

An Ordinary Meeting of Horley Town Council will be held at Regent House Community Centre, 52 Albert Road, Horley RH6 7JA (alternative venue) on Tuesday, 29 June 2021, at 7.30 pm.

Horley Town Council has returned to in-person meetings.

This meeting will be held at Regent Hall, 52 Albert Road, Horley RH6 7JA.

Members of the public may be present (subject to social distancing rules being followed to a maximum number capacity). As capacity is limited, please let us know if you wish to be present at the meeting by emailing to: town.clerk@horleytown.com no later than noon on the day of the meeting.

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 Election of Chairman of Leisure & Amenities Committee.**
- 4 Election of Vice-Chairman of Leisure & Amenities Committee**
- 5 Election of Chairman of Finance & General Purposes Committee**
- 6 Election of Vice-Chairman of Finance & General Purposes Committee**
- 7 Public Forum**
Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five minutes in respect of a business item on the agenda and shall not speak for more than five minutes 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 member of the public submits a question or comment in writing which shall be answered in due course.
- 8 Minutes**
To approve the Minutes of the Annual Meeting of the Council held on 4 May 2021.
- 9 Full Council Updates**
- 10 Committee Reports**
To receive the Minutes of the meetings of the following Committees:
 - i)** Unapproved Minutes of the Finance and General Purposes Committee held on 30 March 2021.
 - ii)** Approved Minutes of the Planning & Development Committee held on 20 April 2021.
 - iii)** Approved Minutes of the Planning & Development Committee held on 18 May 2021.
- 11 Chairman's Report**
To receive a report of any events attended by the Chairman or her representative since the Annual Meeting on 4 May 2021.
- 12 Annual Audit for the Year Ending 31 March 2021**
 - i)** To approve the unaudited Balance Sheet and Reserve Analysis as of 31 March 2021.
 - ii)** To approve the Annual Governance Statement 20/21 (Section 1).
 - ii)** To approve the Accounting Statement 20/21 (Section 2) and the Annual Internal Audit Report.

13 Internal Audit Matters

- i) Internal Audit 2020/21 - To receive the Final Report from the Internal Auditor and responses from the Town Clerk/RFO, as necessary.
- ii) To receive the Councillors' Audit Certificates for March, April and May 2021.
- iii) To approve the financial reports, including bank reconciliations and summaries of receipts and payments, up to 31 May 2021.

14 Borough, County Councillor and Other Related Updates

- i) To receive an update on the HTC/RBBC Liaison meeting, held virtually on 22 June 2021.
- ii) To receive and update on the Joint Council meeting with County, Borough & Town Councillors, held virtually on 25 June 2021.
- iii) Horley Residents' Forum – to consider the way forward.
- iv) To receive any other related updates.

15 Calendar of Meetings 2021/22

- i) To ratify the cancellation of the Leisure Meeting, 25 May & the Finance Meeting, 8 June due to Remote Meetings no longer being permitted and the insufficient capacity of the Edmonds Hall under the Town Council's Covid-19 Risk Assessment in line with current restrictions.
- ii) To review the Calendar of Meetings 2021/22 and to agree the way forward (with particular reference to the July meetings of the Leisure and the Finance Committees), in the light of the delay to Stage 4 of Government Roadmap on easing Covid-19 restrictions (until at least 19 July 2021).
- iii) To ratify the Town Council's response to the Government's ['Local Authority Remote Meetings – Call for Evidence' survey](#) during the pandemic (Closing Date: 17 June 2021).

16 Annual Report 2020/2021

To receive the Annual Report and to ratify production costs by MAD Ideas of £485 plus VAT.

17 Community Infrastructure Levy (CIL)

To receive the quarterly report from RBBC for the period 16/03/21-15/06/21 and to note expenditure.

18 Town Council Insurance

To ratify the annual insurance premium from The Military Mutual insurance company, the terms of which were obtained by WPS Insurance Brokers (total premium of £6,918.38 including admin fee of £25) and separate Cyber Protection Policy (in the sum of £390.23 including admin fee of £25).

19 'Café In The Park' - Horley Recreation Ground

- i) To receive an update on the overall project during the retention period (to 20 November 2021) and to note any issues arising.
- ii) To ratify the postponement of the grand opening of the 'Café In The Park' and refurbished tennis courts on 26 June 2021 due to the delay to the Government's roadmap out of lockdown.
- iii) To note receipt by the Town Council of full compliance documentation for the project from the appointed surveyors, including the Building Control Final Certificate, Building Manual and Health & Safety file in accordance with the Construction (Design & Management) Regulations 2015.
- iv) To ratify expenditure for the Wi-Fi hub upgrade by Micro Maintenance in the sum of £365 + VAT.
- v) To receive an update on the Planning Application made by the operator for a shipping container and to consider alternative options for a storage solution.

20 HTC Town Plan Projects (SCC Your Fund Surrey) – Michael Crescent Community Centre Proposal

To receive an update and to consider the way forward.

21 Community Foundation for Surrey - Horley Edmonds Community Fund

To receive any updates.

22 Horley Community Partnership

To receive any updates from Town Council representatives.

23 Environment Matters

To receive any updates from the HTC Environment Group.

- 24 Leisure Matters**
- i) Beach's Funfair – to note recent actions taken, following discussions with the Leaders' Group and the RBBC Covid Officer.
 - ii) Visit by Extreme Fun – to receive any updates.
 - iii) Horley in Bloom 2021 – to agree the way forward.
 - iv) To consider an application by Playball Reigate & Redhill to use Horley Rec for classes.
 - v) Reigate & Banstead Community Games – to receive the update from the RBBC Sports Development Officer.
 - vi) Team Rubicon Skate Park Workshop – to consider a recent update from Team Rubicon.
- 25 Letters Received.**
- 26 Items for Future Consideration**
To consider any items for inclusion on future agenda.
- 27 Diary Dates**
- 28 Press Release**
- 29 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."
- 30 Minutes** **CONFIDENTIAL**
To approve the Confidential Minutes of the Annual Meeting, held on 4 May 2021.
- 31 Staffing Matters** **CONFIDENTIAL**
- i) To receive a report of the Staff Committee meeting, held on 10 June 2021.
 - ii) **Salary Review 2021/22** - To consider the recommendations of the Staff Committee.
 - iii) **HTC Staff/Organisational Review** - To approve the appointment of Council HR & Governance Support consultancy to undertake a review and make recommendations, at a cost of £1875 + VAT.



Town Clerk, 24 June 2021

Date of Next Meeting – 7 September 2021

Annual Governance and Accountability Return 2020/21 Part 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 Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 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.

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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- 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 2021.
- 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

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 from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 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 2020/21

HORLEY TOWN COUNCIL

<https://www.horleysurrey-tc.gov.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, 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 2020/21 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 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")			✓
L. 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.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

05/11/2020 13/05/2021 DD/MM/YYYY

ENTER ANDY OF BEAMS AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

13/05/2021

*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 2020/21

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 2021, 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

*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:

C 5191

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 2020/21 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			<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	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2021 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

SIG *Judy Morgan*

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:

C 5192

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: **HORLEY TOWN COUNCIL**

County Area (local councils and parish meetings only): **SURREY COUNTY COUNCIL**

**On behalf of the smaller authority, I confirm that the dates set for the period for the
exercise of public rights are as follows:**

Commencing on **THURSDAY 1 JULY 2021**

and ending on **WEDNESDAY 11 AUGUST 2021**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: _____

Role: Town Clerk

**This form is only for use by smaller authorities subject to a
review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Bank reconciliation – pro forma

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on accrual and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative numbers.

Name of smaller authority: Horley Town Council

County area (local councils and parish meetings only): Surrey County Council

Financial year ending 31 March 2021

Prepared by (Name and Role): Judith Morgan, Responsible Financial Officer

Date: 28/04/2021

	£	£
Balance per bank statements as at 31/3/21:		
Cash	0.00	
Handelsbanken	98504.30	
FairFX Bank Debit Card	252.17	
Nationwide Intl	22760.02	
HSBC Payroll	6307.73	
HSBC Deposit	70382.29	
HSBC Current	<u>53749.88</u>	
		251956.39
Petty cash float (if applicable)		0.00
Less: any unpresented cheques as at 31/3/21 (enter these as negative numbers)		
HSBC Ref. No.:		
29695ZZ0202S	-7860.00	
37955ZZ021L4	-4771.68	
21825ZZ022SO	-3739.31	
46315ZZ00I3M	-3209.12	
29845ZZ00JAM	-1000.00	
27395ZZ01GML	-995.40	
68755ZZ00MVV	-870.00	
88445ZZ004VY	-750.00	
35975ZZ00PXU	-670.40	
00525ZZ00682	-254.40	
29165ZZ01NJC	-168.00	
26065ZZ01RS6	<u>-1.00</u>	
		-24289.31
Add: any un-banked cash as at 31/3/21		
CASH		
Horley Society of Artists	105.00	
TRANSFER		
FairFX	<u>1000.00</u>	
		<u>1105.00</u>
Net balances as at 31/3/xx (Box 8)		<u><u>228772.08</u></u>

Explanation of variances – pro forma

Name of smaller authority:

**HORLEY TOWN COUNCIL
SURREY COUNTY COUNCIL**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21:** variances of £100,000 or more require explanation regardless of the % variation year on year;

• a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/20 £	2020/21 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	340,841	313,371				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	372,755	404,676	31,921	8.56%	NO		
3 Total Other Receipts	590,174	92,911	-497,263	84.26%	YES		In 19/20 HTC took a new loan of £473,000 from PWLB to fund the building of a new Café. We have also had a £25,000 reduction in rental income due to closure during the COVID pandemic
4 Staff Costs	177,586	193,738	16,151	9.09%	NO		
5 Loan Interest/Capital Repayment	33,323	47,141	13,818	41.47%	YES		This was the first full year of paying both current PWLB loans. Annual repayments for outstanding loans are £19,545 for our older loan and £27,596 for the loan we recently took out in 19/20
6 All Other Payments	779,490	356,526	-422,964	54.26%	YES		The bulk of the Café build costs were in 19/20 when £391,789 more was paid for the building costs than in 20/21. In addition we had a project in 19/20 to refurbish the surface in the playground at Horley Recreation Ground which was a one off cost of £38,900
7 Balances Carried Forward	313,371	213,553			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	301,912	228,772				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,886,795	2,462,047	575,252	30.49%	YES		£562,205 is the valuation of the new Café which we have built. For the remainder please see the Assets Register
10 Total Borrowings	695,881	667,529	-28,352	4.07%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

HORLEY TOWN COUNCIL

County area (local councils and parish meetings only):

SURREY COUNTY COUNCIL

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		213,553.47
Deduct: Debtors (enter these as negative numbers)		
Debtors	(283.81)	
	<hr/>	
	(283.81)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Land lease, Court Lodge	(1.00)	
	<hr/>	
	(1.00)	
Total deductions		(284.81)
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	8,047.75	
VAT Liability	7,455.67	
	<hr/>	
	15,503.42	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
n/a	-	
	<hr/>	
	-	
Total additions		15,503.42
Box 8: Total cash and short term investments		<u>228,772.08</u>

Contact details.

Name of smaller authority: **HORLEY TOWN COUNCIL**

County Area (local councils and parish meetings only): **SURREY COUNTY COUNCIL**

Please complete this form and send it back to us with the AGAR or exemption certificate.

	Clerk (Main contact)	Chair
Name	Joan Walsh, Town Clerk	Cllr Samantha Marshall
Address	Horley Town Council 92 Albert Road Horley Surrey RH6 7HZ	35 Avenue Gardens Horley Surrey RH6 9BS
Daytime telephone number	01293 786754	07969 019 905
Mobile telephone number	07946 055897	07969 019 905
Email address	<u>town.clerk@horleytown.com</u>	<u>cllr.sj.marshall@gmail.com</u>

GOV.UK**Menu****Business tax account****Sign out****BETA** This is a trial service for PAYE for employers.[Home \(https://www.gov.uk/business-account\)](https://www.gov.uk/business-account) [Manage account \(https://www.gov.uk/business-account/manage-account\)](https://www.gov.uk/business-account/manage-account)[Messages \(https://www.gov.uk/business-account/messages\)](https://www.gov.uk/business-account/messages) [Help and contact \(https://www.gov.uk/business-account/help\)](https://www.gov.uk/business-account/help)English | [Cymraeg \(https://www.gov.uk/business-account/switch-to-welsh\)](https://www.gov.uk/business-account/switch-to-welsh)

PAYE for employers: annual statements

2020 to 2021 Tax Year

How long does it take for a [submission or payment to appear? \(https://www.gov.uk/business-account/help/epaye/latency\)](https://www.gov.uk/business-account/help/epaye/latency)

► What this table shows

Tax period	Charges	Credits	Payments	Owed
6 Mar to 5 Apr (month 12) (https://www.gov.uk/business-account/epaye/statements/2020-21/12)	£3,209.12	£0.00	£3,209.12	£0.00

Joan Walsh

Your references

Employer PAYE reference: 581/MH76

Accounts Office reference: 581PJ00173349

PAYE for employers

[Upcoming payments \(https://www.gov.uk/business-account/epaye/upcoming-payments\)](https://www.gov.uk/business-account/epaye/upcoming-payments)[Overdue payments \(https://www.gov.uk/business-account/epaye/overdue-payments\)](https://www.gov.uk/business-account/epaye/overdue-payments)[Annual statements \(https://www.gov.uk/business-account/epaye/statements/2021-22\)](https://www.gov.uk/business-account/epaye/statements/2021-22)[Payment history \(https://www.gov.uk/business-account/epaye/payment-history/2021-22\)](https://www.gov.uk/business-account/epaye/payment-history/2021-22)

Tax period	Charges	Credits	Payments	Owed
6 Feb to 5 Mar (month 11) (https://www.gov.uk/business-account/epaye/statements/2020-21/11)	£3,218.35	£0.00	£3,218.35	£0.00
6 Jan to 5 Feb (month 10) (https://www.gov.uk/business-account/epaye/statements/2020-21/10)	£3,218.55	£0.00	£3,218.55	£0.00
6 Dec to 5 Jan (month 9) (https://www.gov.uk/business-account/epaye/statements/2020-21/9)	£3,240.22	£0.00	£3,240.22	£0.00
6 Nov to 5 Dec (month 8) (https://www.gov.uk/business-account/epaye/statements/2020-21/8)	£3,234.03	£0.00	£3,234.03	£0.00
6 Oct to 5 Nov (month 7) (https://www.gov.uk/business-account/epaye/statements/2020-21/7)	£3,218.55	£0.00	£3,218.55	£0.00
6 Sep to 5 Oct (month 6) (https://www.gov.uk/business-account/epaye/statements/2020-21/6)	£4,447.89	£0.00	£4,447.89	£0.00
6 Aug to 5 Sep (month 5) (https://www.gov.uk/business-account/epaye/statements/2020-21/5)	£2,952.47	£0.00	£2,952.47	£0.00
6 Jul to 5 Aug (month 4) (https://www.gov.uk/business-account/epaye/statements/2020-21/4)	£2,952.27	£0.00	£2,952.27	£0.00

[Employment Allowance status](https://www.gov.uk/business-account/epaye/statements/2020-21/employment-allowance-status)[\(<https://www.gov.uk/business-account/epaye/statements/2020-21/employment-allowance-status>\)](https://www.gov.uk/business-account/epaye/statements/2020-21/employment-allowance-status)[File returns and forms \(<https://www.gov.uk/business-account/epaye/org/581/MH76/filingchoices>\)](https://www.gov.uk/business-account/epaye/org/581/MH76/filingchoices)[Make an early PAYE payment](https://www.gov.uk/business-account/epaye/make-a-payment/general)[\(<https://www.gov.uk/business-account/epaye/make-a-payment/general>\)](https://www.gov.uk/business-account/epaye/make-a-payment/general)[PAYE notices \(<https://www.gov.uk/business-account/epaye/messages>\)](https://www.gov.uk/business-account/epaye/messages)[Appeal a penalty \(<https://www.gov.uk/pas/payee/appeal?lang=eng>\)](https://www.gov.uk/pas/payee/appeal?lang=eng)[Benefits and expenses \(P11D, P11D\(b\) and P46\(car\)\) \(<https://www.gov.uk/business-account/epaye/benefits-and-expenses>\)](https://www.gov.uk/business-account/epaye/benefits-and-expenses)[Coronavirus \(COVID-19\) business support \(<https://www.gov.uk/coronavirus/business-support>\)](https://www.gov.uk/coronavirus/business-support)

Tax period	Charges	Credits	Payments	Owed
6 Jun to 5 Jul (month 3) /epaye/statements/2020-21/3)	£2,952.47	£0.00	£2,952.47	£0.00
6 May to 5 Jun (month 2) /epaye/statements/2020-21/2)	£2,952.47	£0.00	£2,952.47	£0.00
6 Apr to 5 May (month 1) /epaye/statements/2020-21/1)	£2,951.67	£0.00	£2,951.67	£0.00
Total PAYE charges	£38,548.06	£0.00	£38,548.06	£0.00

Other Statements

► [View your previous years statements](#)

Your payments

[View payments history \(https://www.gov.uk/business-account/epaye/payment-history/2020-21\)](https://www.gov.uk/business-account/epaye/payment-history/2020-21)

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