

HORLEY TOWN COUNCIL
ANNUAL MEETING OF THE COUNCIL

Minutes of the Annual Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 17 May 2016 at 7.30 pm.

Present

Cllrs Mike George – Chairman & Town Mayor
J Baird
J Baker
S Banwait
R Biggs
K Etheridge
J Hudson
D Jackson
A Kitajewski
H Kitajewski
L Mabbett
Samantha Marshall
Simon Marshall
V Marshall
R Olliver
D Powell
H Randall
F Stimpson

In Attendance

A Jones (Town Clerk)
C Fenton (Deputy Town Clerk)

C 3965 Election of Chairman of the Council (Cllr Olliver in the Chair)

Cllr Simon Marshall proposed and Cllr James Baird seconded that Cllr Mike George be nominated as Chairman of the Council and Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr Mike George be elected Chairman and Town Mayor of Horley Town Council for the Municipal Year 2016/2017.

C 3966 Chairman's Declaration of Acceptance of Office

RESOLVED: that the Chairman's Declaration of Acceptance of Office be received.

C 3967 Election of Vice-Chairman of the Council

Cllr David Powell proposed and Cllr Kevin Etheridge seconded that Cllr David Jackson be nominated as Vice-Chairman of the Council and Deputy Town Mayor. There were no further nominations for the post.

RESOLVED: that Cllr David Jackson be elected Vice-Chairman and Deputy Town Mayor of Horley Town Council for the Municipal Year 2016/2017.

- C 3968** **Apologies and Reasons for Absence**
- RESOLVED: that the apology of County Cllr Kay Hammond be accepted, for reasons as specified in the attendance register.*
- C 3969** **Receipt of Amendments to Members' Notification of Disclosable Pecuniary Interests**
- RESOLVED: that these be received.*
- C 3970** **Disclosable Pecuniary Interests and Non-Pecuniary Interests**
- Cllr Samantha Marshall declared a non-pecuniary interest in the Reports from County Councillors' item, in view of her membership of the Horley Local History Society.
- RESOLVED: noted.*
- C 3971** **Public Forum**
- No members of the public were present.
- RESOLVED: noted.*
- C 3972** **Confirmation of Inspection of Town Council Deeds and Trust Instruments**
- RESOLVED: that this be noted.*
- C 3973** **Appointments to Leisure & Amenities Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3974** **Appointments to Planning & Development Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3975** **Appointments to Finance & General Purposes Committee**
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3976** **Review of Town Council and Committee Sub-Committees and Working Groups**
- RESOLVED: that the revised list, as appended to these minutes, be approved.*

- C 3977** **Review of Committees' Outside Bodies**
- RESOLVED: that the revised list, as appended to these minutes, be approved.*
- C 3978** **Appointments to Sub-Committees and Working Groups reporting to Full Council**
- RESOLVED: that the appointments be approved. (Details are appended.)*
- C 3979** **Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)**
- RESOLVED: that Cllrs Olliver and George represent the Town Council at Surrey ALC meetings.*
- C 3980** **Ordinary Meeting of the Council, 5 April 2016**
- The minutes of the Ordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.
- RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 5 April 2016, including all confidential items, be approved.*
- C 3981** **Leisure & Amenities Committee, 19 April 2016**
- RESOLVED: that the unapproved minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be received.*
- C 3982** **Finance & General Purposes Committee, 3 May 2016**
- RESOLVED: that the unapproved minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be received.*
- C 3983** **Planning & Development Committee, 29 March 2016**
- RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.*
- C 3984** **Devolved Powers Agreement**
- It was noted that the formal agreement from Reigate & Banstead Borough Council was still awaited.
- RESOLVED: noted.*

C 3985 Neighbourhood Panel Meetings

The Chairman advised that he would contact Cllr Kay Hammond regarding the continuation of the Neighbourhood Panel Meetings (without a Police presence), as she had been keen to lead this matter.

RESOLVED: noted.

Outgoing Chairman's Report

C 3986 Cllr Olliver reported that, since the previous Full Council meeting he had attended the following:

Civic Reception (Mayor of Elmbridge)
Installation of High Sheriff, Guildford Cathedral
St George's Day Fayre, Horley
Reigate Scouts Activity Day (Cubs & Beavers) Reigate College
Tenth Anniversary of the Community Foundation for Surrey
Horley Town Meeting
Visit to Vimy for 25th anniversary of Town Twinning
Civic Reception, Vimy
Victory Day Wreath Laying at Vimy War Memorial
Presentation of cheque to St Catherine's Hospice

RESOLVED: noted.

C 3987 Cllr Olliver thanked members, plus those from the previous administration, for their continued support during his four years of Chairmanship, as well as that of Town Council staff and his family. He wished his successor (Cllr George) every success in the role of Chairman & Town Mayor.

RESOLVED: noted.

Reports from County Councillors

C 3988 Receipt was noted of the Surrey County Council Leader's Statement (read out at the Surrey County Council AGM) which had been provided by County Cllr Kay Hammond.

RESOLVED: noted.

C 3989 It was noted that Cllr Kay Hammond had advised by email that the likely relocation of Horley Library to a retail unit at Russell Square was to be discussed at the SCC Cabinet Meeting on 24 May. Brian Buss of the Horley Local History Society had expressed great concern that there was no reference in the report to the continued presence of the Horley History Centre in the relocated library. A representative of the Library Services was to meet with members of the History Society to discuss the matter further, once

C 3989) the Cabinet Meeting had taken place.

RESOLVED: that the Town Council support the endeavours of the History Society to retain the Horley History Centre in the relocated library.

C 3990 Surrey Police

It was noted that Surrey Police were now monitoring the CCTV cameras at Horley Recreation Ground

RESOLVED: noted.

Annual Audit for the Year Ending 31 March 2016

C 3991 **RESOLVED: that the Unaudited Balance Sheet as at 31 March 2016, the Income & Expenditure Account for 1 April 2015 to 31 March 2016, Reserve Analysis as at 31 March 2016 (including recommendations for Earmarked Funds) and other associated documents, as recommended by the Finance & General Purposes Committee, be approved. (Copies are appended.)**

C 3992 **RESOLVED: that the Annual Governance Statement (section 1 of the Annual Return) be approved. (A copy is appended to these minutes.)**

C 3993 **RESOLVED: that the Accounting Statements (section 2 of the Annual Return) be approved. (A copy is appended to these minutes.)**

C 3994 **RESOLVED: that the Annual Internal Audit Report. (section 4 of the Annual Return) be approved. (A copy is appended to these minutes.)**

C 3995 **RESOLVED: that the creation of a Café Projects Earmarked Fund (£35,000) be approved, funds to be transferred from General Reserves.**

C 3996

RESOLVED: that the transfer of £35,000 from General Reserves to the Skatepark Projects Fund (£70,000 total) be approved

C 3997 Local Council Award Scheme

RESOLVED: that the application for Quality Level be approved for submission to the Accreditation Panel.

C 3998 Equipment for Edmonds Hall

RESOLVED: that the urgent purchase and installation of equipment for the Hall (projector and computer) from Micromaintenance, for the total sum of £847 plus VAT be ratified.

C 3999 **Gatwick Greenspace Partnership –
Partnership Contribution by Horley Town Council for 2016/2017**

RESOLVED: that payment of £1,900 be approved.

C 4000 **Horley Edmonds Fund, Annual Fund Statement 2015/2016**

***RESOLVED: that the statement be received. (A copy is
appended.)***

C 4001 **Charges for Hire of Football Pitches at Court Lodge Fields
(from August 2016)**

RESOLVED: that the charges, as appended, be approved.

C 4002 **Letters Received**

***RESOLVED: that receipt be noted of a letter of thanks from St
Catherine's Hospice for the donation from the Mayor's Charity.***

C 4003 **Diary Dates**

Upcoming events were noted.

RESOLVED: noted.

C 4004 **Urgent Business**

***RESOLVED: that the Borough Commander be invited to a future
meeting to discuss members' growing concerns about anti-social
behaviour in the town centre.***

Meeting closed at 8.42 pm.

Date of next meeting: 28 June 2016

HORLEY TOWN COUNCIL – 2016/2017

CHAIRMAN & TOWN MAYOR: Cllr Mike George
VICE-CHAIRMAN OF THE COUNCIL: Cllr David Jackson

Committee Membership - 2016/2017

Leisure & Amenities Committee

James Baird
James Baker (Chairman)
Surrinder Banwait
Kevin Etheridge
Mike George
Jerry Hudson
David Jackson
Adrian Kitajewski
Samantha Marshall
Simon Marshall (Vice-Chairman)
Valerie Marshall
David Powell
Henry Randall
Fiona Stimpson

Planning & Development Committee

James Baker
Richard Biggs (Vice-Chairman)
Surrinder Banwait
Kevin Etheridge
Mike George
Jerry Hudson
David Jackson
Linda Mabbett
Simon Marshall
Richard Olliver (Chairman)
Fiona Stimpson

Finance & General Purposes Committee

James Baird (Vice-Chairman)
James Baker
Richard Biggs
Helen Davies
Mike George
David Jackson
Linda Mabbett
Samantha Marshall (Chairman)
Valerie Marshall
Richard Olliver
Henry Randall

Sub-Committees & Working Groups 2016/2017

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Horley Town Council and Reigate & Banstead Borough Council Liaison Committee	Council Chairman & Vice-Chairman plus Committee Chairmen / Vice-Chairmen	Full Council
Leaders' Group	Council Chairman & Vice-Chairman plus Committee Chairmen / Vice-Chairmen	Full Council / Committee concerned
Staff Sub-Committee	Chairman & Vice Chairman of Council, Committee Chairmen	Full Council
Planning Applications Sub-Committee	P&D Chairman & Vice-Chairman, Mike George	Planning & Development
Communications Sub-Committee	James Baird, Mike George, Adrian Kitajewski, Helen Kitajewski, Samantha Marshall, Richard Olliver,	Finance & General Purposes
Internal Audit Review Sub-Committee	F&GP Chairman and Vice-Chairman	Finance & General Purposes
Standing Orders Sub-Committee	Chairman of Council, Committee Chairmen, James Baird	Finance & General Purposes
Grounds Maintenance Sub-Committee	L&A Chairman & Vice-Chairman, David Powell, Surrinder Banwait	Leisure & Amenities
Horley in Bloom Advisory Committee	James Baker, Mike George, Simon Marshall, Valerie Marshall, Fiona Stimpson, Jan Spratt, Marcia Atkinson, Monica Read, Betty Thompson plus Members of other local organisations	Leisure & Amenities
Horley Open Spaces Advisory Committee	James Baker, Mike George, Samantha Marshall, Simon Marshall, Valerie Marshall, David Powell, Henry Randall, Fiona Stimpson, Jack Chapman, (HCG) Jan Spratt (HCG), Emanuel Flecken (RBBC), County Cllr Kay Hammond, Kevin Lerwill (GGP) Cathy Cooper (local resident), John Davies (Horley Piscatorial) Barry Wildish (Horley Piscatorial) Catherine Baart (HCG)	Leisure & Amenities

Outside Bodies 2016/2017

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Gatwick Airport Consultative Committee (GATCOM)	Mike George Fiona Stimpson (Sub)	Planning & Development
Gatwick Diamond Business	Vacant	Planning & Development
Horley Regeneration Forum	P&D Chairman & Vice-Chairman Council Chairman	Planning & Development
Horley Town Management Group (HTMG)	Linda Mabbett Simon Marshall	Planning & Development
Borough Standards Committee	James Baird	Finance & General Purposes
Surrey Association of Local Councils (Surrey ALC)	Richard Olliver Mike George	Finance & General Purposes
Churchyards Committee	Mike George, David Powell	Leisure & Amenities
Gatwick Greenspace Partnership	Mike George, Simon Marshall	Leisure & Amenities
Horley Carnival Advisory Committee	Mike George, Samantha Marshall, Valerie Marshall, Fiona Stimpson (other members welcome) plus members of other local organisations	Leisure & Amenities
Horley Conservation Group	All members welcome	Leisure & Amenities

Horley Town Council
BALANCE SHEET
31/03/2016

<i>(Last) Year Ended</i> 31 Mar 2015		<i>(Current) Year Ended</i> 31 Mar 2016
£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
10,427.07	Debtors (Net of provision for doubtful debts)	893.00
0.00	Payments in advance	0.00
6,133.80	VAT Recoverable	10,399.06
0.00	Temporary lendings (investments)	0.00
278,471.77	Cash in hand	326,187.14
295,032.64	TOTAL ASSETS	337,479.20
50,517.13	CURRENT LIABILITIES	
0.00	Creditors	17,917.85
	Temporary borrowing	0.00
<u>244,515.51</u>	NET ASSETS	<u>319,561.35</u>
215,376.56	Represented by:	
	General fund Balance	191,317.40
0.00	Reserves:	
29,138.95	Capital	0.00
0.00	Earmarked	128,243.95
<u>244,515.51</u>	Adjustments	0.00
		<u>319,561.35</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2016

Signed _____

Responsible Financial Officer

Date _____

Horley Town Council
Income & Expenditure Account
01/04/2015 to 31/03/2016

<i>(Last) Year Ended</i> 31 Mar 2015		<i>(Current) Year Ended</i> 31 Mar 2016
	<u>Income</u>	
293,543.00	PRECEPT	302,780.00
85,913.43	INCOME	82,348.64
54,172.26	LETTINGS AND RENT	47,873.97
841.82	OFFICE EXPENDITURE	201.35
-4,770.82	GROUNDS MAINTENANCE	10,600.00
7,746.99	COURT LODGE/INNES PAVILION	11,888.30
2,031.05	TOWN CENTRE	5,182.98
9,426.48	HORLEY RECREATION GROUND	105.15
3.45	ALLOTMENTS	6,880.40
12,046.25	GRANTS AND DONATIONS	0.00
124.83	OFFICE MAINTENANCE & REPAIR	95.28
249.00	GENERAL	284.19
97.60	MICHAEL CRESCENT	0.00
1,984.01	EMLYN MEADOWS	0.00
	SECURITY	4,000.00
<u>£463,409.35</u>		<u>£472,240.26</u>
	<u>Expense</u>	
2,089.00	EMLYN MEADOWS	80.00
757.00	LETTINGS AND RENT	1,893.70
12,694.10	OFFICE EXPENDITURE	9,431.42
181,180.11	SALARIES AND PENSIONS	154,593.16
17,250.92	OFFICE MAINTENANCE & REPAIR	35,813.86
38,423.43	GENERAL	39,461.85
70,071.92	GROUNDS MAINTENANCE	113,019.00
36,656.50	HORLEY RECREATION GROUND	-14,924.00
31,668.97	COURT LODGE/INNES PAVILION	29,224.41
1,084.82	MICHAEL CRESCENT	577.50
2,749.64	ALLOTMENTS	3,812.22
8,747.40	TOWN CENTRE	12,035.17
3,568.72	SECURITY	7,476.13
6,152.50	GRANTS AND DONATIONS	4,700.00
-1,108.40	Provision for Doubtful Debts	0.00
<u>£411,986.63</u>		<u>£397,194.42</u>
<u>178,848.84</u>	<u>General Fund</u>	
463,409.35	Balance at 01 Apr 2015	<u>215,376.56</u>
642,258.19	ADD Total Income	<u>472,240.26</u>
411,986.63		<u>687,616.82</u>
230,271.56	DEDUCT Total Expenditure	<u>397,194.42</u>
14,895.00		<u>290,422.40</u>
<u>£215,376.56</u>	Transfer to/from Reserves	<u>99,105.00</u>
	Balance at 31 Mar 2016	<u>£191,317.40</u>
	Transfers:	
	General Fund to Earmarked Reserve	£99,105.00

**Reserves Statement
as at 31 March 2016**

Movement of Funds and Reserves in the year	Balance 31.03.15	Precept 15/16	Reserve Transfers	Balance 31.03.16
General fund	215,376.56			191,317.40
Earmarked Funds				
Council Offices Rebuilding	3,000.00	2,000.00	-5,000.00	0.00
Election Contingency	14,243.95	4,000.00	-9,000.00	9,243.95
Leisure & Amenities Playgrounds	11,895.00	2,105.00		14,000.00
Projects Fund (Cafe)			35,000.00	35,000.00
Projects Fund (Skatepark)		35,000.00	35,000.00	70,000.00
	29,138.95	43,105.00	56,000.00	128,243.95
Total Reserves	<u>244,515.51</u>			<u>319,561.35</u>

Horley Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2016

Outstanding bills received but NOT paid. (Creditors) - Increase Expenditure

Cleaning	Asbit
Flag Pole Repair	Asbit
Football Cleaning (Jan to March)	Bennets
Playground Inspections (Jan to March)	Bennets
Playground Inspections (Jan to March)	Bennets
Gas Supply	British Gas
Innes Gas Supply	British Gas
Grounds Maintenance March	Burleys
Stationery	Don Ruffles
PAYE	HMRC
NI Employee	HMRC
NI Employer	HMRC
Security Patrols	Lion Security
Innes Security Patrols	Lion Security
Water Supply Michael Crescent	Sutton & East Surrey Water
Innes Water Supply	Sutton & East Surrey Water
Water Supply	Sutton & East Surrey Water
Pavilion Feasibility Study	Trevlyn Tanner Architects
Football Keyholder	S Reynolds
Tree Surgery	Excelsior Tree Services

Code

Cleaning of hall and office	274.64
Memorial Gardens	12.00
Football Pavillion Cleaning	533.00
Playground Inspections	1,661.00
Contractors' Maint (Agency)	386.00
Utilities	584.98
Utilities	134.92
Contractors' Maint (HTC)	3,497.34
Stationery	30.37
PAYE	1,820.00
NI Employee	285.59
NI Employer	731.21
Security Patrols	206.00
Security Patrols	60.00
Rates & Utilites	43.35
Utilities	31.60
Utilities	120.85
Project Expenditure	2,565.00
Contractors' Maint (HTC)	110.00
Tree Surgery	830.00

£13,917.85**Outstanding payments DUE TO the Council. (Debtors) - Increase Income**

Banner Display	ESOSOC
Hall Hire Fee	RCCG Church
Hall Hire Fee	Cheneler Dance School
Hall Hire Fee	Yoga Class
Meeting Room Hire	East Surrey Conservative Associatic
Allotment Fees	Allotment Holders

Code

Event Income	30.00
Edmonds Hall	312.00
Edmonds Hall	81.00
Edmonds Hall	150.00
Meeting Room	220.00
Church Rd Allotments	100.00

£893.00**Received in Advance - Decrease Income**

Edmonds Hall deposits	Hall Hirers
Football Pitch deposits	Football Teams
Baskets and Planting	Surrey CC

Code

Edmonds Hall Deposits	1,250.00
Football Pitch Deposits	1,000.00
Baskets and planting	1,750.00

£4,000.00

**Summary of Inventory of Assets
as at 31 March 2016**

Fixed Assets	Book Value	Insce Value
Albert Rooms	9,275	9,270
Allotments	100	100
Churchyard	240	0
Council Office	47,871	53,446
Court Lodge & Innes Pavilion	49,055	58,880
Emlyn Meadows	555	500
Horley Recreation Park	191,956	218,970
Michael Crescent Centenary Park	26,828	20,550
Town Centre	9,600	12,710
	335,480	374,426

Community Assets	Book value	Insce Value
Albert Rooms	690,000	767,967
Allotments (Church Road)	40,000	0
Allotments (Langshott)	1	0
Emlyn Meadows (land only)	30,000	0
Horley Recreation Park (land)	175,000	0
Innes Pavilion	379,018	394,439
Michael Crescent Centenary Park (land only)	15,000	0
Scout Hut	101,125	105,239
	1,430,144	1,267,645

total **1,765,624**

additions 15/16	1,746,428
Boiler	4,145
Goal post	746
Fitness equip	13,905
	1,765,224

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

MORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		Yes means that this smaller 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.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			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.	
7. We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.	
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

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

Section 2 – Accounting statements 2015/16 for

Enter name of
smaller authority here:

HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	193,093	244,516	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	293,543	302,780	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	169,866	169,456	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	181,809	155,839	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	34,263	34,263	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	195,914	207,089	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	244,516	319,561	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	278,472	326,187	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.
9. Total fixed assets plus long term investments and assets	1,746,428	1,765,224	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	323,403	303,546	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

HORLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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 and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit **PAUL HARTLEY**

Signature of person who carried out the internal audit  Date **26/04/2016**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

HORLEY TOWN COUNCIL

INTERNAL AUDIT 2015-2016

I visited the Town Council Office on 11th November 2015 to commence the Internal Audit process for the year 2015-2016. A second visit was made on 17th February 2016 to continue the process, concentrating particularly on the budget process, income procedures, and risk management. A final visit to complete the Annual Return was made on 26 April 2016.

The comments below are in the order of the headings in Section 4 of the Annual Return.

Recommendations are shown **in bold and underlined**, with updates as to action taken by Council also in bold.

A. BOOKS OF ACCOUNT

Accounts are maintained on the Scribe system which operates in accordance with statutory requirements.

Entries are made regularly, at least weekly, and are up-to-date and balanced monthly against bank statements.

VAT is identified by the software, and on-line returns are made quarterly to reclaim amounts due. The latest return was made at 30th September 2015.

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

B. FINANCIAL REGULATIONS

Standing Orders are reviewed annually and broadly follow latest NALC model. Financial Regulations have been drawn up to reflect the latest NALC model, but **a further revision is required to reflect latest procurement legislation. [17/2/16 – outstanding - now updated 5/4/16]**

The new procurement guidelines were, however, followed in connection with tendering for Grounds maintenance contract.

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

The agreed payment procedure is for invoices to be authorised by the RFO, or Deputy Clerk, before processing by Accounts Officer, who codes items against budget headings and inputs to both HSBC banking on-line and to Scribe. Payments on-line are released by two Member code-holders. Manual cheques when required are signed by two Members and Council wishes to retain this dual control practice. Pre-loaded debit cards for staff use to purchase items on line have been introduced, and are properly controlled.

Recommendations made last year regarding authorisation of payments, and direct debit invoices, are now being followed.

C. RISK MANAGEMENT

Insurance cover with Aviva was renewed for a three year term in June 2015, with an increase in Fidelity cover to £500k.

Detailed, although incomplete, Risk Assessments are in place for Edmonds Hall and Church Road Allotments, but have yet to be completed for all other sites which Council owns or manages. **These should be completed before the end of this financial year.** (Completed 26/4/16)

Consequently, the records of inspections needed to satisfy insurers in the event of a claim are lacking in most cases. **Again, this should be addressed before end of year.** (Completed 26/4/16)

Also, whilst Council's grounds Maintenance contractors carry out inspections during the course of their work, Council has not issued specifications of what needs to be checked, nor are inspection records checked. **To be addressed by 31st March 2016.** (Completed 26/4/16)

PAT and legionella tests are due to be done this year. **A diary note should be made accordingly.**
(PAT done. Legionella this week 26/4/16)

A satisfactory high level review of Internal Controls and Risk Management policy was carried out by Council in February, but detail is lacking as described above.

D. BUDGET & PRECEPT

The Budget process for 2016-2017, with projections for a further three years, has commenced, and the full process will be considered at next visit. Options for budget setting, including use of Reserves, were discussed. 17/02/16 – A detailed process with comprehensive consideration of options, including use of reserves, has taken place, resulting in a 1.79% increase in precept. Use of, and anticipated use of reserves is properly considered, with general reserves suggested to be at the lower end of 3-6 months expenditure. Funds will be earmarked at year end for the suggested café project, for which a feasibility study is in hand.

RFO was made aware of the likely increase in NIC's from April 2016 in connection with cessation of contracted-out contributions.

E. INCOME

Tariffs for Hall lettings, Allotments and sports pitches are all reviewed annually.

Income procedures and monitoring are of a good standard, and there are no bad debts.

Small amounts of cash income, mainly for allotment rents, are dealt with correctly.

Vat is charged on one-off pitch hires, and processed correctly.

F. PETTY CASH

Expenditure is properly controlled, with receipts and claims being authorised, coded and identified for VAT where appropriate. A float of £150 is kept, and this is reimbursed monthly. However, little use is now made of the cash facility, as Council now uses a pre-paid debit card loaded with £250. This is topped up monthly, with members signing the top up authorisation when required.

There is little cash income for incidental items – any being received is banked rather than added to Petty Cash.

G. PAYROLL

Payroll is carried out in-house using Sage.

HMRC processes including RTI are properly followed

Staff are paid in accordance with SCP bands on the NALC/SLCC scale, and recent SCP and hours enhancements have been correctly implemented.

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

Training records are kept, and a staff appraisal scheme with measurable objectives is in place.

Members Allowance scheme has not been adopted.

H. ASSETS & INVESTMENTS

The Asset Register has been modified in line with recommendations made last year.

A further check will be made at year end.

I. BANK RECONCILIATIONS

Reconciliations of all accounts are carried out monthly, and are checked by Members using a checklist. Current account is with HSBC, whilst term and instant deposits are with Barclays. Council is considering a CCLA investment, and RFO is aware of accounting implications.

J. YEAR END ACCOUNTS

Figures for the Annual Return have been correctly extracted from the accounting system, with appropriate adjustments made for debtors and creditors. All bank accounts were correctly reconciled at year end, although an up-to-date statement is required for the Nationwide deposit account.

K. TRUSTEESHIP

N/A

OTHER ITEMS

Freedom of Information schedules were revised April 2015, and other Council policies such as Social Networking Policy, Equalities Policy and Complaints Policy are up to date, and will be re-adopted by the new Council. **However, the Health & Safety policy dates from 2009 and needs reviewing.** [17/2/16 – drafted for Council to consider April 2016 All other policies in course of review in connection with application for LC Award Scheme, Quality level.] (Every policy reviewed 5/4/16.)

A draft Business Plan has been agreed and has now been scrutinised by Committees prior to consultation at Annual Town Meeting in Spring 2016.

Data protection registration is up to date

Paul Hartley
Internal Auditor
27th April 2016



Accounting Period: 01 April 2015 to 31 March 2016

Horley Edmonds Endowment Fund

	Receipts	Payments	
Market Value of fund at 31 March 2015			£116,528.72
Losses on investments		£8,107.79	
	TOTAL	£8,107.79	
Total Capital Fund at 31 March 2016	£0.00		£108,420.93

Horley Edmonds Fund

	Receipts	Payments	
Opening Balance at 01 April 2015			£2,377.68
Dividend receipts and cash distributions from Endowment Fund	£4,661.16		
Management fees		£1,747.92	
Grant Payments		£4,095.00	
Grant Payment Cancellations*	£800.00		
	TOTAL	£5,842.92	
Balance available for grant making at 31 March 2016			£1,995.92

Horley Edmonds Fund

Statement of Grants Given

01 April 2015 to 31 March 2016

Date	Applicant	Amount	Note
21/05/2015	Oakwood School	£500.00	SATRO Business Game
01/07/2015	From Fear to Friend	£500.00	helping children in Horley to overcome their fear of dogs so that they and their families can enjoy a normal life outside their home, without being in danger of harming themselves.
03/09/2015	Reigate & Banstead District Citizens Advice Bureaux	£500.00	recruitment of an Older Person's Adviser to provide support to 150 vulnerable older people through home visits
04/01/2016	Horley Flower Club	£750.00	Workshops and hall hire
17/02/2016	Strawson Hall Management Committee	£1,845.00	Replacement of equipment in the kitchen, cleaners cupboard and toilets.

5 grants given to the value of £4,095.00

***Grant Payment Cancellations:**

A grant of £800.00 was previously awarded *in principle* to UBB Basketball to support basketball coaching for children in Horley. Payment of this grant was to be subject to the resolution of identified areas for improvement in the organisation's governance and financial policy; advice and support on best practice in these areas was provided by CFS.

However, in December 2015, following a number of attempts to support the organisation, the grant award was cancelled, as the Club was not in a position to move forwards and the grant had been held pending for a significant length of time.

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB

Town Clerk

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CHARGES FOR USE OF HORLEY TOWN COUNCIL FACILITIES

FOOTBALL PITCHES AT COURT LODGE PLAYING FIELDS 2016/2017 SEASON (AUGUST BOOKINGS ONWARDS)

Regular Teams	14/15	15/16	16/17
Senior Teams, (including changing rooms)	£63.00	£64.00	£65.00
Junior Teams (including changing rooms)	£39.00	£40.00	£40.00
Junior Teams (excluding changing rooms)	£34.00	£35.00	£35.00
Casual Teams			
Senior Teams (including changing rooms)	£85.00	£86.00	£87.00
Senior Teams (excluding changing rooms)	£55.00	£56.00	£57.00
Junior Teams (including changing rooms)	£40.00	£41.00	£41.00
Junior Teams (excluding changing rooms)	£35.00	£36.00	£36.00
Mini Pitch Hire Charges			
9v9 and 7v7 Pitches (excluding changing rooms)	n/a	n/a	£18.00