



# HORLEY TOWN COUNCIL

Joan Walsh  
Town Clerk  
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## AGENDA HORLEY TOWN COUNCIL MEETING Date / Time: Tuesday 1 March 2022, 7.30 pm

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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 1 March 2022 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

24 February 2022





**An Ordinary Meeting of Horley Town Council will be held at will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday, 1 March 2022, at 7.30 pm**

## **A G E N D A**

- 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 [14 December 2021](#).
- 5 Full Council Updates**
- 6 Committee Reports (linked)**  
To receive the following Minutes: -  
Leisure & Amenities Committee held on [30 November 2021](#)  
Planning & Development Committee held on [16 November 2021](#), [7 December 2021](#), and [11 January 2022](#)
- 7 Chairman's Report (attached)**
  - (i)** To receive a report of any events attended by the Chairman or her representative.
  - (ii)** To receive an update on the meeting of the Horley Branch of the Royal British Legion (RBL) she attended on 22 February 2022.
- 8 Borough, County Councillor and Other Related Updates**
  - i)** To receive any updates on recent meetings with Borough and County Councillors, including the SCC/RBBC/HTC joint meeting held on 25 February 2022.
  - ii)** To receive any other updates.
- 9 HTC Banking Arrangements**  
To note imposition of new charges by HSBC.
- 10 Internal Control Review 2021/22 (attached)**  
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 11 Risk Assessment and Management Paper 2021/22 (attached)**  
To approve the Risk Assessment and Management paper, as recommended by the Finance & General Purposes Committee at the meeting on 25 January 2022.
- 12 Local Government Elections, 5 May 2022**  
To receive an update.
- 13 Town Meeting, 29 April, from 6.30 pm**  
To note final arrangements for the meeting to be held at the Town Council offices.

To: - Cllrs Avery, Baird, Baker, Beech, Buttironi, Dye, George, Hudson, A. Kitajewski, H. Kitajewski, Marr, Samantha Marshall, Simon Marshall, Philips, Powell, Saunders, Spencer and Stimpson,

- 14 Horley Edmonds Fund**  
To receive any updates.
- 15 Horley Town Council Grants Scheme**  
To consider two applications (attached) for funding.
- 16 Meetings 2022/23**
- i) To consider proposed amendments to Sub Committees, Outside Bodies and Advisory Groups for recommendation to Annual Council.
  - ii) To consider the proposed Meetings Calendar for 2022/23 for recommendation to Annual Council.
  - iii) To review Committee Memberships and appointments to Outside Bodies for recommendation to Annual Council.
  - iv) To approve the recommendation to cancel the Finance meeting on 29 March 2022 due to having insufficient business to transact.
- 17 Training Event (Local Government) for HTC**  
To note a training event to be delivered by Surrey ALC will be held at the HTC offices on 5 April 2022, from 7pm and details of the programme.
- 18 Environment Matters**
- i) To receive an update from the HTC Environment Working Group on initiatives and progress made to date.
  - ii) To receive an update on any other matters.
- 19 Letters Received**
- 20 Items for Future Consideration**  
To consider any items for inclusion on future agenda.
- 21 Diary Dates**
- 22 Press Release**
- 23 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.”
- 24 Minutes** **CONFIDENTIAL**  
To approve the Confidential Minutes of the Full Council Meeting, held on 14 December 2021.



Town Clerk, 24 February 2022

Date of Next Meeting – 10 May 2022 (Annual Meeting)

# List of Mayoral Events

15 December 2021 – 1 March 2022

<b>Date</b>	<b>Event</b>	<b>Location</b>
18 Dec 2021	Tennis Club Training Centre Opening	Horley Tennis Club
21 Dec 2021	Landen Park Carols	Landen Park
24 Dec 2021	Greenway Foundation Christmas Meal Delivery	Crawley
06 Feb 2022	Choral Evensong - 70th Anniversary of the Accession of Queen Elizabeth II	Guildford Cathedral



## **HORLEY TOWN COUNCIL INTERNAL CONTROL REVIEW 2021/22**

### **Background**

The Accounts and Audit (England) Regulations 2011, *Regulation 4 (2)* requires “the Council to conduct an annual review of the effectiveness of its system of internal control which includes the arrangements for the management of risk.”

An effective system of internal control is split into three parts:

- 1. Risk Assessment**
- 2. Control or procedures in place to mitigate the risks identified**
- 3. System for testing the adequacy of internal controls (Internal Audit)**

### **Risk Assessment**

The Council’s Finance Committee conducted a full risk assessment on 25 January 2022. In that risk assessment, it reviewed financial controls, inter alia:

- Risk of consequential loss of income
- Loss of cash through theft or dishonesty
- Financial controls and records
- Compliance with HM Customs and Excise Regulations
- Sound budgeting to underlie annual precept
- Compliance with borrowing restrictions
- Business continuity
- General Data Protection Regulations (GDPR)
- Protection of physical assets
- Safety of staff and visitors
- Security of buildings, equipment etc.

### **Control Systems**

The Council has manual reconciliations in place to detect error. Duties are segregated between staff for the operation of its banking systems, with the RFO creating payments and in turn, the Clerk and two Councilors, authorising payments (three signatories in total). Members review summaries of receipts and payments, preventing or detecting budget overspends and unauthorized expenditure. A Member (who is neither the Chairman of the Council nor a cheque signatory) signs the bank reconciliations and the bank statements as evidence of the verification. Insurance cover is reviewed periodically.

### **Internal Audit**

An independent Auditor is in place to check that the internal controls are in place. The scope of internal audit, independence, competence, planning and reporting are shown overleaf.

## **Audit Programme Content**

The Local Councils Governance and Accountability Guidelines have been taken into account in establishing the range of audit work and level of testing. Audit work has been programmed under the following five areas:

*Corporate Governance* - This has included a review of the Council's system of administrative control for providing information and instruction to Councillors and staff in relation to their responsibilities and compliance with legal and statutory requirements.

*Accounting Practices* – The Audit review has assessed the systems for recording and controlling day-to-day accounting transactions. It has included a review of controls covering the recording of income and expenditure, computerised accounting systems, petty cash and budgetary control practices. Attention has also been paid to control procedures relating to periodic income and expenditure and the accounting process associated with reconciling the SCRIBE system to Local Government accounting requirements.

*Expenditure* - In the main, work has been conducted reviewing the Council's systems of incurring, validating and authorising payments. Other work included an assessment of system controls covering payroll, General Power of Competence expenditure and miscellaneous payments including expenses.

*Income* - The Council's systems for requesting, receiving and controlling income has been reviewed in relation to accuracy of postings, banking arrangements and debtor control.

*Annual Accounts* - Work on the 2019/20 annual accounts will include validation of the accuracy of the final accounting papers and preparation of supporting documentation required by the external auditor.

## **LIST OF AUDIT PROGRAMMES**

### **Corporate Governance**

- A1 - Control environment
- A2 - Legality
- A3 - Risk management and insurance
- A4 - Fraud and corruption
- A5 - Committee papers and Minutes
- A6 - Assets and investments

### **Accounting Practices**

- B1 - Books of accounts
- B2 - Bank reconciliation
- B3 - Petty cash
- B4 - Budgetary control
- B5 - Reserves/cash balances

### **Expenditure**

- C1 - Accounts for payment
- C2 - Payroll
- C3 - General Power of Competence
- C4 - Capital
- C5 - Miscellaneous income and expenses

### **Income**

- D1 - Receipts and banking arrangements
- D2 - Precept and grants
- D3 - Main areas of expected income
- D4 - Miscellaneous income

### **Annual Accounts**

- E1 -Year-end controls
- E2 -Year-end accounts

### **Other**

- F1 - Salary Payments and PAYE in Real Time (RTI)
- F2 - Café Pavilion Project
- F3 - Community Infrastructure Levy (CIL)

**Annual review of the effectiveness of internal control and the management of risk 2021/22**

Expected Standard	Evidence of Achievement	Yes or No	Areas for Development
1. Scope of internal audit	<p>Terms of reference for internal audit were approved by Full Council on 27.11.07</p> <p>Internal audit work takes into account both the Council's risk assessment and wider internal control arrangements</p> <p>Internal audit work covers the Council's anti-fraud and corruption arrangements</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
2. Independence	<p>Internal audit has direct access to those charged with governance (see Financial Regulations)</p> <p>Reports are made in own name to management</p> <p>Internal Audit does not have any other role within the Council</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
3. Competence	<p>There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity</p>	<p>Yes</p>	<p>No development necessary</p>
4. Relationships	<p>All responsible officers (Clerk/RFO and Finance Chairman) are consulted on the internal audit plan.</p> <p>Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter)</p> <p>The responsibilities of council members are understood; training of members is carried out as necessary</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>No development necessary</p>
5. Audit Planning	<p>The annual Internal Audit Plan properly takes account of all the risks facing the Council</p>	<p>Yes</p>	<p>No development</p>



and Reporting	and has been approved by the Council following the adoption of the Risk Assessment and Management Paper 2021-2022.		necessary
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Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review took place by the Finance Committee and the paper was recommended for approval at the Full Council.

Full Council approved the paper at the meeting held on 01 March 2022.

***Adopted by Horley Town Council 01 March 2022***

***Next Review Date: February 2023***



**HORLEY TOWN COUNCIL**  
**RISK ASSESSMENT AND MANAGEMENT 2021/22**

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking.
	Security of buildings, equipment etc	M	H	Alarms (security, smoke and panic) installed at Council Buildings and serviced and tested regularly, in accordance with current regulations. Passwords and keys strictly restricted to nominated personnel. Additional automatic exit points (motion detected locks) installed on the interior of the two Council Office entry doors to enable safe access and to comply with health and safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts to all Council Buildings. Six monthly checks of Fire Panel (with automatic alarm monitoring) carried out by contractor at Council Offices, Innes Pavilion and Café Pavilion along with routine testing. The new Café build is subject to a full risk assessment being carried out after the final completion date (20.11.21). The Café has been valued and is insured.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers.
	Business Continuity	L	M	Insurance cover is £450,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash	L	H	Liability limited to £2000. No petty cash is kept, and most receipts are cashless transactions. Safe used for storage of all cash receipts, mayoral chain of office etc. in alarmed office. Office keys strictly restricted to nominated personnel.
	Financial controls and records	L	M	Monthly reconciliation prepared by RFO, checked by Town Clerk and reported to Finance Committee. Three signatures on cheques or internet banking have been retained for good practice. Two nominated Councillors conduct a review prior to F&GP Committee meetings, our Internal Auditor checks procedures and External Auditors review our accounts. A third councillor electronic signatory has been added for increased resilience.

	<b>Compliance with HMRC Regulations</b>	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically.
	<b>Sound budgeting to underlie annual precept</b>	L	M	Finance & General Purposes Committee and Full Council receive detailed budget vs. actual reports. Precept derived directly from this and prior committee review of needs.
	<b>Compliance with borrowing restrictions</b>	L	L	Advice sought from Surrey ALC and internal auditor as appropriate.
<b>Liability</b>	<b>Risk to third party, property, or individuals</b>	M	M	Public Liability Insurance held amounting to £15m cover. Open spaces checked regularly. Playgrounds, equipment, and trees checked regularly. Incidents fully investigated if damage reported. A full tree survey of all the trees in the Councils' open spaces is conducted every three years and was completed most recently in October 2020. In the interim, all recommended tree works identified by our contractors have been completed and the Council's grounds contractors continue to monitor all our trees and any issues identified so that these are remedied promptly.
	<b>Legal liability as consequence of asset ownership (especially playgrounds)</b>	H	H	Daily and weekly reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register. Annual playground checks made to RoSPA criteria.
	<b>Compliance with HM Revenue and Customs Requirements</b>	L	M	Regular advice available from HMRC, VAT Helpline and Sage etc. Internal and external auditors carry out annual checks.
	<b>Safety of Staff and visitors</b>	L	M	Regular Health & Safety Risk Assessment checks of Council Offices particularly before public events. Fire Risk Assessments undertaken by accredited Fire Protection Company at Council Offices and Innes Pavilion and modifications completed, as required. HTC Officers trained in accredited Fire Safety Training programme, covering new legislation. Panic alarm installed with feed to Surrey Police. HTC Officers each have a dedicated work mobile phone to support occasional homeworking and attending site visits. Additional security measures were put in place following advice received from the Surrey Police Crime Reduction Officer in December 2016 and this will be followed up for another review in 2022. Detailed Workplace Risk Assessments, Display Screen Equipment (DSE) Assessments and Covid-19 Risk Assessments are kept under regular review, documented with all safety and security measures put in place in line

				with Government guidelines. A new Homeworking Policy has been adopted by the Town Council (2 March 2021).
<b>Legal Liability</b>	<b>Confirmation that activities are within legal powers</b>	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	<b>Proper and timely reporting via the Minutes</b>	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via website.
	<b>General Data Protection (GDPR)</b>	L	L	Councillors and staff will ensure full compliance with current legislation during the course of Council business. A dedicated email inbox named 'Data Protection' is in place to receive enquiries received and this will be managed by HTC Officers. The Town Clerk will oversee the process and sign all correspondence as the appointed Data Protection Officer (DPO). There is no requirement for individual Town Councillors to be registered with the Information Commissioner's Office (ICO). HTC remains GDPR compliant following the Brexit transition period.
	<b>Proper document control</b>	L	M	Leases and legal documents locked in secure cabinets. Scanned electronic copies of all such documents are kept in a secure, confidential area on office computer server. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
<b>Admin</b>	<b>Data integrity and resilience</b>	M	H	Broadband used for all internet traffic, real-time virus scans on all workstations and the dedicated server and use of up-to-date virus libraries. All data is stored in SharePoint. A copy of the data in SharePoint is backed-up to the Council's server and, in turn, backed-up to external disks as an extra security measure. Security software has been set up on HTC Officers' desktops, laptops and other Council owned devices (eg iPads) with multi-factor authentication as extra verification of identity by the user. All Staff and Councillors have been provided with a Cyber Security Training Guide and ongoing support from the Council's IT provider. Passwords are securely stored in a 'Password Manager'.
<b>Councillor Propriety</b>	<b>Registers of Interests</b>	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or at the Town Council offices by prior appointment.

***Adopted by Horley Town Council 1 March 2022***

**Next Review Date: March 2023**

# 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](mailto: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 & parishioners by <ol style="list-style-type: none"><li>1) Cutting the grass beyond the roundabout, the four footpaths &amp; the strip along the roadway up to the graves, approximately 1-2 yards.</li><li>2) Grass over the graves &amp; grass over the remaining area cut to a height of 2 inches (cut &amp; drop)</li><li>3) Mixed species hedge at rear 100 m in length. Seasonal trim top &amp; both sides removing 1 year's growth by Avant flail</li><li>4) Seasonal trim top &amp; side of hedge along Church road, part by hand &amp; part by Avant flail</li></ol>
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	100
Number of members resident in Horley	100, 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 regularly to an acceptable standard for the bereaved & residents.
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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	Grass maintenance- £7,928.4 Hedge maintenance - £1,236 Total = £9,164.4
Amount of grant requested	£9,164.4
Please state what contribution your organisation will make towards the project (either financial or in kind)	Volunteers help maintain a safe environment, by backfilling sunken graves, attending to tree work that does not require professional help. They have cut back masses of Bramble, thus exposing at least 5 hidden graves. Also cut the hedges not in the contract.
Funds granted from other bodies (please give details)	Towards essential tree work £850 – from Jordan Beech County Cllr, from member's allocation fund. Towards cost of Quinquennial Tree Survey £400 from Gatwick Community Trust
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Monies collected from funerals & from the PCC.



Name	
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	Rev. Canon Leslie Wells
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### 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 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 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  
 In 2021 – an unsuccessful application for £1,000.00  
 Towards essential tree work following the Quinquennial tree survey.

### 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

Address	Parish Office Church Road Horley RH6 8AB		
Phone no.	Parish office 01293 782218	E-mail	<a href="mailto:Leswells80@hotmail.com">Leswells80@hotmail.com</a> <a href="mailto:parishoffice@horleyteamministry.org.uk">parishoffice@horleyteamministry.org.uk</a>

Fax no.		Web address	www.horleyteamministry.org.uk
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## 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:** 01/02/2022

**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](mailto:town.clerk@horleytown.com) or post to

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

# Organisation Information

Name & Address of organisation

HORLEY LOCAL HISTORY SOCIETY  
57 FOYNES ROAD  
HORLEY  
RH6 8LS.

Age groups specifically catered for if any

ALL

Is the organisation a non-profit making body?

YES

If organisation is a registered charity please give the registration number

-

Number of members in the organisation

140

Is membership restricted in any way?

No

Is there a membership fee or other charges for access to your activities? Please give details

£10 PER ANNUM FOR INDIVIDUALS  
£15 FOR COUPLES.

## Details of Grant Applying for

Purpose for which grant is required

TO PURCHASE & DISPLAY A COMMEMORATIVE PLAQUE  
IN MEMORY OF ADA COATES, TELEGRAPHIST.

How will Horley resident's benefit?

BY LEARNING ABOUT LOCAL HISTORY

Total Cost of Project

£ 280

Amount of Grant Requested

£ 250

Please state what contribution your organisation will make towards project (either financial or in kind)

£ 30

Funds granted from other bodies (Please give details)

£

-

If there is a shortfall how do you propose to fund the deficiency?

-