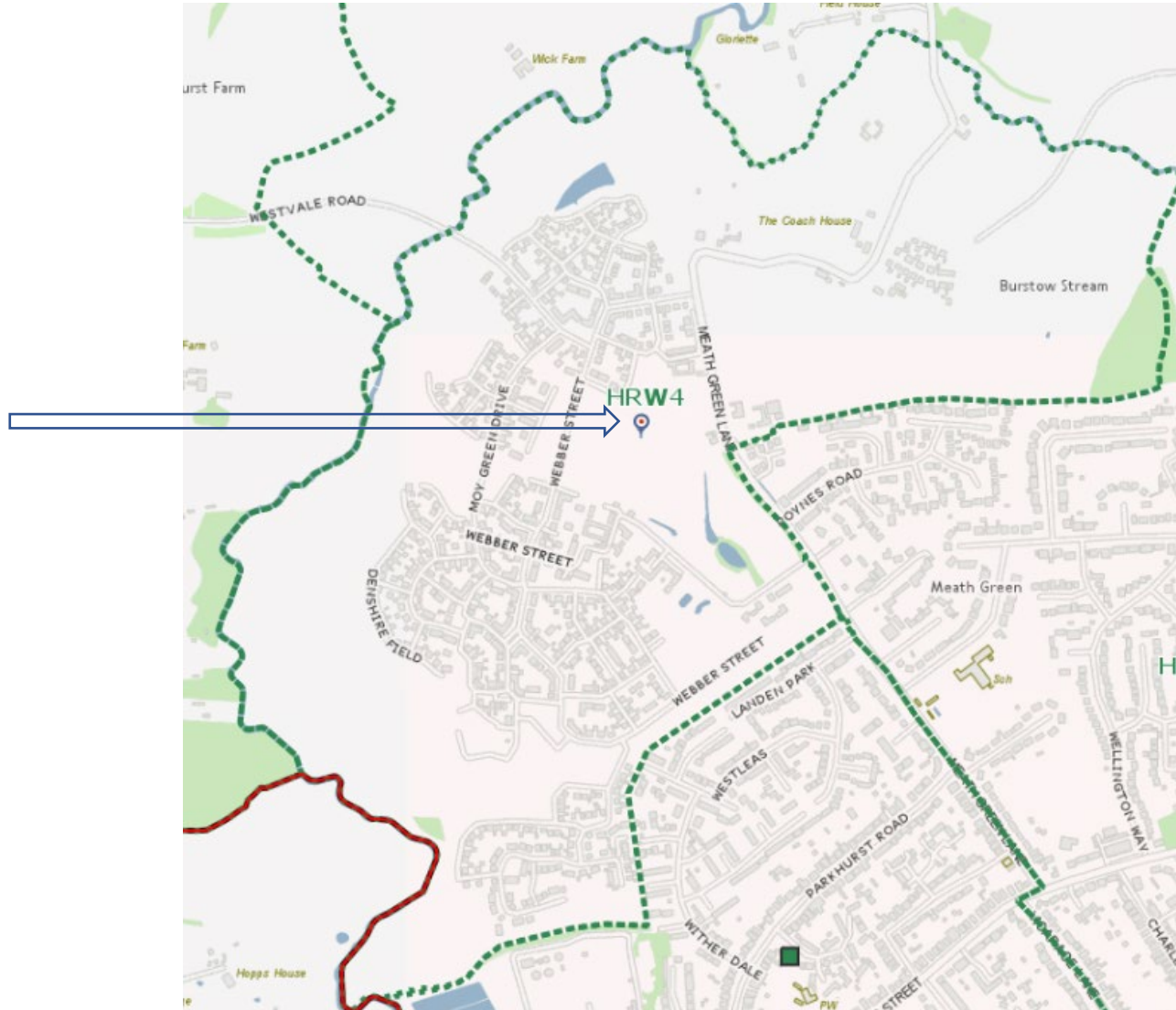
Approved by Full Council: 28 April 2020
Next review date: 2021

HRW4
polling
district



Horley Polling Districts

Westvale Park
Primary Academy



HRW4 Polling District

Environment group

Solar Panels



Martin Saunders

Agenda

- Background
- Quotes
- Business case
- Conculsion



Background



Horley Town Council therefore commits to:

- Its resolution made to declare a 'Climate Emergency' that requires urgent action.
- Do everything in its power to make the Council's activities net-zero carbon by 2030 and achieve 100% clean electricity consumption across the Council's facilities by 2025.

The environment working group recommends that installing solar panels is the most cost effective way to make significant progress towards our climate commitments



Quotes

The HTC officers have received 2 like for like quotes and 2 further quotes of differing sizes to compare

	Vendor A	Vendor B
Panels wattage	14220Wp	14040Wp
Amount of storage	13.5kWh	9.6kWh
Inc Scaffolding	✓	✓
Inc Bird Protection	✓	✓
Panel guarantee	25 years	12 years
Inverter guarantee	12 years	10 years
Cost ex VAT	£26,300	£16,618



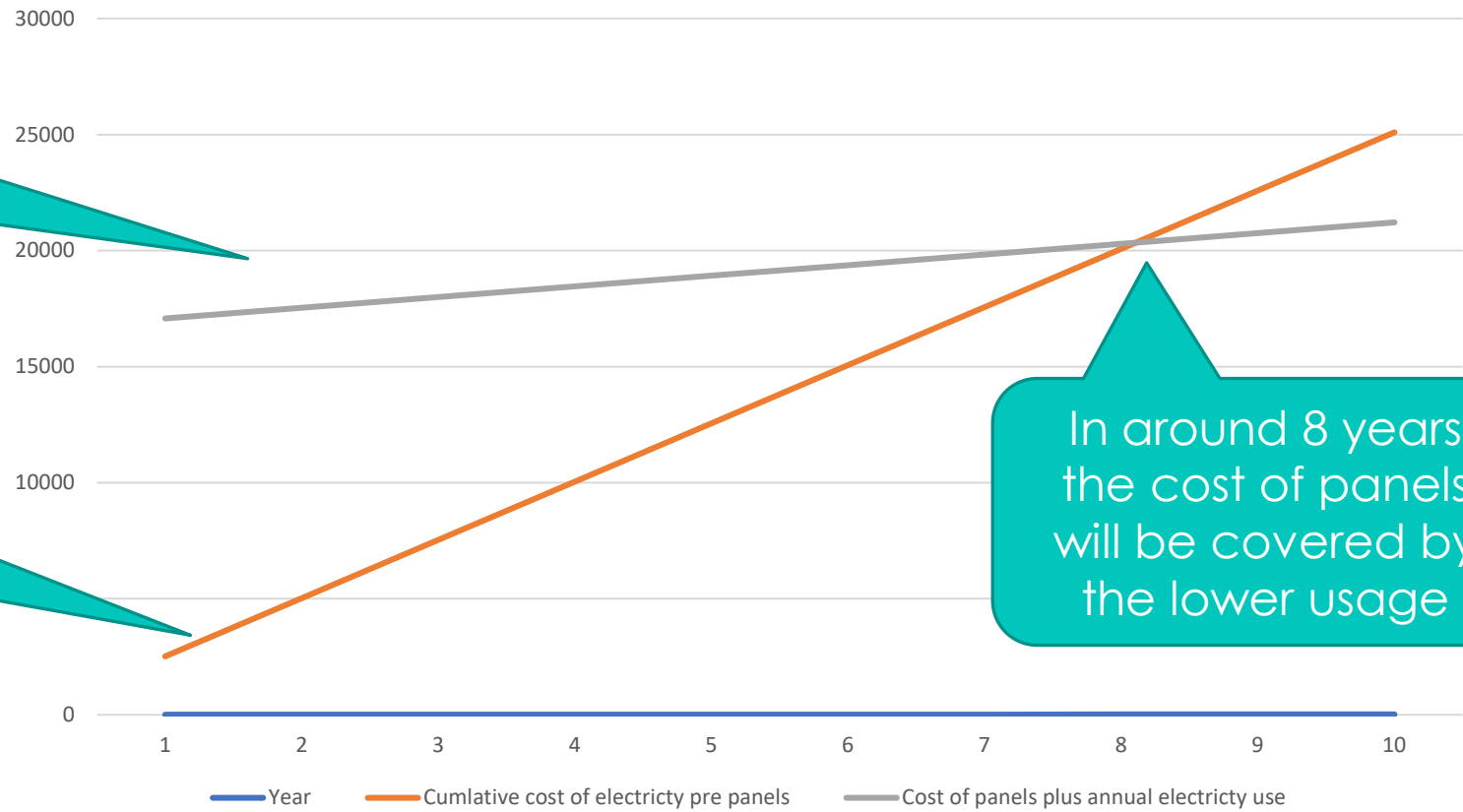
Business case for vendor B

Comparison of costs with vs. without panels over time

With panels electricity usage should drop to £460 per annum

Without panels we're consuming ~£2500 per annum of electricity

In around 8 years the cost of panels will be covered by the lower usage



Conclusion

Vendor B demonstrates the best value for money, although note that:

- Vendor A offers 30% more storage
- Vendor A offers longer guarantees

The business case suggests the payback for Vendor B's offering is slightly over 8 years. During that period, HTC's annual recurring electricity costs would drop by £2k pa

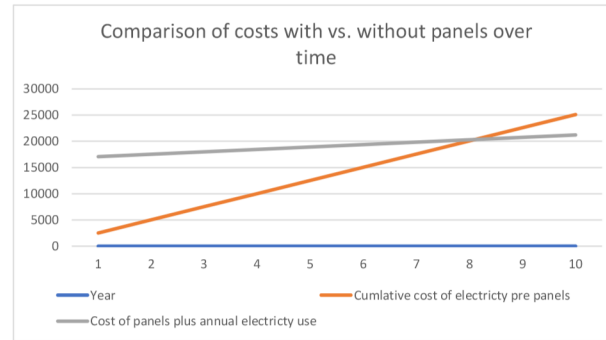
The recommendation is to progress with installation of solar panels and select Vendor B at the proposed specification.



Year	1	2	3	4	5	6	7	8	9	10
Cumulative cost of electricity pre panels	£ 2,510.28	£ 5,020.56	£ 7,530.84	£ 10,041.12	£ 12,551.40	£ 15,061.68	£ 17,571.96	£ 20,082.24	£ 22,592.52	£ 25,102.80
Cost of panels	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00	£ 16,618.00
Cumulative cost of electricity with panels and storage	£ 459.80	£ 919.60	£ 1,379.40	£ 1,839.20	£ 2,299.00	£ 2,758.79	£ 3,218.59	£ 3,678.39	£ 4,138.19	£ 4,597.99
Cost of panels plus annual electricity use	£ 17,077.80	£ 17,537.60	£ 17,997.40	£ 18,457.20	£ 18,917.00	£ 19,376.79	£ 19,836.59	£ 20,296.39	£ 20,756.19	£ 21,215.99

HTC electric usage per annum	12000
Cost per kWh	0.1995
Standing charge cost per annum	£ 116.28
Total cost per annum	£2,510.28

Estimated panel production	14683
Amount of production used	70%
Useful production	10278.1
Total cost per annum	£ 459.80



Horley Town Council

Council Grant Scheme Financial Year 2021/2022

1. It is anticipated that grants to successful applicants will be announced at various points throughout the year.
2. Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial assistance have been made, the contribution being made (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made over a period of time. However the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.
7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be considered at a relevant Council Meeting. Applicants will be informed of the outcome as soon as possible.
9. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible.

If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (tel 01293 784765) or email town.clerk@horleytown.com

1. Contact and background information

Name of organisation	St Bartholomew's Church,
Address of organisation	Church Road, Horley. RH6 8AB
Summary of aims and objectives	To maintain the New Churchyard to a standard which is acceptable to the general public's safety & maintain the health of the trees in this conservation area, as advised on our recent, Quinquennial Tree survey
Age groups specifically catered for, if any	All age groups. Visiting loved ones who have died affects all generations.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Charity Number 1133767
Number of members in the organisation	102
Number of members resident in Horley	102, of whom some are in education & some receiving benefits.
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No

2. Details of Grant Applied for

Purpose for which the grant is required	To ensure the Churchyard is maintained to an acceptable safe standard for the bereaved & residents.
How will Horley residents benefit?	Many bereaved relatives will benefit knowing the churchyard is maintained to the highest standard possible. As the Churchyard is for every resident of Horley, the approval of this grant will benefit the whole community of Horley & the relatives of the deceased.

Total cost of project	£3,318.00 – For the work required to be done by a professional Tree surgeon.
Amount of grant requested	£1,000.00
Please state what contribution your organisation will make towards the project (either financial or in kind)	Volunteers help maintain a safe environment, by dealing with all the work, detailed in the Quinquennial Tree survey, not requiring the services of a professional Tree surgeon
Funds granted from other bodies (please give details)	None
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Monies collected from funerals & from the PCC.

3. Previous Applications

Please give details below of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years:

In 2021 -£6,550.00 towards maintenance of the New Churchyard

In 2020 - £6,550.00 towards maintenance of the New Churchyard

In 2019 - £6,400.00 towards New churchyard maintenance -

A further £1,000.00 towards the Lychgate repair

In 2018 - £6,200.00 towards New churchyard maintenance

In 2017 - £6,000.00 towards New churchyard maintenance

In 2016 - £5,200.00 towards New Churchyard Maintenance.

In 2020 an unsuccessful application for £900.00

Towards the cost of pollarding a large Oak posing a risk to neighbouring houses on Church View Close

4. Accounts

Please attach a copy of your most recent accounts and balance sheet to this application.

If you are a new organisation without past accounts, please attach a copy of your budget for the year.

<http://apps.charitycommission.gov.uk/Showcharity/RegisterOfCharities/CharityWithoutPartB.aspx?RegisteredCharityNumber=1133767&SubsidiaryNumber=0>

5. Contact Details

Name	Rev. Canon Leslie Wells		
Address	Parish Office Church Road Horley RH6 8AB		
Phone no.	Parish office 01293 782218	E-mail	Leswells80@hotmail.com parishoffice@horleyteamministry.org.uk
Fax no.		Web address	www.horleyteamministry.org.uk

6. Declaration

I confirm that I am making this application on behalf of the organisation named. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.



Name: Rev. Canon Leslie Wells

Capacity in which signed: Rector Horley Parish

Date: 23/11/2021

If your application is successful please indicate the name to which the cheque should be made payable or alternatively provide full bank account details

Lloyd's Bank

Name of a/c – Horley Parochial Church Council

Sort Code – 30-94-38

A/C number - 00110251

Please return the completed application form with supporting information to town.clerk@horleytown.com or post to

Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ