

HORLEY TOWN COUNCIL

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AGENDA

ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 21 June 2022 at 7.30 pm

Venue: Horley Town Council offices, Albert Rooms, 92 Albert Road, Horley RH6 7HZ

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 21 June 2022, 7:30 pm, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh
Town Clerk

Members' Apologies:

If required, a Member must submit their apologies for this meeting by sending an email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day of the meeting.

Public Forum:

Members of the Public and Press are welcome to attend this meeting in person or may join it remotely by requesting a Zoom link by email to: town.clerk@horleytown.com or by telephoning the office on 01293 784765, by no later than noon on the day before the meeting is due to be held.

Public and Press attendees are invited to put questions or draw relevant matters to the Council's attention and are permitted to speak once only and for five minutes maximum in respect of a business item on the agenda, at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a question or comment is submitted in writing which shall be answered in due course.



HORLEY TOWN COUNCIL

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday, 21 June 2022, 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

- 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**
To approve the Minutes of the Ordinary Council Meeting held on [1 March 2022](#) and the Minutes of the Annual Meeting of the Council held on [10 May 2022](#).
- 5 Full Council Updates**
- 6 Committee Reports**
To receive the Minutes of the meetings of the following Committees:
 - i) Finance and General Purposes Committee held on [25 January 2022](#) and Draft Minutes of the meeting held [17 May 2022](#).
 - ii) Leisure and Amenities Committee held on [22 February 2022](#), and Draft Minutes of the meeting held on [26 April 2022](#).
 - iii) Planning & Development Committee held on [8 February 2022](#), [15 March 2022](#), [19 April 2022](#)
- 7 Council Chairman's Report**
To receive a report of any events attended by the Chairman or her representative since the Annual Meeting on 10 May 2022 (**attached**).
- 8 Annual Audit for the Year Ending 31 March 2022**
 - i) To approve the unaudited Balance Sheet and Reserve Analysis as of 31 March 2022. (**attached**)
 - ii) To approve the Annual Governance Statement 21/22 (Section 1). (**attached**)
 - iii) To approve the Accounting Statement 21/22 (Section 2) (**attached**) and the Annual Internal Audit Report. (**attached**)
- 9 Borough, County Councillor and Other Updates**
 - i) To receive an update on the HTC/RBBC Liaison meeting held on 16 June 2022
 - ii) To receive an update on the joint SCC/RBBC/HTC meeting held on 17 June 2022.
 - iii) To receive an update on any other matters.

/continued.....

- 10 County Deals**
- i) To note information received regarding the Surrey County Deal Plan proposals.
 - ii) To agree an expression of interest on the Surrey County Deal Plan proposals together with suggestions for services that Horley Town Council might wish to consider delivering in the future (with funding) for feedback to Surrey ALC.
- 11 Town Council Insurance Renewal 2022/23**
- i) To ratify the annual Combined Insurance Premium in the sum of £11,113.26 from Aviva, the terms of which were obtained by the Councils' Insurance Brokers and recommendations were made by the Finance Committee.
 - ii) To note that the cyber protection premium renewal is to be added under separate cover and that payment will be ratified at a future meeting.
- 12 Community Infrastructure Levy (CIL)**
To receive the quarterly report from RBBC for the period 16/03/22-15/06/22 and to note CIL receipts.
- 13 Members' Allowances for the Council Term 2022/23**
To consider the recommendations of the Independent Remuneration Panel regarding [Members Allowances for Horley Town Council](#) and to agree the way forward.
- 14 HTC Town Plan 2022-2027**
- i) To approve the finalised Town Plan for 2022-2027 (***draft attached***) for adoption and that it be reviewed annually.
 - ii) To agree the launch arrangements and publication of the Town Plan 2022-2027.
- 15 Outside Bodies**
To receive any updates from the Town Council representatives on the following outside bodies
- i) Horley Community Partnership
 - ii) RBBC Borough Standards Committee
 - iii) Royal British Legion (Horley)
 - iv) YMCA Community Wellbeing Team
- 16 Letters Received**
- 17 Diary Dates**
- 18 Items for Future Consideration**
To note urgent business for inclusion on future agenda.
- 19 Press Release**
To agree items for inclusion.
- 20 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."
- 21 Staffing Matters** **CONFIDENTIAL**
- i) To receive a report of the Staff Committee meeting, held on 13 June 2022.
 - ii) **Salary Review 2022/23** - To consider the recommendations of the Staff Committee.
 - iii) **HTC Staff/Organisational Review** - To receive a report on the outcomes and actions taken.



List of Mayoral Events 11 May 2022 – 21 June 2022

Date	Event	Location
12 May	RBBC Mayor Cllr Bray Farewell Tea	Reigate Town Hall
21 May	Horley Photographic Junior Competition Prize Giving Attended by Cllr Jante Baird	Horley Library
3 June	Castle Drive Jubilee Street Party	Horley
4 June	Platinum Jubilee Flower Festival Competition Prize Giving	St Francis Church
4 June	Horley Recreation Ground Jubilee Picnic	Horley
4 June	Renaming of Ornamental Garden to Jubilee Garden	Horley
4 June	Chaffinch Way Jubilee Party	Horley
4 June	Landen Park Jubilee Street Party	Horley
5 June	The Queen's Platinum Jubilee Service	Guildford Cathedral
10 June	Surrey Mayors Annual Welcome Party	Reigate Town Hall
14 June	Tea with Greyhound Trust	Wykeham House, Horley
18 June	Judging at Horley Carnival (Cllr Avery)	Horley
19 June	Surrey Joint Services' Charities Service (Cllr Avery)	Guildford Cathedral

Horley Town Council

BALANCE SHEET

31/03/2022

<i>(Last) Year Ended</i> 31 Mar 2021		<i>(Current) Year Ended</i> 31 Mar 2022
£	CURRENT ASSETS	£
	Stocks and stores	
283.81	Work in progress	
1.00	Debtors (Net of provision for doubtful debts)	
-1,382.74	Prepayments	
	VAT Recoverable	7,651.64
	Temporary lendings (investments)	
228,772.08	Cash in hand	327,636.30
227,674.15	TOTAL ASSETS	335,287.94
	CURRENT LIABILITIES	
8,047.75	Creditors	
<u>219,626.40</u>	NET ASSETS	<u>335,287.94</u>
	Represented by:	
149,516.35	General fund Balance	219,759.63
	Reserves:	
	Capital	
70,110.05	Earmarked	115,528.31
	Adjustments	
<u>219,626.40</u>		<u>335,287.94</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2022

Signed _____
Responsible Financial Officer

Date _____

Horley Town Council
Reserves Balance up to 31st Mar 2022
2021-2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
CIL	15,506.10			44,446.35	59,952.45
Election Contingency	11,243.95	-11,243.95			
Parks and Playgrounds	38,360.00				38,360.00
Tree Surgery					
Edmonds Hall	5,000.00	-5,000.00			
Project Funds Cafe		27,000.00	14,784.14		12,215.86
Commercial Hub Initiative		5,000.00			5,000.00
Total Earmarked	70,110.05	15,756.05	14,784.14	44,446.35	115,528.31
TOTAL RESERVE	70,110.05	15,756.05	14,784.14	44,446.35	115,528.31
GENERAL FUND					219,759.63
TOTAL FUNDS					335,287.94

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

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

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



MULBERRY & CO

Chartered Certified Accountants
Registered Auditors
& Chartered Tax Advisors

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Surrey, GU7 1BX

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e office@mulberryandco.co.uk
w www.mulberryandco.co.uk

Our Ref: MARK/HOR001

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

29 April 2022

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 and 29 April 2022, 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 12 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

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.

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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.

Final Audit

The final audit was conducted on site. The RFO had prepared paper and electronic versions of the information for review, and other details were verified on the council website and through discussion with the Clerk and RFO.

I noted that the interim internal audit report had been reported to council at the December 2021 meeting (minute ref C5307), and that also within that meeting the council's Standing Orders (minute ref C5308(i)) and Financial Regulations (minute ref C5308(ii)) had been re-adopted as recommended within the internal audit report.

It is pleasing to note that the council takes the internal audit process seriously and has acted on recommendations within the reports.

Section conclusion

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.

Final Audit

I noted that the council reviewed and re-adopted its Risk Management and Internal Control measures at the Finance & General Purposes committee meeting held in January 2022. It is evident the council continues to take its risk management responsibilities seriously.

We discussed assertion 8 on the AGAR and whether or not this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The Clerk and RFO were able to confirm there were no matters excluded from the accounting statements.

Section conclusion

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.

Final audit

I confirmed that the council approved the 2022/23 budget and precept at the council meeting held on 14 December 2021 (minute ref C5304).

The minutes of Finance & General Purposes meetings show that regular financial information is reviewed by councillors, including bank reconciliations, receipts and payments, and financial summary documents. The budget is carefully monitored throughout the year.

At year-end, the council held circa £115,528 in earmarked reserves. These were split between Community Infrastructure Levy (CIL) £59,952, Parks and playgrounds £38,360, project funds café £12,216 and commercial hub initiative £5,000. I tested the purposes of the earmarked reserves with the Clerk and RFO and am content that they are all for legitimate future planned projects for the council.

The council has a general reserve of circa £220,000 at the year-end. General guidance recommends an appropriate level of general reserve as circa three to twelve months net revenue expenditure, as adjusted for local conditions. The current level is in the middle of this range and is appropriate for a council of this size.

Section conclusion

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 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.

Final audit

Section conclusion

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.

Final audit

I was able to confirm that the amount entered in box 4 on the AGAR correctly reflects only allowable staff costs, i.e., salaries, employers National Insurance and pensions contributions. All staff members on the NJC scale have received the backdated pay rises in their March salaries.

Section conclusion

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.

Final audit

The asset register has been updated during the year and is now a more comprehensive document giving detailed information and a summary page of the sub-totals and changes within year. This is a good format for a council this size to use.

I was able to trace the change in figure from last year to the additions and disposals listed on the register and confirmed the asset total entered on the AGAR to the final total for 2021/22.

I confirmed the outstanding PWLB balance to the PWLB year-end statement.

Section conclusion

I am of the opinion that the control objective of “Asset and investments registers were complete and accurate and properly maintained” has been met.

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.

Final Audit

At the year-end the council had a reconciled bank position across all its accounts, and I was able to confirm bank balances to the statements for 31 March 2022.

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 1 – Annual Governance Statement

	Annual Governance Statement	<i>'Yes' means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES –accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk is experienced and advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2020/21 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – the council takes action on recommendations within internal audit reports
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

Section 2 – Accounting Statements

At the time of the year-end audit, the AGAR figures presented for checking were as below:

AGAR Box Number		2020/21	2021/22	Auditor Notes
1	Balances brought forward	319,444	219,626	Correctly carried over from box 7 2020/21
2	Precept or rates and levies	404,676	428,088	Confirmed against precept amount received
3	Total other receipts	92,911	139,738	Confirmed against accounting records
4	Staff costs	193,319	177,880	Confirmed against accounting records
5	Loan interest/capital repayments	47,141	47,141	Verified against PWLB statement
6	All other payments	356,945	227,143	Confirmed against accounting records
7	Balances carried forward	219,626	335,288	Total correctly equals (1+2+3) – (4+5+6)
8	Total value of cash and short-term investments	228,772	327,636	Confirmed against accounting records and account balances
9	Total fixed assets plus long-term investments and assets	2,462,047	2,466,295	Verified against asset register
10	Total borrowings	667,529	638,455	Verified against PWLB statement
11	Disclosure note re Trust Funds (including charitable)	YES	NO	n/a – the council has no trusts

The year-end accounts have been correctly prepared on the income and expenditure basis with the box 7 & 8 reconciliation showing a VAT recoverable amount of £7,651.54 to explain the difference.

The AGAR correctly casts and cross casts and the comparatives have been correctly copied over from the previous year's AGAR.

The explanation of variances has been completed to explain the variances where required, and in my opinion, this provides enough information for the external auditor.

Section conclusion

I am of the opinion that the control assertion "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" has been met.

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

I am of the opinion that the control assertion of "If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt" is not applicable due to the council not declaring itself exempt from a limited assurance review in 2020/21.

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

Final Audit

Inspection – key dates	2020/21 Actual	2021/22 Proposed
Date AGAR signed	29 June 2021	21 June 2022
Date inspection notice issued	30 June 2021	22 June 2022
Inspection period begins	1 July 2021	27 June 2022
Inspection period ends	11 August 2021	5 August 2022
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2020/21, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council. I have confirmed that the proposed timescales for 2021/22 are within the requirements of this control objective.

Section conclusion

I am of the opinion that the control assertion "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" has been met.

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

A handwritten signature in cursive script, appearing to read 'Andy Beams'.

Andy Beams

For Mulberry & Co



HORLEY TOWN PLAN 2022-2027

Your Horley...

*A shared strategy for future
economic growth and prosperity*



This plan was produced by Horley Town Council

June 2022



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1 FOREWORD

The purpose of Horley Town Council's Town Plan 2022-27 is to set out the Council's vision, by showing what we are trying to achieve and listing our key priorities over the next five years. It explains what we intend to do as we are an ambitious and innovative Council, committed to help making Horley the best it can be whilst safeguarding our heritage, conserving the environment, protecting our assets and maintaining financial security. Much has been achieved by the Town Council over recent years by representing wide-ranging views and concerns of our residents. We aim to provide a new, fresh, innovative focus on our many objectives and future goals.

Through democratic representation and accountability, we will remain proactive with other public authorities, agencies and outside bodies on key projects that need to be delivered to improve Horley with a greater awareness of our community and what Horley has to offer. The Town Council is a strong contributor to the County and Borough Councils, as a key partner in many respects, such as, influencing the Local Plan, where it relates to the regeneration of Horley. This further facilitates key improvement projects to be identified together with evidence of need which can be used to support funding bids, all of which are of fundamental importance to maintain the longstanding viability of our community.

There were 23,000 people residing within the Horley parish boundary at the 2011 census, of which 19,545 are registered electors (as at April 2022). With new residential developments becoming occupied since that census, this figure is likely to rise to a significant population increase, with such associated housing growth underpinning economic growth. These statistics further highlight important demographic factors within the local area. We believe there is a strong case for more investment in Horley and its important infrastructure. Furthermore, Horley is a commuter town and its close proximity to London further provides good employment prospects for our residents.

The Town Council's vision for Horley will encompass many important community issues, such as, revitalising the town centre, enhancing the surrounding landscape through public realm improvements and exploring potential for the town's assets, such as, redeveloping some of its car parks. These associated projects, developed in conjunction with many outside bodies, businesses and community groups as important contributors, will form an overarching action plan and a shared aspiration to improve the economic development of Horley and maintain its sustainability for future generations.

Horley Town Council will ensure that the necessary resources are made available to progress the key objectives detailed in this strategic Town Plan and within the agreed legal framework. Our Action Plan, setting out our priorities in the short, medium and longer term is appended. I hope you enjoy reading this detailed report and the information contained therein.



Cllr Samantha Marshall
Council Chairman & Town Mayor

June 2022



2 OUR VISION AND VALUES

That over the next five years ...

Horley will become a progressively prosperous town with sustainable economic growth, offering better employment opportunities, quality neighbourhoods with a range of housing schemes, improved complement of shops to rejuvenate the scope of High Street retail, excellent cultural and leisure amenities together with a supportive and diverse range of facilities to benefit the whole community.

To achieve this, it is considered that Horley needs -

For residents and the community:

- More affordable and social housing schemes to meet the needs of young people, vulnerable residents and low-income families.
- Support and recognition for community groups who do valuable work for the community, such as, litter pickers and conservation groups.
- Support for community events and car parking concessions being introduced to reduce charges incurred on organisers as many are not for profit with any surplus revenue being reinvested back into the community.
- Support for community services to run at a reasonable cost for patrons with subsidised or free transport to and from centres.
- A strong commitment to secure relevant and appropriate Post 16 Education for the growing Horley population, as well as providing suitable places for all children in education.
- A firm commitment to increasing GP capacity within Horley along with additional Health and Wellbeing initiatives launched.

For everyone:

- To deliver added value by focusing on what is doable and affordable, constantly seeking to achieve best value.
- Horley Town Council will do its utmost to ensure that this vision is delivered.

For our commercial and industrial communities:

- A better town centre with a greater range of independent, specialist shops, including more car parking options with convenient payment methods and more effective parking enforcement.
- Increased and affordable office space and facilities for long term lets and short term casual use.
- Support for new strategies and enterprise to help new businesses stay afloat and for Horley to be actively marketed as an appealing location to attract big retail chains.
- A stronger focus on ongoing regeneration and investment in Horley.

For Horley's environment and image:

- A town that functions efficiently and is underpinned by a modern transport network and modern supporting infrastructure.
- Improved public transport, walking and cycling links and roads.
- New and improved community, cultural and sports facilities.
- Monitoring of Horley and liaison with the Environment Agency on the impacts of the climate and the environs within the parish boundary.
- An excellent digital and mobile infrastructure.

3 HORLEY TOWN COUNCIL

What we do as a local authority

The Town Council works independently and in partnership with other agencies and organisations in providing, maintaining, and modernising existing facilities.

These currently include:

- Playgrounds, sports facilities, and community hall
- Security surveillance CCTV of Town Council owned parks and open spaces
- Commenting on local planning applications, and representing the interests of residents at public inquiries
- Partnership working with principal authorities and devolving service provision where these can be better delivered locally
- Providing community leadership by representing Horley at ceremonial and civic events and by co-coordinating community events and celebrations
- Electing a Town Mayor and a Deputy Town Mayor at the Annual Meeting of the Town Council. The Town Mayor represents the Town Council and, by extension, the Parish of Horley at ceremonial and community events
- In co-operation with other local agencies, taking a central role in community development
- Working closely with neighbouring Councils
- Reviewing contacts with outside bodies to ensure Horley's interests are well represented
- Consulting residents on community projects likely to affect them
- Producing a monthly Newsletter, giving details of Town Council initiatives and providing local organisations with the opportunity to publicise their activities
- Giving members of the public the opportunity to address Town Councillors and ask questions at each Town Council meeting (during the Public Forum).
- Holding frequent Horley Resident Forum meetings with participation by County, Borough and Town Councillors.
- Presenting an Annual Report at its Annual Town Public Forum (formerly named Town Meeting), covering its activities during the previous twelve months and outlining its budget and plans for the coming year
- Taking a central role in community development by supporting and encouraging local groups across the age demographic, regardless of ability, so as to promote equality and support diversity
- Encouraging the development/enhancement of both new and existing community groups through its Edmonds Fund grants programme
- Reducing all aspects of antisocial behaviour, working in close liaison with Surrey Police

4 DELIVERING THE VISION

→ Seeking Sources of Revenue:

Horley Town Council accepts that it is not always possible to break-even on some facilities offered to the public, such as, allotments, football pitches and function-room hire, for which charges must be levied and to reinvest in order to maintain them. It is active in seeking business sponsorships and grants for capital projects and seeking other funding from agencies such as Sport England, the National Lottery and the London Marathon Charitable Trust.

→ Ensuring the Town Council Operates in an Open, Lawful and Transparent Way:

The Town Council provides local residents with clearly accessible and transparent information and fully complies with Accessibility Regulations, the Transparency Code and the Data Protection Act. It holds a Town Meeting each year and supports focus group meetings and attends meetings of outside bodies. Monthly eNewsletters and an annual Town Guide are provided as well as ensuring that up to date information is provided on its website.

→ Working Closely with the Borough and County Councils:

The Town Council works closely with its neighbouring local authorities, Reigate and Banstead Borough Council and Surrey County Council as a key partner. The key principles of such partnership working are openness, honesty and trust to achieve a shared vision, seek solutions, and achieve the best outcomes for delivering high quality services and facilities that are cost effective. Such values have been and will continue to evolve through regular communication and a supportive approach with the County and Borough Councils. Horley Town Council is regularly engaged in cooperative initiatives with third parties such as The Horley & District Chamber of Commerce and the Horley Town Management Group. The Town Council works with many partners and local community groups to host events such as the Horley Carnival together with Open Air Cinema, Circus, Funfair visits at our parks and many other sports and recreational events.

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate



5 A SOUND FINANCIAL BASE

Horley Town Council recognises that there is a balance to find between providing quality services and ensuring that the foundation for everything that is undertaken is based on sound finances.

Our underlying principles in managing our finances over the next 3 years will be:

Maintaining the Town Council's Reserves at an appropriate level

Aiming to ensure that any services taken on by Horley Town Council from Borough and County Councils will have a minimum cost effect on its budget, unless the Town Council decides to provide a higher standard of service to Horley residents.

Actively consulting residents for views and suggestions for new projects and services and how these may be achieved, as reflected in the Town Council's Action Plan (copy appended).

Sourcing additional funding for all major projects.

6 HORLEY TOWN COUNCIL: OUR 5 YEAR PLAN

Horley Town Council has a number of projects and activities planned to deliver the priorities for Horley, as described in this document. The funding for all these actions comes from a variety of sources including Council Tax, Borough and County Council funds/grants, Community Infrastructure Levy (CIL) and external sources of funding and income.

Horley Town Council manages its available funds carefully to ensure that maximum value and benefit is delivered to its residents. It continues to work closely with both Borough and County Councils to secure essential funding for key capital projects, which should include funding which has resulted from the major developments within the town and surrounding areas of Horley.

Our Action Plan, outlining our shortlisted projects in the short, medium and longer term is shown next:



ACTIVITY AREA	ACHIEVED 2019-2021	SHORT TERM ACTIONS (1-2 yrs)	MEDIUM TERM ACTIONS (2-3 yrs)	LONG TERM ACTIONS (3-5 yrs)
COUNCIL OFFICES		Ongoing Maintenance to help address accommodation capacity and to reduce energy consumption	Consideration to be given to introducing electric vehicle charging points	Additional Parking Spaces Solar Panels
ALLOTMENTS		Take ownership and manage allotments at Westvale Park (Southern Site, followed by Northern Site)	Resurface car park at Church Road allotments	Provide toilet at Church Road Allotments
COURT LODGE FIELDS		Provide outdoor gym equipment	Resurface service road at Langshott Allotments	Pursue funding for toilet block at Westvale Park, Southern Site
INNES PAVILION		Ongoing Football Pitch Maintenance		
HORLEY RECREATION GROUND	<p>Build Café Pavilion at Horley Recreation Ground and appoint Café Operator</p> <p>Refurbish public Tennis Courts, including ground resurfacing and replace fencing to enable Community Tennis Initiatives to take place</p> <p>CCTV Tower – cabling completed</p> <p>Resurface existing car park</p>	Install New Street lighting/ lamp posts	Install under cover seating in ornamental gardens & play area to be serviced by Café.	Replace outdated changing rooms
		New locked and hinged gates for the Memorial Garden	Expand Outdoor Gym and Increase fitness equipment	Upgrade playground equipment and full consideration of surfacing as required.
		Widen entrance, reuse railings, and install height barrier to car park		CCTV Tower installation

ACTIVITY AREA	ACHIEVED 2019-2021	SHORT TERM ACTIONS (1-2 yrs)	MEDIUM TERM ACTIONS (2-3 yrs)	LONG TERM ACTIONS (3-5 yrs)
MICHAEL CRESCENT CENTENARY PARK	Addressed Vandalism Issues	Replace dilapidated Boundary Fencing	Upgrade Playground Equipment as required	Demolish Scout Building / Redevelop Site
EMLYN MEADOWS		Increase seating with appropriate outdoor furniture in consultation with Gatwick Greenspace		
OTHER SITES		Increase seating across all green spaces owned or managed by the Town Council.		
PAVEMENT AUDIT	Pursue pavement repairs with Surrey County Council through matched funding initiatives.	Ongoing pavement Audit	Ongoing pavement Audit	Ongoing pavement Audit
NATIONAL TREE CHARTER		<p>Liaise with the Woodland Trust to plant new trees to replace those lost, as well as taking part in SCC Tree Planting Initiative (1.2m Trees to be planted by 2030)</p> <p>Collaborative working with SCC Treescapes</p>	Seek to facilitate ongoing tree planting of the right trees in the right place. Working in partnership with the Surrey/Sussex Wildlife Trust and Gatwick Green Space	
EDUCATION		Work with County and Borough Councils to secure relevant and appropriate Post 16 Education for the growing Horley population, as well as providing suitable places for all children in education. Urgent and ongoing.		

ACTIVITY AREA	ACHIEVED 2019-2021	SHORT TERM ACTIONS (1-2 yrs)	MEDIUM TERM ACTIONS (2-3 yrs)	LONG TERM ACTIONS (3-5 yrs)
ENVIRONMENT & CLIMATE CHANGE	Pursue community initiatives on environmental projects and climate change. Re-establish the HTC Environment Campaign.	Establish an Environment Sub-Committee to continue to pursue community initiatives on environmental projects and climate change.		Aim to be a Carbon Neutral Organisation.
	Work with SCC & RBBC to pursue community initiatives on environmental projects and climate change	Continue to work with SCC & RBBC Sustainability Officer to pursue community initiatives on environmental projects and climate change		
PUBLICATIONS/ COMMUNICATIONS	Introduction of Instagram Account and Nextdoor communication posts	Continue to provide annual Horley Town Guide for all residents.		
		Continue to build the use of reputable social media channels.		
HORLEY IN BLOOM	Horley in Bloom and Horley Photographic Competitions held every year to date	Work with other organisations to develop the competition further		
NATIONAL AWARDS FOR PARKS AND FLORAL DISPLAYS			Work towards achieving Green Flag Status for Horley Parks, starting with Horley Recreation Ground	Achieve Green Flag Status. Consider re-entry into South & Southeast in Bloom
COMMUNITY ENGAGEMENT	CIL Survey carried out 2019	Continued use of surveys to gauge residents wishes		
COMMUNITY EVENTS	Continue to encourage and support an annual programme of community events.	Continue to support Annual Remembrance Day & Commemorative Services, and Horley Carnival as a regular community event. Continue to encourage and support an annual programme of	Continue to encourage and support an annual programme of community events.	Continue to encourage and support an annual programme of community events.

ACTIVITY AREA	ACHIEVED [DATE]	SHORT TERM ACTIONS (1-2 yrs)	MEDIUM TERM ACTIONS (2-3 yrs)	LONG TERM ACTIONS (3-5 yrs)
SECURITY	CCTV upgraded across Council sites	Pursue appropriate opportunities to enhance security	Enhance CCTV equipment at Council sites	
TOURISM		Continue to promote the local history of Horley with Horley Local History Society		
HELP & SUPPORT FOR RESIDENTS		Continue to engage with RBBC, SCC and appropriate Non-Governmental Organisations (NGOs) to improve the Health and Wellbeing of the Horley population.	Continue to promote Health & Wellbeing Initiatives, such as, at the 'Café in The Park' promoting opportunities for social activities	
COMMUNICATIONS STRATEGY		Adopted a Social Media and Communications Policy	Continue to make full use of all appropriate social media channels Work in partnership with principal authorities to promote good communication	

Published June 2022

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