

C 4588) works, as well as being responsible for the cost of the Lychgate roof repair.

RESOLVED: noted.

C 4589 Neil Munday from Susy Radio said that he was looking forward to hearing details of the report, following the recent Structural Survey of the Michael Crescent Scout Hut. He added that he was still keen to use the building as the site for the Susy Radio Station. The lease on the Radio Station's existing premises was due to expire at the end of January 2020 and notice would need to be given by June of this year.

RESOLVED: noted.

C 4590 **St Bartholomew's Church – Application for Funding**

Members considered the application for funding towards the grass and hedge maintenance of the New Churchyard, for the year beginning April 2019.

After some discussion, the following was proposed by Cllr Simon Marshall, seconded by Cllr Biggs and carried unanimously:

RESOLVED: that a grant of £6,400 be paid to St Bartholomew's Church towards the grass and hedge maintenance of the New Churchyard for the year commencing April 2019.

C 4591 **Michael Crescent Scout Hut**

Alan Jones advised that, following the recent structural survey of the Scout Hut, whilst the formal report was still awaited from the Structural Engineer, initial thoughts were that, whilst the building was generally structurally sound, the cost of remedial works was likely to be substantial.

It was noted that previous discussion regarding the possible use of the Horley Young People's Centre for the Susy Radio Station had resulted in no decision being forthcoming from Surrey County Council. Cllr Biggs added that the Town Council should continue to offer all the help it could to help Susy Radio move to Horley.

RESOLVED: noted.

C 4592 **Ordinary Meeting of the Council, 11 December 2018**

The minutes of the above meeting of the Council were presented for confirmation by members and signature by the Vice-Chairman of the Council.

C 4592) *RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 11 December 2018, including all confidential items, be approved.*

C 4593 Leisure & Amenities Committee, 15 January 2019

RESOLVED: that the unapproved minutes of the above meeting of the Leisure and Amenities Committee, including all confidential items, be received.

C 4594 Finance & General Purposes Committee, 22 January 2019

RESOLVED: that the unapproved minutes of the above meeting of the Finance and General Purposes Committee, including all confidential items, be received.

C 4595 Planning & Development Committee, 4 December 2018

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4596 Planning & Development Committee, 8 January 2019

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

**C 4597 Electoral Review of Reigate and Banstead –
Final Recommendations**

It was noted that, despite some further exchanges of correspondence with the Boundary Commission, there had been no changes to their proposals for the Horley Town Wards and the Reigate and Banstead (Electoral Changes) Order 2019 had now passed through Parliament. The only possibility that still remained would be for the Borough Council to be requested to conduct a Community Governance Review for Horley, which would not be constrained by coterminosity with Borough wards and County divisions, however there were timescales which needed to be followed for this process.

RESOLVED: noted.

C 4598 Sleepeasy 2019

The Clerk confirmed that arrangements were now in place for Court Lodge Fields to be used for this year's Charity Sleep-Out, from the evening of Friday 8 March until the following morning.

C 4598) **RESOLVED: noted.**

C 4599 **Chairman's Report**

The Vice-Chairman updated members on events attended by herself and Cllr Powell:

Town Centre Carol Service & Hospitality (attended by both, plus other members)

Horley Singers' Concert (attended by Vice-Chairman)

Horley Methodist Church Christmas Eve Carol Service (attended by Vice-Chairman)

Licensing Service, St Bart's Church (attended by Chairman)

Lord Lieutenant of Surrey's Reception for Nominees for Queen's Awards for Voluntary Service (attended by Vice-Chairman)

RESOLVED: noted.

**Notice of Vacancy, Horley Town Council
(Horley North West Ward)**

C 4600 The Clerk advised that a vacancy had arisen, due to the resignation of Cllr James Baker, however as the resignation was within six months of the seat being up for election (on 2 May) there was no need for either a by-election to be held or the seat filled by co-option.

RESOLVED: noted

C 4601 Cllr Simon Marshall proposed and Cllr Buttironi seconded that Cllr Fiona Stimpson be nominated as the Leisure & Amenities Committee Vice-Chairman (replacing Cllr Baker). There were no further nominations for the post.

RESOLVED: that Cllr Fiona Stimpson be elected Vice-Chairman of the Leisure & Amenities Committee for the remainder of the Municipal Year 2018/2019.

Residents' Forum Meeting, 28 January 2019

C 4602 It was noted that the meeting had been very well attended and had included discussion about various highways matters, the proposed Modifications to the RBBC Development Management Plan, the Gatwick Airport Master Plan and Air Quality in Horley. Cllr George added that it would be beneficial for a Gatwick Airport representative to attend a future Forum Meeting to answer airport related questions, including concerns about Route 4.

RESOLVED: noted.

C 4603 The Head of Leisure advised that the next meeting of the Residents Forum was planned to take place on 16 May (subsequently combined with the Town Meeting, refer minute C 4608) and would include a presentation on Air Quality Monitoring in Horley, given by RBBC Officer Leon Hibbs.

RESOLVED: noted.

C 4604 **Borough, County Councillor & Other Updates**

Members were updated on the recent Review Meeting, which had been attended by Cllr George, County Cllrs Hammond & Knight and the Head of Leisure. (Notes of the meeting are appended.)

RESOLVED: noted.

C 4605 **HTC/RBBC Liaison Meeting, 14 March 2019**

The Clerk advised that the next meeting would be held at Reigate Town Hall on 14 March. The Town Council would be submitting items for inclusion on the agenda.

RESOLVED: noted.

C 4606 **Local Government Elections, 2 May 2019**

Members were made aware of information received from the RBBC Electoral Services Manager. (It was subsequently learnt that Purdah would start on 20 March, the date of publication of the Notice of Election.)

RESOLVED: noted.

C 4607 **Horley Town Meeting**

Members were updated on plans for the meeting, originally planned to take place on 29 March, however the date was subsequently moved to 16 May once the dates for Purdah were known.

RESOLVED: noted.

C 4608 **Proposals for Café at Horley Recreation Ground**

RESOLVED: that the Business Plan for the Café be approved. (A copy is appended.)

C 4609

Members received the report prepared by Chartered Surveyors Copeland Yussuf, following the recent Public Tender Programme, and considered the recommendations therein. Following discussion, the following was resolved:

C 4609) **RESOLVED: that, subject to the necessary funding being in place, Newlyn Contractors Ltd be appointed to build the Café plus associated external works at Horley Recreation Ground for a sum not exceeding £476,350 plus VAT. (VAT not reclaimable.)**

C 4610 Consultant Alan Jones reminded members that an earmarked reserve fund had been created towards the Café project totalling £130,000. He explained that a loan from the Public Works Loan Board (PWLB) would be the most realistic way to secure funding for the project. He added that a previous PWLB loan for the Innes Pavilion roof had been fully repaid in November 2018. An amount of £31,000 for the repayments on such a loan had been factored into the 2019/20 budget figures and Precept calculation. All Precept discussions had taken place in public session. Alan Jones outlined the process for the PWLB loan application, after which the following was resolved:

RESOLVED:

- i) that Horley Town Council, using the General Power of Competence, instruct the Clerk to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £473,000 over the borrowing term of 20 years for the construction of a new Café/Pavilion and associated external works, the annual loan repayments being approximately, £31,000, with no intention to increase the Council Tax precept for the purpose of the loan repayments. (Copies of relevant correspondence are appended.)**
- i) that, following the receipt of Borrowing Approval, an application for a loan of 473,000 over a twenty-year term be made to the Public Works Loan Board.**

C 4611 **Café Operator**

Members were advised that Expressions of Interest were being invited from interested Café operators via the Contracts Finder website (Early Engagement).

RESOLVED: noted.

Innes Pavilion Lease

C 4612 Members were reminded that the tenant of the Innes Pavilion Clubhouse, who currently had an Annual Licence to Occupy for his Martial Arts Club, had expressed an interest in maintaining his occupancy for a longer term, by means of a five-year lease. Meetings had been held with Newman's Solicitors and also with the Tenant.

RESOLVED: noted.

C 4613 The Clerk went on to explain that draft Heads of Agreement had now been prepared by Newman's Solicitors, for inclusion in the short-term lease. These had been accepted by the tenant, with the exception of the requirement for a Guarantor, which the tenant would be unable to provide. Members discussed whether the clause might be waived, given the Tenant's long-term occupancy of the premises, improvements made to the premises by the Tenant and reliability in making timely payments to the Town Council for rental and utilities. After some discussion the following was resolved:

RESOLVED:

- i) that the requirement for a Guarantor be removed from the draft Heads of Agreement.**
- ii) that Newman's Solicitors be instructed to proceed with the preparation of the draft Lease.**

C 4614 Internal Control Review 2018/2019

RESOLVED: that the Internal Control Review paper, reviewing the effectiveness of the Town Council's system of internal control and management of risk, be approved. (A copy is appended.)

C 4615 Risk Assessment and Management Paper 2018 – 2019

RESOLVED: that the Risk Assessment and Management Paper, as recommended by the Finance & General Purposes Committee, be approved. (A copy is appended.)

C 4616 Child Protection & Vulnerable Persons Policy

RESOLVED: that the updated Policy be approved and a copy sent to Sam Gyimah MP. (A copy is appended.)

C 4617 Transfer of Westvale Park Allotments (Southern Site) to Horley Town Council Ownership

Members considered the recommendation of the Leisure & Amenities Committee that the allotment site be transferred to Town Council ownership. The Head of Leisure told members that this was subject to final confirmation being received from the Consortium that the toilet facility, originally planned for the Northern Site, would be placed instead at the Southern Site. Agreement in principle had been given by the Consortium and final confirmation was awaited. It was noted that the Consortium would provide the form of transfer and the conveyancing plan for the HTC Solicitor to agree, however they were not obliged to pay the HTC legal costs. The Head of Leisure went on to explain that the Southern Allotment site, planned for 2020, had an area of around 0.4 hectares (approx. one acre), whilst the Northern Site, planned for 2025 had an area of around 1.2 hectares (approx. three

C 4617) acres). There was a total commuted sum for both sites of £24,875 and this would be released on a pro rata basis, based on the size of the site.

After further discussion, the following was resolved:

RESOLVED: that the Westvale Park Southern Allotment Site, be transferred into Horley Town Council ownership, as recommended by the Leisure & Amenities Committee, subject to final confirmation being received from the Consortium that a toilet facility be provided at the Southern Site.

C 4618 Police Matters

Members were updated on the recent meeting held with local Police officers, notes of which are appended. Cllr George told members that it was planned to hold the meetings on a quarterly basis. A further meeting had subsequently been held with the newly appointed Community Engagement Volunteer, supporting Reigate and Banstead Police to discuss ways in which engagement with the Horley community could be achieved, through contributions to the monthly HTC e newsletter.

RESOLVED: noted.

C 4619 "Little Libraries"

Members considered information received from the Borough Council about miniature libraries, holding about 20 books, which had been placed in some RBBC owned Open Spaces. Borough Cllr Alex Horwood was keen to see one of the libraries installed at Horley Recreation Ground. This would be provided, unpainted, free of charge by RBBC. Members welcomed the offer and suggested inviting Oakwood School students to paint the library.

RESOLVED:

- i) that the offer from the Borough Council to provide a "Little Library" free of charge be accepted.**
- ii) that the "Little Library" be placed inside the Horley Rec Café, once open.**

C 4620 Possible Use of Horley Skate Park for Holiday Activities

The Head of Leisure advised that she had received a request from the RBBC Sports & Leisure Development Officer to use the Horley Skate Park on one day during the school Easter holidays (18th April) for skate board and scooter workshops. There would be a charge for those attending the workshops, which would be run on a not for profit basis. It was noted that there were only plans for the workshops to be offered in Horley. Whilst fully appreciating the importance of encouraging healthy activities, members were concerned that it would

C 4620) be difficult to make the skate park unavailable for everyone during school holidays and would need to know how these concerns would be addressed. Cllr George added that the Town Council was always keen to offer free events for the local community (e.g. the Horley Carnival) and suggested that it would be preferable to offer such activities free of charge. After further discussion the following was resolved:

RESOLVED:

- i) that the Head of Leisure contact the RBBC Sports & Development Officer to enquire what contribution the Town Council would be required to make to enable the workshops to run free of charge.**
- ii) that the matter be re-considered at the meeting of the Leisure Committee on 26 February 2019.**

C 4621 Funfair Visit, April 2019

Members considered a request from the operator of Beach's Funfair to arrive at Horley Recreation Ground one week earlier than planned (from Monday 1 April) for equipment testing only. After discussion the following was resolved:

RESOLVED: that the request for the extended visit be approved and Beach's Funfair be charged £2,500 for the three week stay (an additional £300, which was subsequently agreed by the operator).

Staff Matters

C 4622 The Clerk explained that the Staff Committee had recently reviewed the draft Staff Handbook, which had been produced with the assistance of HR Services Partnership Ltd. Members discussed details of the Handbook and the Clerk provided clarification, where necessary.

RESOLVED: that the Staff Handbook be approved.

C 4623 The Clerk told members that a Town Council Caretaker had been appointed and was currently working a probationary period.

RESOLVED: noted.

C 4624 Diary Dates

RESOLVED: that future events be noted, including the Greyhound Trust visit on 18 February and Horley Town Management Group meeting on 19 March.

C 4625 Items for Future Consideration

RESOLVED: that New Councillor Training be discussed at the Finance & General Purposes Committee meeting on 12 March.

C 4626 Press Release

RESOLVED: that a Press Release explaining details of the Town Council's plan for the café in Horley Recreation Ground be issued to the local media and displayed on the Town Council's website. (A copy is appended.)

C 4627 Confidential Business

RESOLVED: that, "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."

C 4628 Civic Protocol

CONFIDENTIAL

Members were updated regarding information received from Reigate & Banstead Borough Council.

C 4629 Staffing Matters

CONFIDENTIAL

Members received an update on actions taken regarding Grievance Allegations made by a member of staff.

Meeting closed at 9.23 pm

Date of next meeting: 2 April 2019

Notes of Joint Meeting: SCC / RBBC / HTC

1 February 2019, at 3.00 pm, in the Town Council offices, 92 Albert Road, Horley

Present: Cllr Kay Hammond (KH)
Cllr Graham Knight (GK)
Cllr Mike George (MG)
Carol Fenton (CF)

Apologies: Joan Walsh (JW)

1. Review of Previous Meeting

1.1 Parking restrictions and enforcement – Horley Infant School (Albert Road Side)

GK advised he would take the matter up with Cllr James Durrant for the latest update.

(It was subsequently advised that the matter would be presented at the Reigate & Banstead Local Committee meeting on 4 March, to consider implementing the TRO to match the zig-zag line markings and signage in order to enforce the parking restrictions and this was subsequently approved.)

1.2 Albert Road / Victoria Road – Resurfacing Works

There was no update.

1.3 Dialogue with Network Rail

1.3.1 Railway Bridge, Balcombe Road

Actioned and works now completed.

1.3.2 Condition of Footbridge and Underpass

As previously discussed, alternative solutions to flooding in the Underpass and the overall condition of the Footbridge still needed to be reached with Network Rail. It was felt the bridge should be made fit for purpose and as an important back-up when the Underpass became flooded. As such, there would be no wish to see either facility closed. GK to follow up on discussions with Network Rail accordingly.

Action: GK

1.4 Electrical Charging Points – Horley

It was noted that local electrical charging points were being part-funded by GAL and more may be acquired at other car parks, such as, by Il Sorriso restaurant, Consort Way; the central car park; and at Sainsburys Local, Bonehurst Road.

1.5 Horley Regeneration Forum

The next meeting of the Horley Regeneration Meeting had yet to be arranged with the Head of Place Delivery and this would be followed up.

Action: GK

1.6 Proposals for formation of new Rail Users' Forum in Horley

Plans to conduct a preliminary survey to explore the possibility of setting up an independent non-political Horley Rail Users' Forum by interested commuters, had been postponed. This would, however, be followed up in the Spring with a leaflet drop at Horley Station.

Action: GK

2. Highways Matters

2.1 Parking on double yellow lines and enforcement

It was noted that powers to prevent illegal parking on double yellow lines were unlikely to be delegated to RBBC Parking Enforcement officers in the near future since this constitutes a police matter as an obstruction on the highway.

2.2 Request to extend double yellow lines on Court Lodge Road, Horley & Parking obstructions on A23, Brighton Road

It was noted that safety concerns, previously raised by CLRA and HTC, at the Court Lodge Road entrance (via Vicarage Lane) with parked cars forcing moving vehicles on to the wrong side of the road, would be included in the next Parking Review by the Reigate & Banstead Local Committee, on 4 March. There were similar concerns about parking on the A23 stretch of road near the Air Balloon which would also be included in the Parking Review, for consideration.

2.3 The Crescent, Horley – Public Footpath

In response to a request for signage/directions to Gatwick Airport on the lamp post opposite 'The Crescent', GK advised that funding for finger signs would need to be sought from County Councillors in the next municipal year. GK would contact Borough Cllr, Alex Horwood about the removal of the bin at the same location.

Action: GK

3. Residents' Forum Meeting

It was noted that the last meeting of the Horley Residents' Forum, held on 28 January, had been very well attended with a good ratio of members and residents. Amongst the matters raised were sustainable urban developments contained in the RBBC Development Management Plan to which land at Bonehurst Road (the former charities field) had been identified as a development site. It was noted that the Planning Inspector's Report had yet to be published and that a further public consultation on proposed amendments (including contentious matters) would follow.

(The Public Consultation on the Main Modifications to the DMP was subsequently launched - from 6 March until 18 April.)

The Gatwick Airport Master Plan consultation was also raised. It was suggested that a GAL representative be invited to a future meeting of the Residents' Forum to respond to a range of queries, including updates on Route 4. The Memorandum of Understanding regarding the second runway was also raised, as well as plans to build an infield terminal.

4. LAC change to Joint Committee with Town and Parish Council participation

Further updates on recent proposals to restructure the Reigate & Banstead Local Committee by extending participation by Town and Parish Councils, had yet to become available. It was noted that changes to voting rights and funding requirements would need to be agreed by SCC/RBBC, possibly including the use of CIL funds. Both authorities should influence the other in order to gain an overall understanding on appropriate spending of these monies throughout the county. Local residents would wish to see benefits from local development. The RBBC leader would be looking for some form of guarantees in this respect.

5. Café Pavilion Project Update – Horley Recreation Ground

An update was provided on the Café Pavilion build at Horley Recreation Ground. The tender programme for the construction had been carried out and responses from interested contractors were being evaluated. Interest was also being sought for the Café Concession Lease through an "Expressions of Interest" programme on Contracts Finder with a closing date of 15 March.

6. Any other business

- 6.1 Greenspace - Arne Grove, Landen Park:** It was noted that the Planning Inspector had found in favour of an application to award the Greenspace at Arne Grove, Landen Park, 'Village Green' status. This would need to be approved by the SCC Planning Committee on 20 March. Once approved, local residents would become responsible for the area and there would be a need to form a Village Green Committee. The area would also be designated as a Greenspace.
- 6.2 Horley High Street Pedestrian Precinct:** An update was received on the Pedestrian Precinct refurbishment since it commenced on 24 January. Some recent issues raised were in regard to the removal of the benches and the height of the kerb by the disabled bays would also need to be addressed.
- 6.3 High Street Car Park (formerly occupied by Uber):** Plans by RBBC to bring forward an outline Planning Application for a mixed form of retail development at the High Street car park, were noted.
- 6.4 Parking at Costa Coffee, Victoria Road:** Concerns were raised about parking at the front of Costa Coffee and that unloading supplies to the rear of the Café was difficult.
- 6.5 Request for replacement bollards at shops, Court Lodge Road:** KH advised funding might be available from SCC Members' Highways Fund, alternatively it would need to be considered as part of SCC Highways budget.
- 6.3 Drop-off parking facility, Horley Station**
It was noted that HTC had written to GTR about recent changes and that adequate provision be implemented at the lower level of the station, suitable for elderly and the disabled - a response was awaited.

(Response subsequently received from Govia Thameslink Railway, explaining that temporary provision for staff parking had been made at the drop off / pick up point, however passengers could still be dropped off or collected at the location, provided that the driver remained with the vehicle.

- 6.3 Reigate & Banstead Boundary Review:** Information on the new ward boundaries to be forwarded to KH for information. **Action: HTC**

7. Date of next meeting

It was agreed that the next meeting would proceed on Friday, 22 March 2019, 3.00 pm, at the Town Council offices.

HORLEY TOWN COUNCIL

CAFÉ/PAVILION HORLEY RECREATION GROUND

Business Plan

February 2019

HORLEY TOWN COUNCIL: CAFÉ/PAVILION PROJECT

1 INTRODUCTION

1.1 BACKGROUND

The Horley Recreation Ground is owned and managed by the Town Council. A popular and well used public recreation ground of approximately 6.6 acres and bordered by the A23 Brighton Road and Vicarage Lane, it comprises the Horley War Memorial, Memorial Gardens, Ornamental Gardens, children's playground, a skate park, multi-purpose games area, teenage shelter, items of fitness equipment and a car park. There is also a bowling green, which is maintained by Horley Bowling Club. Vehicular access is via the Brighton Road into the car park. Horley Parish Council purchased the freehold of this prime site on the Brighton Road in 1924. It paid for the construction of the bowling green in 1964, for three hard tennis courts in 1974, the children's playground in 1987 (subsequently refurbished several times), the Ornamental Gardens in 1988, the original skate park in 2002 (now replaced) and a multi-use games area in 2006. Apart from free tennis and other facilities described, there is a large grassed area where children can play and adults can relax or walk their dogs, as well as being the site for major community events throughout the year, including funfairs, circus visits, Donkey Derby and the Horley Carnival.

Discussions have been ongoing for several years within the Town Council and users of the Horley Recreation Ground regarding the lack of provision of toilet facilities. The Town Council included the project in its 5-year Forward Plan

A working group was formed to consider in more detail all aspects of the project, its terms of reference being:

- To review and consider all members' and residents' representations to date
- To consider all options including the design of a refreshments area and its final location
- To provide input for the tender exercise and review submissions for recommendation to Full Council

Chartered Surveyors Copeland Yussuf were appointed to oversee and manage the Café project.

2 NEED FOR THE PROJECT

2.1 Requirement

The addition of a café would have the aim of bringing new vitality into the park. Those people wanting to use the facilities mainly comprise parents and toddlers who use the nearby children's playground, as well as dog walkers and other adult users. The usage of the café will clearly fluctuate according to the seasons but it will add a much needed facility in what has become a very busy recreation park.

In terms of the park's capacity to accommodate a café facility (potentially with toilets, baby changing facilities etc), the only existing electricity, mains and foul water supplies within the park, are at the bowls club. Preliminary investigations indicate that new services will be required.

2.2 Survey

In 2016 an online survey was conducted. The results of the survey indicated that of 558 respondents:

- 342 were in the 25-44 age group
- 491 with children
- Most use the park all year round
- Large majority visit the play area
- Nearly all would use both Café and Toilets
- 74% would like to see more events in the Park

2.2 AIMS AND OBJECTIVES

Following the survey Horley Town Council revised its original brief for the Café as follows:

- Position next to Car Park to maximise year round sales, plus easier provision of essential services.
- A café accessible to all
- Open throughout year, 9.00am – 5.00pm
- Provide simple fare such as sandwiches, baked potatoes, sausage rolls, pastries and ice creams, with hot and cold beverages.
- Accessible toilets with baby-changing facilities.
- Outside seating areas for café-users, dog walkers and playground visitors.
- Simple Pavilion with inside/outside eating area and toilets
- Brick and Tile construction with shutters
- Extend Car Park to provide parking for additional visitors

It was further stated that the café should accommodate 20 inside covers (max), in addition to areas of outdoor seating. The building itself would house two unisex/disabled toilets and a baby changing facility, all accessible only whilst the café is open.

3 DEMAND

The demand for such a project is currently unknown with no historic consumer statistics. However previous publicity in the Surrey Mirror and Facebook etc in 2015 attracted much support.

4 CATCHMENT AREA

The users of the café are expected to be:

Parents and children using playground
General Park users
Dog walkers
Taxi drivers
Passing traffic
Local residents
Teenagers using the skate park and MUGA

5 CAR PARKING

The car park was extended several years ago to allow approximately twenty five spaces inc 2 disabled parking bays. Planning permission has been granted to extend the car park by an additional 12 spaces making around 40 spaces in total.

6. OPTIONS FOR CONSIDERATION

The following options were discussed by Full Council on 16 October 2018:

- i. **Temporary/mobile unit:** During the early engagement phase (advertised nationally on Contracts Finder), and also later in 2018, the Council was approached by operators who were prepared to build off site and place a temporary timber & steel structure on the park at their own expense. This would remove the need for the Council of to raise as much capital. The Town Council would still be required to install all services (electrical, water and drainage) and allow a 10-year lease to the tenant.
- ii. **HTC build the café as owners.** Planning permission was granted in December 2017 which would allow tenders to be sought, based on the Council's overall design and structure. This option requires the café to be built fully funded by the Town Council. An operator would have to be appointed, most likely by way of a concessionaire agreement.

Option 6 (i) was not supported. Option 6 (ii) above was confirmed as the favoured option of the Council, which resolved at the Annual Council Meeting on 15 May 2018:

“that only a permanent structure belonging to Horley Town Council be considered for a café in Horley Recreation Ground.”

The following options had previously been considered and have now been discarded

Do nothing – make no improvements to the park. This would save a need to raise any funding which could alternatively be allocated to other parts of Horley Town Council’s estate. However, this would be unpopular with local residents who would lose out on such a significant improvement to the park. HTC would also lose out on the ability to raise other funding from potential grant providers.

Install public toilets only in the park. This has been previously evaluated. Costs are likely to be around £40k. The main issue would be the maintenance of the toilets whereas if the Council were to provide a café, it would be a requirement that the café management factor in the cost of maintaining toilets within their own scheme.

Seek private investment in the café development. A ground lease could be offered for the development of a café in the park. A developer/operator would fund and build the café by way of a long term lease on the land. This would offer a significant saving in capital costs; however there is a risk that the Town Council could lose control over the design and operation of the café unless explicit conditions were agreed.

7 CAFÉ SERVICE REQUIREMENTS OF THE SERVICE PROVIDER

By way of a Concessionaire Agreement, a service provider will be responsible for the cleaning of the entire building, including the public toilets, and for the removal of litter in the curtilage of the building where extra café tables and chairs are located, as well as at any seating near to the playground. Toilets shall be fully cleaned at least once per day and inspected, and spot cleaned on an hourly basis. Several parties have expressed interest by way of Contacts Finder notices. Further Expressions of Interest are currently being sought.

8 FINANCIAL CONSIDERATIONS

8.1 CAPITAL COSTS

By reference to the Copeland Yussuf tender report dated 6 December 2018, three tenders were received on Friday 30 November 2018 in ascending order as follows:

Contractor	Price (£)	Contract Period
Contractor One	£476,350.00	20 weeks
Contractor Two	£482,664.00	20 weeks
Contractor Three	£503,620.74	20 weeks

Copeland Yussuf produced a cost plan for the project based at second quarter 2018 prices (£560,000.00). Contractor One's sum of £476,350.00 is approximately 17.5% lower which is regarded to be within tolerance. The tender submitted by Contractor One in the sum of £476,350.00 is considered to be priced competitively and it is recommended to proceed with this tender. The Working Party has met the Contractor and raised a number of queries. These have subsequently been answered by the Contractor.

The breakdown of costs to provide a building of the above sum are:

tendered	476,000	per tender (Contractor One)
project fees	24,000	5.5% of final account figure; capped at £24k
	3,000	Construction (Design and Management) Regs
VAT	<u>100,000</u>	max, subj to negotiation with HMRC
	603,000	
	-	
less earmarked funds	<u>130,000</u>	
	<u>473,000</u>	funding requirement

8.2 Funding

A new building costing the above would require the raising of capital via various sources:

- Precept
- Grant funding
- Reserves
- PWLB Loan

8.3 GRANTS FUNDING

Grants funding such as the following could be considered:

National Lottery	Inspired Facilities
Surrey County Council (SCC)	Community Improvement Fund (suspended 2018/19)
s106 or other contribution	Reigate & Banstead Borough Council (RBBC)

To date approaches to the National Lottery and SCC have been unsuccessful. RBBC has been approached informally to consider a financial contribution.

8.4 PUBLIC WORKS LOAN BOARD (PWLB)

PWLB lends monies to local authorities at wholesale market rates for projects such as this one. Apart from using all our earmarked funds and reserves, a PWLB loan appears to be our only realistic option. A loan for the Innes Pavilion roof was fully repaid in November 2018. A loan is outstanding for the Albert Rooms extension of with a balance of £230k. An application for a PWLB loan of up to £500k may be considered. Examples of repayment schedules are below:

Principal	Rate	Term	Annual repayment
480,000	2.25%	20 yrs	29,936
480,000	2.43%	25 yrs	25,423
400,000	2.25%	20 yrs	25,487
400,000	2.43%	25 yrs	21,443

(interest rates as at 7.2.19):

8.5 PRECEPT

The Town Council has created an earmarked reserve fund of £130,000 towards this project. Costs of a possible loan repayment (£31,000) have been factored into the 2019/20 budget and Precept calculations and will need to be factored throughout the term of any PWLB loan. Discussion and setting of the Town Council's Precept and Budget for 2019/20 took place in public session at the Full Council meeting of 11 December 2018.

9. INCOME PROJECTIONS

A Café Concession Lease for a period of ten years with a break clause available within the lease after Year 5 will be awarded to the successful bidder. Bidders will be invited to submit their proposals for rent, plus a percentage of gross takings to be agreed.

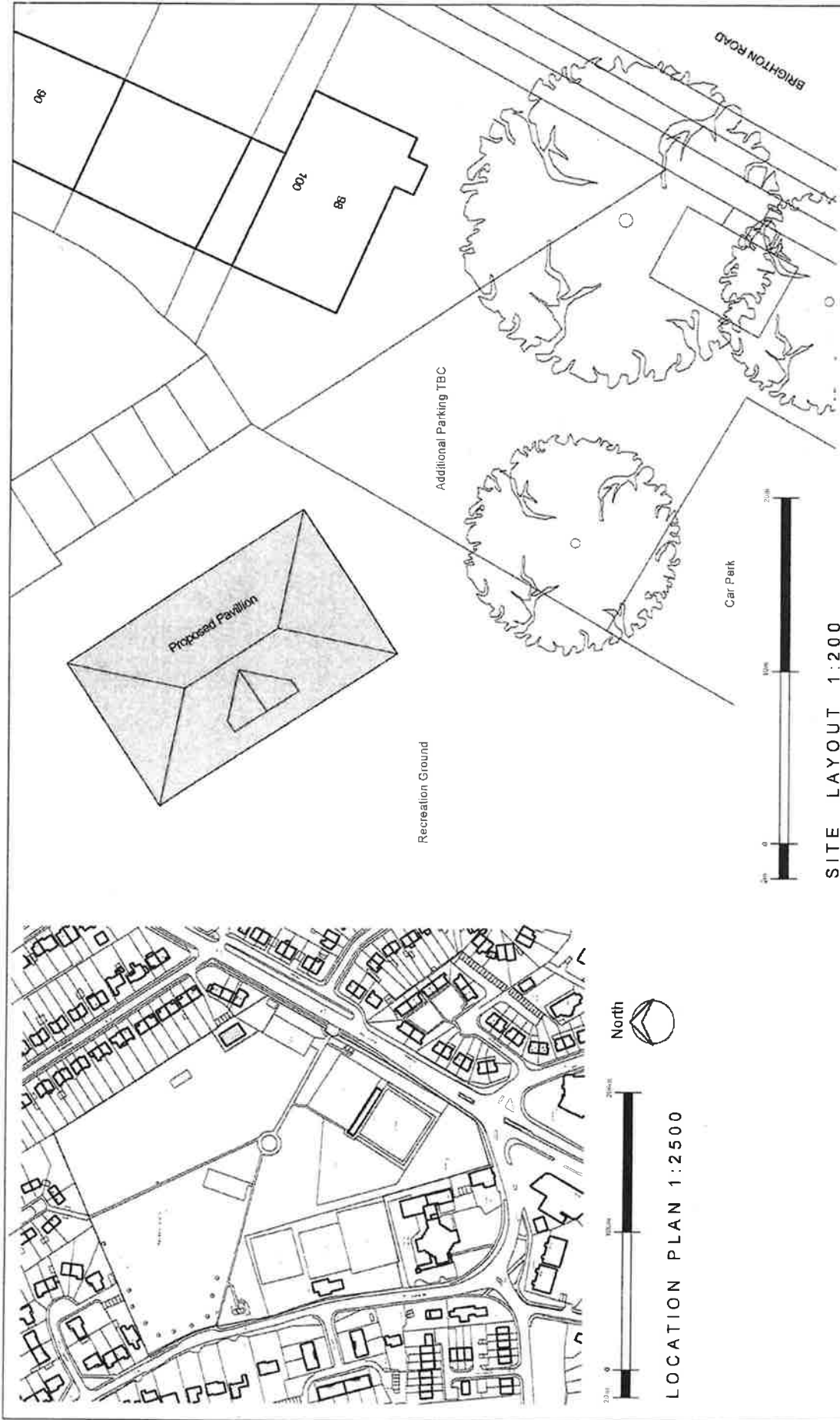
Projected café income	12,000	
Running costs		
Bldgs Insurance	500	HTC as landlord (budgeted)
CCTV	1,200	Part of parks budget 19/20
Utilities	2,600	to be paid by lessee
Repairs & Maintenance	n/a	warranty
Business Rates	2,000	to be negotiated and paid by lessee

Note: The catering area of the pavilion will be a 'bare shell' with main electricity and water connections only. There will be no fittings provided. The successful applicant will be expected to provide and finance their own fit-out, specific to their particular aims and needs and subject to Building Control submission. The operator will own the equipment provided.

10. CONCLUSION

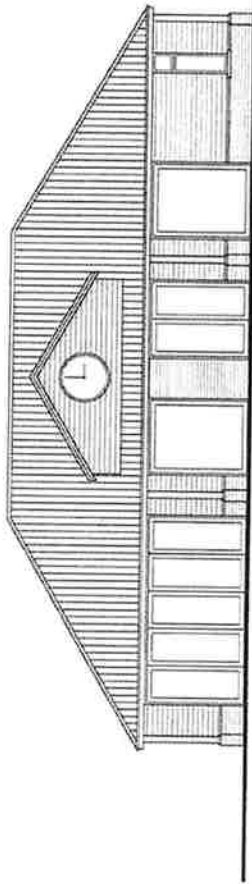
Horley Town Council, at its Full Council meeting on 12 February 2019 resolved to appoint Newlyns Contractors Ltd (referred to as Contractor One above) to build the Café plus associated external works for a sum not exceeding £476,350 plus VAT, subject to the necessary funding being secured. (A breakdown of the works proposed by Newlyns, plus plans of the proposed building are appended to this Business Plan.)

12.2.19

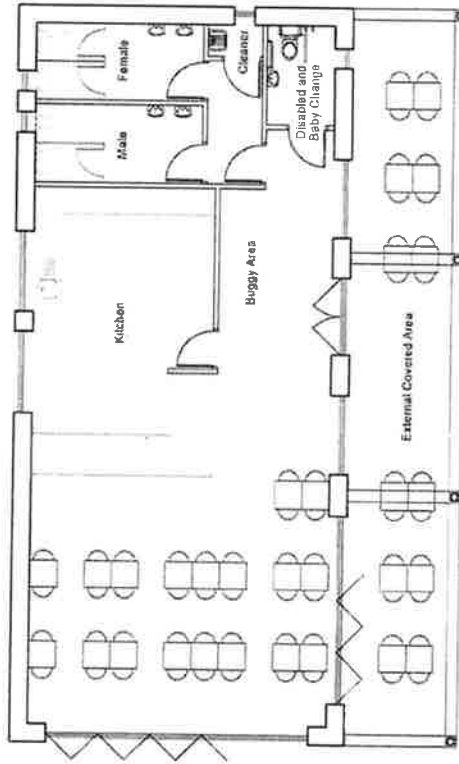


SITE LAYOUT 1:200

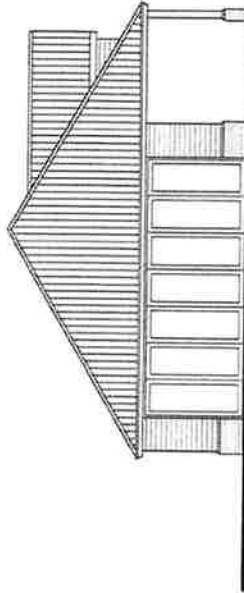
 <p>Copeland Yussuf</p>	<p>General Road IIP The subject design is a submission to the Local Planning Authority for approval of a proposed development.</p> <p>Submitted to: Horley Town Council Date: 10/06/17 Project Name: Pavilion Cafe, Horley</p>	<p>190 002 SKA A</p>
	<p>Site: Pavilion Cafe, Horley</p> <p>Project: Pavilion Cafe, Horley</p>	<p>190 002 SKA A</p>
<p>Site: Pavilion Cafe, Horley Project: Pavilion Cafe, Horley</p>		



Proposed Front Elevation



Proposed Ground Floor



Proposed Side Elevation

Materials Schedule

- Walls - Stock brickwork finish, with Merley Eternit cedar weatherboard above.
- Windows and Doors - Double glazed aluminium windows and doors.
- Roofs - Plain roof tile. Metal fascia soffit and rainwater goods.



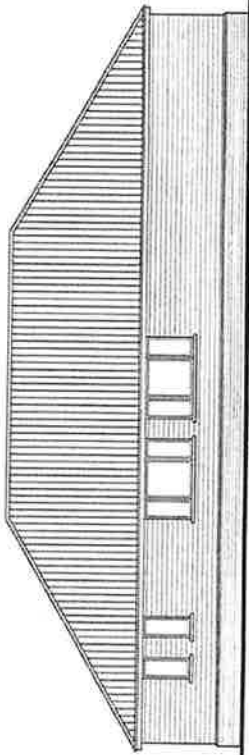
Copeland Yussuf

190/002 SKB IA

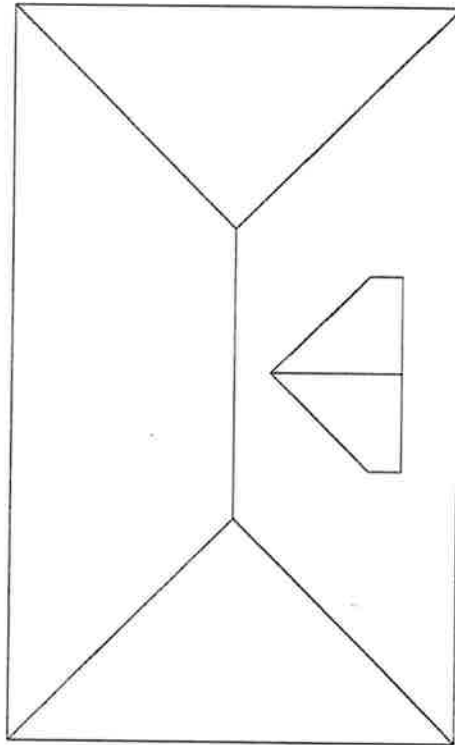
Project: Pavilion Cafe, Horley
 Client: Horley Town Council
 GA Plan and Elevations

Architect: Copeland Yussuf
 100, Colchester Road, Colchester, Essex, CO1 1JG
 Tel: 0206 204000 Fax: 0206 204001
 Email: info@copelandyussuf.co.uk
 www.copelandyussuf.co.uk

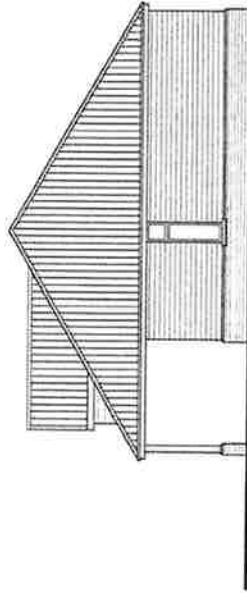
NOTES:
 1. All dimensions are in millimetres unless otherwise stated.
 2. All dimensions are to the face of the work unless otherwise stated.
 3. All dimensions are to the centre of the work unless otherwise stated.
 4. All dimensions are to the finished work unless otherwise stated.
 5. All dimensions are to the centre of the work unless otherwise stated.
 6. All dimensions are to the centre of the work unless otherwise stated.



Proposed Rear Elevation



Proposed Roof



Proposed Side Elevation

Materials Schedule

- Walls - Stock brickwork finish, with Marley Eternit eedral weatherboard above.
- Windows and Doors - Double glazed aluminium windows and doors.
- Roofs - Plain roof tile, Metal fascia soffit and rainwater goods.

NOTES

1. All dimensions are in millimetres unless otherwise stated.

2. All dimensions are to the face of the work unless otherwise stated.

3. All dimensions are to the face of the work unless otherwise stated.

4. All dimensions are to the face of the work unless otherwise stated.

5. All dimensions are to the face of the work unless otherwise stated.

6. All dimensions are to the face of the work unless otherwise stated.

7. All dimensions are to the face of the work unless otherwise stated.

8. All dimensions are to the face of the work unless otherwise stated.

9. All dimensions are to the face of the work unless otherwise stated.

10. All dimensions are to the face of the work unless otherwise stated.

Copeland Yussup
 317 Oakdale Road, Orpington, Kent BR5 3JX
 Tel: 01892 811111 Fax: 01892 774854
 Email: info@copelandyussup.com
 www.copelandyussup.com

Project: Parkton Cafe, Horley
 Date: 11/08/17
 Scale: 1:100 (Arch)
 Drawing No: 190/002/SKC/A


Copeland Yussup
 Horley Town Council
 GA Plan and Elevations

This drawing is the property of Copeland Yussup Ltd.
 It is not to be used for any other project without the written consent of Copeland Yussup Ltd.
 All rights reserved.

Places & Planning

Luci Mould
Head of Service

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

COPELAND YUSSUF
3 BORTHWICK STREET
DEPTFORD
LONDON
SE8 3GH

Ref: 17/02088/F

TOWN AND COUNTRY PLANNING ACT, 1990 AND LOCAL GOVERNMENT ACT, 1972 THE TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015

The Council of the Borough of Reigate and Banstead, as District Planning Authority under the provisions of Part III of the Town and Country Planning Act, 1990, and Part IX of the Local Government Act, 1972 **DO HEREBY GRANT** permission for the development specified in the First Schedule hereto subject to the conditions (if any) specified in the Second Schedule for the reason specified in the Third Schedule hereto.

FIRST SCHEDULE

The development specified in the application for planning permission dated 16th October 2017

Horley Recreation Ground Brighton Road Horley Surrey RH6 8DA

Proposed pavilion to include cafe and public access toilets, with extended public car park. As amended on 28/11/2017

SECOND SCHEDULE

1. The development hereby permitted shall be carried out in accordance with the following approved plans.

Reason: To define the permission and ensure the development is carried out in accord with the approved plans and in accordance with National Planning Practice Guidance.

Note: Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations or Section 73 of the Act for minor material alterations. An application must be made using the standard application forms and you should consult with us, to establish the correct type of application to be made.

Plan Type	Reference	Version	Date Received
Location Plan	190 002 SKA	B	06.09.2017

Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH • Help Line 01737 276000

• www.reigate-banstead.gov.uk • Follow the council on twitter.com/reigatebanstead •

Proposed Plans	190 002 SKB	A	06.09.2017
Proposed Plans	190 002 SKC	A	06.09.2017
Site Layout Plan	190 002 SKD		06.09.2017
Site Layout Plan	190 002 SKE		06.09.2017
Proposed Plans	190 002 SKF		06.09.2017

- The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

Reason: To comply with Section 91(1) of the Town and Country Planning Act 1990 as amended by Section 51 (1) of the Planning and Compulsory Purchase Act 2004

- No development shall take place until samples of the materials to be used in the construction of the external surfaces, including fenestration and roof, have been submitted to and approved in writing by the Local Planning Authority, and on development shall be carried out in accordance with the approved details.

Reason: To ensure that a satisfactory external appearance is achieved of the development with regard to Reigate and Banstead Borough Local Plan 2005 policies Ho9, Ho13, Ho15 and Ho16 and the Local Distinctiveness Guide.

- Development shall not begin until full details of the proposed extract flues and ventilation system has been submitted to and approved in writing by the Local Planning Authority and shall be installed in accordance with the approved details.

Reason: To ensure that the proposed development does not prejudice the amenities of the properties in the surrounding area with regard to Reigate and Banstead Borough Local Plan 2005 policy Sh2

THIRD SCHEDULE

The development hereby permitted has been assessed against development plan policies Pc6, Re1, Re2, Cf1, Cf2, Cf3 and Mo7, and material considerations, including third party representations. It has been concluded that the development is in accordance with the development plan and there are no material considerations that justify refusal in the public interest.

INFORMATIVES

- Your attention is drawn to the safety benefits of installing sprinkler systems as an integral part of new development. Further information is available at www.firesprinklers.info.
- The applicant is strongly encouraged to provide renewable technology within the development hereby permitted in order to reduce greenhouse gas emissions.
- You are advised that the Council will expect the following measures to be taken during any building operations to control noise, pollution and parking:
 - Work that is audible beyond the site boundary should only be carried out between 08:00hrs to 18:00hrs Monday to Friday, 08:00hrs to 13:00hrs Saturday and not at all on Sundays or any Public and/or Bank Holidays;
 - The quietest available items of plant and machinery should be used on site. Where permanently sited equipment such as generators are necessary, they should be enclosed to reduce noise levels;

Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH • Help Line 01737 276000

• www.reigate-banstead.gov.uk • Follow the council on twitter.com/reigatebanstead •

- (c) Deliveries should only be received within the hours detailed in (a) above;
- (d) Adequate steps should be taken to prevent dust-causing nuisance beyond the site boundary. Such uses include the use of hoses to damp down stockpiles of materials, which are likely to generate airborne dust, to damp down during stone/slab cutting; and the use of bowsers and wheel washes;
- (e) There should be no burning on site;
- (f) Only minimal security lighting should be used outside the hours stated above; and
- (g) Building materials and machinery should not be stored on the highway and contractors' vehicles should be parked with care so as not to cause an obstruction or block visibility on the highway.

Further details of these noise and pollution measures can be obtained from the Council's Environmental Health Services Unit.

In order to meet these requirements and to promote good neighbourliness, the Council recommends that this site is registered with the Considerate Constructors Scheme - www.ccscheme.org.uk/index.php/site-registration.

4. The permission hereby granted shall not be construed as authority to obstruct the public highway by the erection of scaffolding, hoarding or any other device, apparatus or material for which a licence must be sought from the Highway Authority Local Highways Service.
5. The applicant is encouraged to provide a fire retardant finish to the building.
6. The applicant is advised that relevant food hygiene standards should be observed before commencing food preparation. Please contact Environmental health for further information.

Please remove any site notice that was displayed on the site pursuant to the application.

Dated this 21st December 2017

Luci Mould

Head of Places & Planning (duly authorised in this behalf)

Any approval given herein relates only to development under the Town and Country Planning Act, 1990. Consent under the Building Regulations may also be necessary

APPENDIX B

Newlyn Contractors Limited's Contract Sum Analysis

**Horley Café Pavilion
Contract Sum Analysis**



Elem	ELEMENTAL SUMMARY	TOTAL / £	Notes
0-6 MEASURED WORKS			
0	Facilitating Works	5500	
1	Substructure	82987	
2	Superstructure	112412	
3	Internal Finishes	22966	
4	FFE	- 1400	
5	Services	38275	
6	External Works	181310	
7-9 PROJECT/DESIGN TEAM FEES			
7	Consultant's Fees	11500	
8	Main Cont. Pre-construction Fees	7,500.00	
9	Main Contractor's Design Fees	8,000.00	
10-12 OTHER PROJECT COSTS			
10	Other Development Costs/Fees	2000	
11	Health and Safety	2500	
12	Site Waste Management Regulations	N/A	
TOTAL		476,360.00	



APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

1. Name of Council	Horley Town Council
2. Name of Clerk	Joan Walsh
Working Address (inc. Postcode)	Albert Rooms 92 Albert Road, Horley, Surrey RH6 7HZ
Email address	town.clerk@horleytown.com
Telephone	01293 784765
3. Name of Chair	Councillor David Powell
Home Address (inc. Postcode)	48 Fairfield Avenue, Horley, Surrey RH6 7PD
Telephone	01293 774695
Email address	david.powell@horleysurrey-tc.gov.uk
5. District/Unitary Council area	Reigate & Banstead
6. Purpose of Borrowing Please give a brief description of the purpose for which funds are required. Example of Capital projects : Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital expenditure	Construction of new Café/Pavilion and associated external works at Horley Recreation Ground, Brighton Road, Horley, Surrey RH6 7BT
7. Total Contract/Project Value	£603,000 (inc VAT)
Funding from Council's own resources	£130,000
Funding from other sources	£0
Amount to be borrowed	£473,000
8. Deadline for approval (if applicable) If borrowing is required by a specific date – eg an auction date, or to meet match-funding requirements - give details here.	March 2019

9. Is funding from other sources confirmed?	Yes <input checked="" type="checkbox"/>	No		
10. Proposed Borrowing Source	Earmarked Funds			
11. Intended Borrowing Term (please specify the number of years)	20 years			
12. Details of Existing Loans	1 st loan	2 nd loan	3 rd loan	4 th loan
	£ 300,000.00	£	£	£
Date Taken Out	27.5.08			
Amount Outstanding	£ 247,589.58	£	£	
Unexpired Term	20 years			
13. Are you increasing Precept to fund this borrowing?	Yes	No <input checked="" type="checkbox"/>		
What will be the amount and percentage of the planned increase per annum?	£ n/a	% 		
What will cost band D per annum?	£ n/a			
14. If applicable, have you assessed the extent of public support to increase precept for this loan?	Yes	No		
	n/a			
If yes, what were the results of the assessment to increase precept for this loan?	n/a			
15. Precept for previous year: 2017/18	£ 332,863 for Band D: £35.94			
Precept for Current year: 2018/19	£ 351,333 for Band D: £36.90			
Precept for next year: 2019/20	£ 372,755 for Band D: £37.87			
16. Number of Electorate	18,210 (2018)			
17. Value and purpose of all funds, capital/revenue reserves and balances currently held.	General Fund	£176,343.20		
	Earmarked Funds	£230,743.95		
	Total reserves	£407,087.15		
	per Annual Return (attached)			
18. Have you provided the following supporting evidence?	Please tick the appropriate boxes below			

a) Full Council minutes with resolution to apply to MHCLG for borrowing	YES
b) Report to the Council	YES
c) Council Budget for current year and next year if available	YES
d) Council Budget for current year and next year if available	YES

19. Approval of Full Council

The above application was agreed by resolution of the Full Council on 12 February 2019, the Report to Council and Budget attached have been taken to and approved by the Full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.

The Council undertakes to notify the Ministry of Housing, Communities and Local Government (MHCLG), as soon as reasonably practicable, in the event:

- of not exercising the approval, or,
- it finds that the original amount requested is greater than the actual borrowing need.

SIGNED.....
(Chair of the Council)

DATE...19/2/19

NAME.....David Powell

SIGNED.....
(Responsible Financial Officer)

DATE...19/2/19

NAME.....Joan F Walsh

Please send signed, completed forms and all supporting information to your county association of local councils.

Failure to submit all required information will delay your borrowing approval.

HORLEY TOWN COUNCIL

Joan Walsh

Town Clerk

Council Offices, 92 Albert Road

Horley, Surrey RH6 7HZ

Tel: 01293 784765

Email: info@horleysurrey-tc.gov.uk

www.horleysurrey-tc.gov.uk



Mr Shafi Khan
Ministry for Housing, Communities & Local Government
Local Government Finance
2 Marsham Street
2nd Floor, Fry Building
South East Quarter
London
SW1P 4DF

Sent by Email: Parish.Borrowing@communities.gov.uk

18 March 2019

Dear Mr Khan

Horley Town Council - Loan Application Assessment & Request for Information Café Pavilion Project, Horley Recreation Ground, Brighton Road, Horley RH6 7BT

Thank you for your letter regarding Horley Town Council's application for borrowing approval for a new Café/Pavilion and associated external works at Horley Recreation Ground, from the PWLB. Having reviewed the additional information and evidence required on this assessment, we can now respond as follows:

01 RESOLUTION TO BORROW

- The minutes attached to our application are in draft format since they were produced immediately after our Full Council meeting on 12 February 2019. They are therefore subject to formal approval at our next Full Council meeting on 2 April and will thereafter become a legal record. In the circumstances and taking note of your comments, we have made the necessary changes along the lines you have indicated and a revised draft of the Resolution for borrowing approval is now attached.

The Press Release, originally issued on 18 February 2019, will be amended accordingly once you are satisfied with these changes. The draft minutes will also be published once they are formally approved.

02 BUDGET 2018/19 & 2019/20

Horley Town Council proposes the annuity basis. The approximate annual loan repayment is £29,272 based on rates prevailing as at 8 March 2019.

You are correct in stating that the £19,545 figure is already budgeted for annual repayments of the existing loan and will continue to be so for the remaining term of the loan.

With regard to the 2019/20 budget, a copy of the Precept extract is attached and the new repayment amount appears on page 3 (as highlighted) and is listed under the Full Council category.

Continued ...

At the time of formulating the budget, the Contractors' tenders were still being analysed so our Chartered Surveyor's budget figures were adopted, resulting in repayments being budgeted at **£31,000** per annum.

The Town Council is expecting to draw down any loan during 2019/20 as the appointed Contractor will complete the work in the same year and will submit monthly invoices for the work during the construction period. From your comments, we would foresee the Town Council wishing to draw down in 2 tranches, once project timescales with all parties have been agreed.

03 REPORT TO COUNCIL / BUSINESS CASE

With reference to the key documents listed:

You are correct in stating that the Town Council is not opting for the approval in principle approach in view of the completion timeframe of 20 weeks by the appointed contractor.

We note that you are satisfied with the remaining evidence provided under this heading and that nothing further is required.

04 LOAN AFFORDABILITY

Budgets have been set as guided by the Town Council's Financial Regulations. You will note that income and expenditure is projected over the next 3 financial years. We fully appreciate that the Council may have to face an unexpected event and be able to deal with its financial repercussions. For this reason, the Council maintains strong general reserves (currently approximately £190,000). Our auditors further advise that the Council should maintain general reserves equal to a minimum of 6 month's Precept, and on which advice the Council does fully comply. Furthermore, it is not envisaged that any projects would be adversely affected or that an exceptional Precept would be proposed.

05 PARISH PRECEPT COUNCIL TAX INCREASE – N/A

06 PARISH PRECEPT COUNCIL TAX INCREASE – Public Consultation – N/A

07 GENERAL PUBLIC CONSULTATION ON PROJECT & PWLB APPLICATION

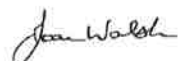
We note that the information and evidence required under this heading has been fully satisfied.

Finally, we note that some details will need to be shared with the PWLB to process our separate application with them and confirm that this is acceptable.

We hope that our responses outlined above fully satisfy your queries and await further confirmation of this. If you do require anything further, then please advise us accordingly.

We are very grateful for all your assistance on the assessment of our loan application and we look forward to hearing from you further.

Yours sincerely



Joan Walsh
Town Clerk

HORLEY TOWN COUNCIL INTERNAL CONTROL REVIEW 2018/19

Background

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

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

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

Risk Assessment

The Council's Finance Committee conducted a full risk assessment on 22 January 2019. In that risk assessment, it reviewed financial controls, inter alia:

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

Control Systems

The Council has manual reconciliations in place to detect error. Duties are segregated between staff for the operation of its banking systems, and in turn two councillors authorise payments in addition to the Clerk (three signatories in total). Members review summaries of receipts and payments, preventing or detecting budget overspends and unauthorized expenditure. Insurance cover is reviewed periodically.

Internal Audit

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

Audit Programme Content

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

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

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

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

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

Annual Accounts - Work on the 2018/2019 annual accounts will include validation of the accuracy of the final accounting papers and preparation of supporting documentation required by the external auditor.

LIST OF AUDIT PROGRAMMES

Corporate Governance

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

Accounting Practices

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

Expenditure

- C1 - Accounts for payment
- C2 - Payroll

- C3 - General Power of Competence
- C4 - Capital
- C5 - Miscellaneous income and expenses

Income

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

Annual Accounts

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

Other

- F1 - Salary Payments and PAYE in Real Time (RTI)
- F2 - Langshott Allotments and s106 reclaims
- F3 - Café Pavilion Project
- F4 - Community Infrastructure Levy CIL

Annual review of the effectiveness of internal control and the management of risk 2018/19

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

and Reporting	and has been approved by the Council following the adoption of the Risk Assessment and Management Paper 2018-2019.		necessary
---------------	--	--	-----------

Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review took place by the Internal Audit Review Sub-Committee on 8 February 2019 and the paper was approved at the Full Council meeting to be held on 12 February 2019.

Adopted by Horley Town Council 12 February 2019

Next Review Date: February 2020

HORLEY TOWN COUNCIL
RISK ASSESSMENT AND MANAGEMENT PAPER 2018 - 2019

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking.
	Security of buildings, equipment etc	M	H	Alarms (security, smoke and panic) installed at Council Buildings and serviced and tested regularly, in accordance with current regulations. Passwords and keys strictly restricted to nominated personnel. Additional butterfly locks installed on the interior of the two Council Office entry doors to enable safe access and to comply with fire safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers
	Business Continuity	L	M	Insurance cover is £50,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash through theft or dishonesty	L	H	Fidelity Guarantee in place for the sum of £500,000. Safe used for storage of all petty cash, postage stamps, cheque book, unbanked cheques, mayoral chain of office etc. in alarmed office. Office keys strictly restricted to nominated personnel.
	Financial controls and records	L	M	Monthly reconciliation prepared by RFO, checked by Town Clerk and reported to Finance Committee. Three signatures (officer plus two members) on cheques or internet banking has been retained for good practice. Two nominated Councillors conduct a review prior to F&GP Committee meetings, our Internal Auditor checks procedures and External Auditors review our accounts.
	Compliance with HMRC Regulations	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Use of VAT Help Line when necessary to answer queries. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically (effective from 1 October 2019)
	Sound budgeting to underlie annual precept	L	M	Finance & General Purposes Committee and Full Council receive detailed budget vs. actual reports. Precept derived directly from this and prior committee review of needs.
	Compliance with borrowing restrictions	L	L	Advice sought from Surrey ALC as appropriate
Liability	Risk to third party, property or individuals	M	M	Public Liability Insurance held amounting to £10m cover. Open spaces checked regularly. Playgrounds, equipment and trees checked regularly. Incidents fully investigated if damage reported.
	Legal liability as consequence of asset ownership (especially playgrounds)	H	H	Daily and weekly reports of inspections of multi-purpose court, playgrounds and skateboard park and all other equipment as stated in the Asset Register. Annual playground checks made to RoSPA

				criteria.
	Compliance with HM Revenue and Customs Requirements	L	M	Regular advice available from HMRC, VAT Helpline and Sage etc. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	M	Regular Health & Safety Risk Assessment checks of Council Offices particularly before public events. Fire Risk Assessments undertaken by accredited Fire Protection Company at Council Offices and Innes Pavilion and modifications completed, as required. HTC Officers trained in accredited Fire Safety Training programme, covering new legislation. Panic alarm installed with feed to Surrey Police. Additional security measure put in place following advice received from the Surrey Police Crime Reduction Officer in December 2016.
Legal Liability	Confirmation that activities are within legal powers	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	Proper and timely reporting via the Minutes	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via web site.
	General Data Protection (GDPR)	L	L	Although not a legal requirement, for good practice, a Data Protection Officer (DPO) has been appointed to ensure full compliance with current legislation.
	Proper document control	L	M	Leases and legal documents locked in secure cabinets. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
Admin	Data integrity and resilience	M	H	Broadband used for all internet traffic, real-time virus scans on all workstations and the dedicated server, and use of up to date virus libraries. All data is backed up continuously to a remote back-up service.
Councillor Propriety	Registers of Interests	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or by prior appointment.

This Risk Assessment and Management Paper was reviewed by the Finance & General Purposes Committee on 22 January 2019, for consideration by Full Council on 12 February 2019



Horley Town Council

Child Protection and Vulnerable Persons Policy

1. Introduction

- 1.1 Horley Town Council is committed to taking all reasonable precautions to safeguard the welfare of children and vulnerable persons that use its services and promotes a safeguarding culture and environment.

2. Safeguarding

- 2.1 The Council will endeavour to safeguard children and vulnerable persons, in that:

- The welfare of the child and vulnerable adult is paramount;
- All children and vulnerable adults have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff, volunteers and elected members of the Council have a responsibility to report concerns to the appropriate officer (the Clerk);
- All staff, volunteers and elected members of the Council are not to deal with situations of abuse or to decide if abuse has occurred.

3. Duty of Care

- 3.1 Disclosure and Baring Service (DBS) checks will be carried out in accordance with the eligibility criteria in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.
- 3.2 Horley Town Council has a duty of care to protect others from harm; this includes a range of processes including risk assessments and health and safety practices.
- 3.3 We require regular hirers of our premises who have a responsibility for children or vulnerable persons to have their own safeguarding policy and procedures in place and provide us with an assurance that these are implemented.
- 3.4 Regular hirers of our premises must pay due regard to the safety and well-being of children and vulnerable persons and to accept full responsibility for those in their care.

- 3.5** Allegations or suspicions of inappropriate behaviour by a member of staff or Councillor must be referred immediately to the Clerk who will refer the matter to Social Services at Surrey County Council and the Police, as appropriate, for investigation.
- 3.6** Every effort shall be made to ensure that confidentiality is maintained for all concerned.
- 3.7** Information will be handled and disseminated on a need to know basis only, this is usually Social Services at Surrey County Council and the Police, as appropriate.
- 3.8** Allegations or concerns will never be discussed, as any breach of confidentiality could be damaging to the child or young person, their family, those who are the subject of allegations and any child protection investigations that may follow.

You must refer; you must not investigate

This Child Protection and Vulnerable Persons Policy is subject to review every 3 years or when there are any changes in legislation.

***Approved by Full Council: 12 February 2019
Next review date: April 2022***

**Meeting Notes: Surrey Police (Horley) and Horley Town Council Representatives
4 February 2019, 4.00 pm at the Town Council offices, 92 Albert Road, Horley**

Present: PC Steve Ellis (DE)
PCSO Jacqui Parnell (JP)
Cllr Mike George (MG)
Cllr Simon Marshall (SM)
Joan Walsh (JW) (HTC)

1. Welcome

Cllr George opened the meeting by welcoming PC Steve Ellis and PCSO Jacqui Parnell. It was noted that PC Ellis had replaced Sergeant Liz Scholey who was unable to attend the meeting.

2. Communications

Cllr George explained that it was hoped that review meetings with local Police Officers and the Town Council could be re-established since this had proved very beneficial in the past as a useful community engagement exercise to keep residents informed.

3. Information on local incidents and detections

It was noted that information on local incidents and detections in Horley was readily available from the [Surrey Police website](#), [Surrey Police Facebook Page](#) and the [Reigate & Banstead Beat Facebook Page](#)

It was further suggested that HTC publish regular updates in the monthly eNewsletter as another forum to update local residents and encourage relevant information be passed on the local Police Officers, such as, when appeals for information are lodged. This would be followed up accordingly.

Action: HTC

4. HTC / SP Updates

SP:

JP advised that following a successful prosecution arising from the series of burglaries on Albert Road, Balcombe Road and 'The Crescent', a surgery was held outside Horley Police Station to update residents and this had been well received.

HTC:

The following details were given on upcoming events in Horley so that local Police Officers could be made aware:

<i>Funfair Visit, Horley Recreation Ground:</i>	<i>Friday 12 April - Monday 22 April</i>
<i>St George's Day Fayre, Horley High Street:</i>	<i>Saturday 27 April</i>
<i>Funfair Visit, Horley Recreation Ground:</i>	<i>Friday 14 June - Sunday 16 June</i>
<i>Horley Carnival, Horley Recreation Ground:</i>	<i>Saturday 15 June</i>
<i>Open Air Cinema, Horley Recreation Ground:</i>	<i>Friday 23 August</i>
<i>Circus Wonderland, Horley Recreation Ground:</i>	<i>Wednesday 11 - Sunday 15 September</i>
<i>Funfair Visit, Horley Recreation Ground:</i>	<i>Friday 4 October - Sunday 13 October</i>

5. Next Meeting

It was agreed that meetings should be arranged on a quarterly basis, and the next meeting would be arranged in due course.

Action: HTC

Press Release:

Horley Town Council

18 February 2019

At its Full Council Meeting held on 12 February 2019, Horley Town Council reviewed the results of the Tender Programme for the new Café/Pavilion build at Horley Recreation Ground and approved the appointment of a Contractor to build the Café, and associated external works, subject to funding being secured for the project.

The relevant [Planning Approval](#) and [Business Plan](#) are available to view from our website. The expected total cost of the project is £603k. The Town Council has directed that borrowing approval of £473k be sought from the Ministry of Housing, Communities & Local Government to enable a loan application to be made to the Public Works Loan Board (the body which offers loans to local authorities). A further £130k will be funded from the Town Council's earmarked reserves.

We have also invited interested parties to express an interest in the opportunity to operate a Café Concession lease for the Café/Pavilion, which is expected to be ready for operation later this year. We are looking for a tenant to provide an innovative and exciting catering experience for all visitors and full details are available on our ['Expressions of Interest' \(EOI\)](#) publication with the plans attached. The Closing Date is: **15 March 2019.**

This project will ensure that a much-needed community facility will be available to the many users of the premier Recreation Park in Horley. The timetable for the works will be regularly updated on our website once secured funding is in place to move the project forward.

ENDS