

**HORLEY TOWN COUNCIL**  
**ORDINARY MEETING OF THE COUNCIL**

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,  
Albert Road, Horley on Tuesday 15 October 2019 at 7.30 pm.

<b>Present</b>	Cllrs David Powell (Chairman) Giorgio Buttironi Pamela Chandler Mike George Jerry Hudson Adrian Kitajewski Helen Kitajewski Robert Marr Samantha Marshall Simon Marshall Wayne Philips Martin Saunders Rob Spencer Fiona Stimpson
<b>In Attendance</b>	J Walsh (Town Clerk) C Fenton (Head of Leisure & Deputy Clerk)

**C 4770      Apologies and Reasons for Absence**

***RESOLVED: that the apology of Cllr Baird be accepted, for reasons as specified in the Attendance Register. (Cllrs Kumar and Robinson were absent.)***

**C 4771      Disclosable Pecuniary Interests and Non-Pecuniary Interests**

There were no Declarations of Interest in relation to any items included on this agenda.

***RESOLVED: noted.***

**C 4772      Public Forum**

No members of the public were present.

***RESOLVED: noted.***

**C 4773      Ordinary Meeting of the Council, 3 September 2019**

The minutes of the above 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 3 September 2019, including all confidential***

**C 4773)** *items, be approved.*

**C 4774** Leisure & Amenities Committee, 17 September 2019

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

**C 4775** Finance & General Purposes Committee, 1 October 2019

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

**C 4776** Planning & Development Committee, 27 August 2019

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

**C 4777** Café, Horley Recreation Ground

It was noted that reports on this now very much ongoing project would in future be received at meetings of the Leisure Committee and the Finance Committee.

**RESOLVED:** *noted.*

**C 4778** Surrey ALC Survey – Health & Wellbeing in Local Councils

The Clerk advised that the completed Health & Wellbeing Survey had been submitted to Surrey ALC.

**RESOLVED:** *noted.*

**C 4779** Horley Edmonds Community Fund

It was noted that no new applications had been received.

**RESOLVED:** *noted.*

**C 4780** Remembrance Services 2019

The Head of Leisure advised that she had obtained details of the company used by the Horley Lions to provide PA equipment for their Dog Show and the Bonfire & Fireworks Display, as well as the likely costs involved.

**RESOLVED:** *that the details be forwarded to the Horley Royal British Legion.*

**C 4781 Chairman's Report**

The Chairman advised that he had attended the following events:  
Horley Town FA Cup Match (with Vice-Chairman)  
Macmillan Coffee Morning  
Horley in Bloom Awards Ceremony (with other members)  
Lord Lieutenant of Surrey Awards Ceremony (with Vice-Chairman)

**RESOLVED: noted.**

**Borough, County Councillor & Other Updates**

**C 4782** The Clerk updated members on the recent meeting with Cllrs Hammond and Knight, which had been attended by herself, the Chairman and Cllr George. Items for discussion had included highways matters (missing bollard on Court Lodge Shops forecourt and drainage issues at the junction of Victoria and Brighton Roads), the proposed merger of the Horley Regeneration Forum with the Horley Town Management Group, outstanding Precinct issues and a briefing on SCC Children & Families Services.

**RESOLVED: noted.**

**C 4783** The Clerk updated members on the recent meeting with the RBBC Democratic Services Officer, which had been attended by herself and the Clerk from Salfords & Sidlow PC. Discussion items had included an update on the proposed Business Park, planned changes to the Local Committee structure, the future running of Regent Hall and other RBBC Community Centres and an update on the RBBC Civic Protocol.

**RESOLVED: noted.**

**C 4784** It was noted that the next HTC/RBBC Liaison Committee meeting was to be held at Reigate Town Hall on 2 December, as it had not been possible to find a suitable date to hold the meeting in Horley.

**RESOLVED: noted.**

**C 4785 Residents' Forum Meeting, 9 October 2019**

Members were updated on the recent Residents' Forum Meeting, notes of which had been prepared by Cllr Helen Kitajewski and are appended. Cllr Powell added that this meeting had not been as well attended as some and suggested that consideration be given to holding some future meetings in different areas of the town.

**RESOLVED: noted.**

**C 4786 Notice of Vacancy – Office of Town Councillor, Horley West Ward**

The Clerk advised that a vacancy had been declared, following the recent very sad and unexpected death of a Town Councillor. An election to fill the vacancy would be held within 60 days, if there was a request in writing from ten electors from the Horley West Ward, if not the vacancy would be filled by co-option.

**RESOLVED: noted.**

*(Afternote: following receipt by RBBC of a written request for a By-Election, this would be held on 12 December, if contested.)*

**Annual Audit for the Year ending 31 March 2019**

**C 4787** The Clerk advised that the Annual Audit had been completed and was unqualified.

**RESOLVED: noted.**

**C 4788** **RESOLVED: that the Final External Auditor Report and Certificate for 2018/2019 be received. (A copy is appended.)**

**C 4789** **RESOLVED: that the Annual Governance and Accountability Return (AGAR) for year ended 31 March 2019 be approved. (A copy is appended.)**

**C 4790** The Clerk further advised that there were no Issues Arising requiring any action by this Council. She added that the deadline for the submission of the Annual Audit papers for the year ending 31 March 2020 was 29 June 2020.

**RESOLVED: noted.**

**C 4791 Police Matters**

The Clerk updated members on the September meeting, which had been held with representatives of Surrey Police. PC Steve Ellis and PCSO Simon Watson had attended the meeting, where there had been discussion about drugs usage and other anti-social activity around the Town and in local parks. It was noted that the burglary rate for Horley was the lowest in the Borough.

**RESOLVED: noted.**

**C 4792 Freedom of Information and Model Publication Scheme**

**RESOLVED: that the updated Scheme be adopted, subject to the addition of RFO under Staffing Structure. (the finalised version is appended.)**

**C 4793 Horley Town Council Data Breach Policy**

***RESOLVED: that the Data Breach Policy be approved. (A copy is appended.)***

**Horley Town Council – Standing Orders**

**C 4794** The Clerk explained to members that the HTC Standing Orders had recently been reviewed at length by the Standing Orders Sub-Committee, following the publication of the new NALC template. Those HTC Standing Orders which were still relevant had been merged with the NALC template. Members considered some of the proposed changes in greater detail and resolved the following:

***RESOLVED:***

- i) that members continue to stand, when speaking at Full Council meetings.***
- ii) that the Standing Orders be reviewed at the first Finance meeting in each Municipal Year.***

**C 4795** ***RESOLVED: that the updated Standing Orders, subject to changes agreed at this meeting be approved. (Available to read in full on the HTC website and from the HTC Offices.)***

**C 4796 Horley Town Council – Financial Regulations**

The Clerk explained that the HTC Financial Regulations had also been reviewed at length by the Standing Orders Sub-Committee.

***RESOLVED: that the updated Financial Regulations, subject to changes agreed at this meeting be approved. (Available to read in full on the HTC website and from the HTC Offices.)***

**Draft Horley Town Plan 2020-25**

**C 4797** Members further reviewed the draft Horley Town Plan and agreed the following amendments:

- i) At the suggestion of the Head of Leisure, the replacement of the street lights in Horley Rec to move from a long term to a medium term action.***
- ii) Funding for toilets at Westvale Park Allotments to refer to Northern site.***
- iii) Amend Environment and Climate Change wording to read “Aim to be a Carbon Neutral Organisation”***

It was noted that a free Energy Assessment of the Albert Rooms was to be carried out to ascertain whether the installation of solar panels or other renewable energy systems might be advantageous for the building.

- C 4797)**      **RESOLVED: that the Town Plan be finalised in line with the setting of the 2020/21 Precept at the December Full Council meeting**
- C 4798**      **RESOLVED: that the Town Plan Action Delivery Group be formed to review the Town Plan on a regular basis, membership to be Cllrs George, Helen Kitajewski, Simon Marshall, Marr (Chairman) and Powell.**
- C 4799**      **RESOLVED: that the quotation from MAD Ideas to produce the artwork for the Town Plan, as well as 200 A5 booklets, for the total sum of £768 plus VAT be approved.**

#### **Community Infrastructure Levy (CIL)**

- C 4800**      **RESOLVED: that a CIL Earmarked Fund be created to identify current CIL balances and future CIL income.**

**C 4801**      Members considered the recent recommendation of the Leisure Committee that CIL funding be used towards the cost of the refurbishment of the free to use tennis courts in Horley Recreation Ground. The Head of Leisure explained that the refurbishment of the courts was long overdue and would enable the courts to be used for the LTA "Tennis for Free" initiative for the benefit and wellbeing of the local community. The refurbishment of the tennis courts had also been suggested as a possible project in responses to the recent Borough Council CIL Survey. Initial findings were that the resurfacing costs themselves were likely to be in the order of £24,000 and the fencing in the order of £6,000. CIL funds currently totalled just under £23,000 and the balance of the Playgrounds Earmarked Fund was approximately £18,000.

After further discussion the following was resolved:

**RESOLVED:**

- i) that the recommendation of the Leisure Committee be approved and, subject to suitable quotations being received, the current CIL funds be used towards the refurbishment of the Horley Rec tennis courts.**
- ii) that the Head of Leisure seek quotations for the work and the matter be considered in detail at a future meeting.**

#### **Environmental Initiatives**

**C 4802**      The Chairman explained that he was very keen to re-start activities to benefit the environment, such as surveys of shoppers' environmental behaviour and a Schools Eco Art competition, as had been undertaken a few years previously. A few exploratory meetings had taken place and reporting would be to the Leisure Committee.

**C 4802)**      ***RESOLVED: that an Environment Working Group be formed, reporting to the Leisure Committee, membership to be Richard Bethell (local resident) and Cllrs George, Powell & Saunders. (Other members welcome to attend.)***

**C 4803**      It was noted that Cllr Saunders would be giving a presentation to members on initiatives to be explored by the Group, immediately before the Leisure Meeting in November.

***RESOLVED: noted.***

**C 4804**      Cllr George added that SCC Cllr Mike Goodman, Cabinet Member for Environment & Waste had advised that he would be willing to speak at the HTC Town Meeting at the end of April 2020.

***RESOLVED: noted.***

**C 4805**      **Faulty Lamp Posts in Horley Recreation Ground**

The Head of Leisure explained that several lamp posts in the park required urgent attention as the front access panels had been prised off and the electrics inside damaged. The repairs would be quite time consuming and the front panels were no longer available, due to the age of the lamp posts. Repair costs would be in the order of £120 per lamp post. The electrician had advised the replacement of the lamp posts as soon as funds permitted. After discussion the following was resolved:

***RESOLVED:***

- i) that the lamp posts be repaired and the access panels secured with metal banding.***
- ii) that funds be built up to replace the lamp posts as soon as possible.***

**C 4806**      **Winter Planting in Memorial Gardens**

***RESOLVED: that the quotation from Burleys of £862.03 plus VAT be approved.***

**C 4807**      **Request from Horley Bowling Club for Additional Parking**

Members considered a request from the Club's Secretary for additional parking in the winter months, as the Club's Winter Programme had grown and was attracting many more participants. The Club was suggesting laying down protective matting on the area beside the tennis courts, to allow winter parking. Members discussed the matter further and the following was subsequently resolved:

- C 4807)            *RESOLVED:***  
*i) that in the short term, parking be permitted beyond the park barrier as far as the first tree by the tennis courts, provided that weather conditions permit this.*  
*ii) that HTC explore options regarding plastic matting and inform the Bowling Club of the costs involved.*

**C 4808            Horley Town Council Precept 2020 – 2021**

The Clerk reminded members that, during the next cycle of meetings, committees would be considering their requirements for the coming Financial Year. The Precept would be agreed at the Finance Meeting in November, for recommendation to the Full Council meeting in December.

***RESOLVED: noted.***

**C 4809            Diary Dates**

***RESOLVED: that future events be noted, in particular the Remembrance Services in November and the Carol Service and HATs Christmas Fair, both on 14 December.***

**C 4810            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.”***

**Staffing Matters**

**CONFIDENTIAL**

- C 4811            Appointment of Responsible Financial Officer (RFO) - the appointment of Judy Morgan as the Town Council’s Responsible Financial Officer was approved.**

- C 4812 –            Grievance Allegations – members approved the recommendations of  
C 4814            the Staff Committee, agreed at its meeting held on 14 October 2019.**

**Standing Order no 3 af) was suspended at 9.30 pm and the meeting closed at 9.45 pm**

**Date of next meeting: 10 December 2019**



# Residents' Forum – 9<sup>th</sup> October 2019

## Meeting Notes

- Announcements from Graham Knight
  - Precinct is nearly finished
    - Waiting for street furniture
    - Mike George said there is to be another snagging meeting but only between Surrey CC & Kier
  - Matters concerning Horley East
    - Graffiti in the subway under the railway – Network Rail are involved in trying to resolve this issue
    - A survey will be carried out on the bridge over the railway as it's looking a bit tired – potential health & safety issue
  - Matters concerning Horley West
    - Development management policy regarding charities field - planning application denied.
      - One resident felt encouraged by the fact that comments made by residents were acknowledged in the report
  - Parking
    - Various complaints have been made about taxi drivers, particularly about them leaving rubbish and making a fair bit of noise at night
    - Kay Hammond said the parking review for Horley has already happened
      - The requests made about Ladbroke Road were denied
    - The A23 between the Air Balloon pub and Povey Cross roundabout
      - There are no yellow lines so people can park there legally
      - Most of the houses have off-road parking
      - A lot of the parking seems to be holidaymakers
        - Perhaps the JET team could monitor for a fortnight or so
        - It's a complex issue as some of it is caused by residents themselves, some of whom rent out their own driveway for holidaymakers and then park their own car on the road
      - Graham Knight said that SCC are trying to find an equitable solution
      - Mike George said the airport is going to increase its parking capacity by 17500 spaces but made the point that perhaps taxis could be a more pressing matter to be dealt with
        - Graham Knight said that the problem may be the airport's contract with Gatwick Airport taxis
    - A resident complained about the new yellow lines on Wellington Way and Horley Row, and the inconsiderate driving that has been an unfortunate consequence
      - Seems to be an enforcement issue
    - Samantha Marshall raised the point that asking for parking restrictions on roads can actually have a negative impact on said road, e.g. Avenue Gardens



- Precinct consultation
  - James Baker asked why various groups/individuals were consulted about the new precinct if all of their requests and suggestions were to be ignored
  - He suggested that this may be an “own-goal” for RBBC and he asked who signed off the new layout
    - Kay Hammond said it would’ve been Andy Lynch and Peter Boarder
- Horley Recreation ground
  - Since the fair has arrived, the grass has been churned up – the holes need filling in and there are deep ruts
    - Carol Fenton has been there with the Vice-Chairman of the Leisure Committee
    - The fair has paid a deposit of £500 – any damage that needs repairing will be charged to this
    - Mike George advised that the new footpath to the Café can withstand heavy vehicles driving across it
    - Burleys will be consulted about any holes or ruts in the field.
  - Damage to lights
    - A resident reported that the same person is repeatedly damaging lampposts, which are all due to be repaired.
- Langshott allotments
  - A resident asked about whether the soil at the Langshott allotments has ever been checked for lead content
    - Carol Fenton advised that before the site opened a soil analysis was carried out – no problems reported
- Community speed watch camera
  - A resident asked about a potential return of this scheme
    - They were advised that a minimum of 6 people are needed and these residents would have to be trained by the Police
    - Anyone interested should contact HTC via the office
    - Derek suggested more collaboration with Salfords & Sidlow Parish Council would perhaps be helpful in matters such as this

**Meeting closed at 7.50 pm**

## Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

### HORLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

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

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

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

21/5/2019

and recorded as minute reference:

C4694

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

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address


## Section 2 – Accounting Statements 2018/19 for

### HORLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	381,104	407,087	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	332,863	351,333	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	134,591	108,847	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	158,570	136,928	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 authority's borrowings (if any).
6. (-) All other payments	248,638	355,235	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	407,087	340,841	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	410,065	388,716	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	1,838,014	1,883,415	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	262,107	240,484	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, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	n/a	n/a	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

  
21/5/2019

Date

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

21/5/2019

as recorded in minute reference:

C4695

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



### Section 3 – External Auditor Report and Certificate 2018/19

In respect of **Horley Town Council - SU0046**

#### 1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2018/19

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

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

None

#### 3 External auditor certificate 2018/19

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

*PKF Littlejohn LLP*

Date

16/09/2019

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual Internal Audit Report 2018/19

HORLEY TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓*		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓*		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic 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. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			Not applicable ✓

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

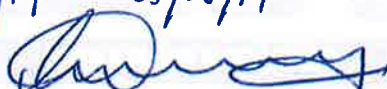
Date(s) internal audit undertaken

09/11/18      19/02/19      03/05/19

Name of person who carried out the internal audit

PAUL HARTLEY

Signature of person who carried out the internal audit



Date 03/05/19

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed). \* See I/A Report.

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

## Information available from Horley Town Council under the Model Publication Scheme Dated 15 October 2019

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p><i>Horley Town Council is committed to providing facilities and services that meet the needs of the Community and, in doing so, achieving them at best value.</i></p>	<p>website:  <a href="http://www.horleysurrey-tc.gov.uk">www.horleysurrey-tc.gov.uk</a>                      e mail:  <a href="mailto:info@horleysurrey-tc.gov.uk">info@horleysurrey-tc.gov.uk</a>                      Town Council Offices (details below)                      Newsletters (paper &amp; electronic) &amp; Notice Boards                      Details on website in newsletters, on notice boards &amp; from Council Offices</p>	<p>10p per side for hard copy</p>
<p>Who's who on the Council and its Committees</p> <p>Contact details for Town Clerk and Council members</p>	<p>Town Clerk: Joan Walsh                      Horley Town Council                      Council Offices, 92 Albert Road, Horley RH6 7HZ                      Tel: 01293 784765                      e mail: as above                      Members' details available on website, in newsletters, on notice boards and from Town Council Offices</p>	<p>10p per side for hard copy</p>
<p>Location of Main Council Offices and accessibility details</p>	<p>Address above, full disabled access                      Office hours 1000 – 1600 hrs</p>	
<p>Staffing structure</p>	<p>Town Clerk,                      Head of Leisure &amp; Deputy Clerk,                      Responsible Financial Officer (RFO),                      Administrative Officers.</p>	<p>Further information available on request</p>



<b>Class 2 – What we spend and how we spend it</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Return and report by auditor	Notice Board, Website, email or hard copy	10p per side for hard copy
Finalised budget	Website, newsletter, email or hard copy	10p per side for hard copy
Precept	Website, newsletter, email or hard copy	10p per side for hard copy
Borrowing Approval letter	By application to Town Clerk	10p per side for hard copy
Standing Orders and Financial Regulations	Website, newsletter, email or hard copy	10p per side for hard copy
Grants given and received	Website, newsletter, minutes	10p per side for hard copy
List of current contracts awarded and value of contract	By application to Town Clerk	10p per side for hard copy
Members' allowances and expenses	Website, email or hard copy	10p per side for hard copy

<b>Class 3 – What our priorities are and how we are doing</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Parish Plan	Not available	n/a
Annual Report	Website, email or hard copy	10p per side for hard copy
5 year Town Plan	Website, email or hard copy	10p per side for hard copy
Local Council Award Scheme (Quality)	By application to Town Clerk	10p per side for hard copy
Local charters drawn up in accordance with MHCLG guidelines	Not available	n/a

<b>Class 4 – How we make decisions</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Timetable of meetings	Shown on website and notice boards. Also available by email and hard copy	10p per side for hard copy
Agenda of meetings	As above	FOC
Minutes of meetings (excluding confidential items)	On Website, by email and hard copy	10p per side for hard copy
Reports presented to council meetings (excluding confidential reports)	On Website, by email and hard copy	10p per side for hard copy
Responses to consultation papers	On Website, by email and hard copy	10p per side for hard copy
Responses to planning applications	On Website, by email and hard copy	10p per side for hard copy
Regular surgeries with Member of Parliament & Town/Borough/County Councillors	Details shown on website and notice boards	FOC
Bye-laws	None	n/a

<b>Class 5 – Our policies and procedures</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Policies and procedures for the conduct of council business:  Standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Members' Code of Conduct	All policies are on website with review dates etc, or available by email and hard copy  Index of all policy statements available on: <a href="http://www.horleysurrey-tc.gov.uk/council/policies">www.horleysurrey-tc.gov.uk/council/policies</a> and procedures	10p per side for hard copy

<p>Policies and procedures for service provision &amp; the employment of staff:</p> <ul style="list-style-type: none"> <li>Internal policies relating to the delivery of services</li> <li>Equality and Diversity policy</li> <li>Health and Safety policy</li> <li>Lone working policy</li> <li>Staff Handbook including Recruitment Policies</li> <li>Staff Appraisal Scheme</li> <li>Training Statement of Intent</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures</li> <li>Press Protocol</li> <li>Social Networking Policy</li> </ul>	<ul style="list-style-type: none"> <li>)</li> <li>)</li> <li>) On Website, by email and hard copy</li> <li>)</li> <li>)</li> <li>)</li> <li>)</li> <li>)</li> <li>)</li> <li>)</li> <li>)</li> </ul>	<p>10p per side for hard copy</p>
<p><u>General Data Protection Regulations (GDPR)</u></p> <ul style="list-style-type: none"> <li>Information Data Protection Policy</li> <li>Data Breach Policy</li> <li>Privacy Notice</li> <li>Retention of Documents Policy</li> </ul>	<ul style="list-style-type: none"> <li>)</li> <li>) On Website, by email and hard copy</li> <li>)</li> <li>)</li> </ul>	<p>10p per side for hard copy</p>
<p>Records management policies</p>	<p>Minutes kept forever. (Archived at Surrey History Centre) Financial records kept for seven years</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website / Council Offices</p>	<p>10p per side for hard copy</p>
<p>Schedule of charges for use of Town Council Facilities</p>	<p>Website / Council Offices</p>	<p>10p per side for hard copy</p>

<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Fixed Assets Register	Email or hard copy	10p per side for hard copy
Register of Disclosable Pecuniary Interests	Website / Council Offices	10p per side for hard copy
Register of Gifts and Hospitality	Also at Reigate & Banstead Borough Council Contact the Town Clerk	10p per side for hard copy
<b>Class 7 – The services we offer</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Allotments	Church Road and Langshott allotments, owned and managed by the Town Council. Waiting list kept at Council Offices. Further allotment sites to follow.	FOC
Burial grounds and closed churchyards	None	n/a
Community centres and village halls	Edmonds Hall, part of Albert Rooms, owned and managed by Town Council. Innes Pavilion, Court Lodge, owned and managed by Town Council. Website, by email or Council Offices	FOC
Parks, playing fields and recreational facilities	Website, by email or Council Offices	FOC
Seating, litter bins, clocks, memorials and lighting	Various Apply to clerk for further details	FOC
Bus shelters	None	n/a
Markets	Horley Saturday Market operated by the Town Council Website, by email or Council Offices	FOC
Public conveniences	None	n/a
Agency agreements	Church Meadows managed on behalf of Reigate & Banstead Borough Council. (Also Town Centre floral provision.) Contact Town Clerk for further details	10p per side for hard copy

Street Lighting	Horley Recreation Ground	FOC
Raising Residents' concerns with Borough / County Council / other body	By email or Council Offices	
	Contact Council Offices	FOC

**Contact details:** As stated in Class 1 above  
**Schedule of Charges for the Publication of Information:**

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per A4 side (black & white)	Actual cost
	Photocopying @ 15p per A4 side (colour)	Actual cost
Statutory Fee	Postage – 2 <sup>nd</sup> class	Cost of standard 2 <sup>nd</sup> class
	For time spent on detailed search	In accordance with the relevant legislation

**Approved by Full Council: 15 October 2019**  
**Next review date: 2022**



## Horley Town Council Data Breach Policy

### 1. Introduction:

#### What is a Data Breach?

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

### 2. Background:

This policy specifies the actions with respect to breaches of personal data. Examples of personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and loss of availability of personal data

### 3. Dealing with a Data Breach

3.1 On discovery of an incident either as a result of automatic notification, accidental discovery, manual record checking or any other means, all personnel or Councillors shall;

- a) Report the incident by email to the Clerk of the Council at: [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)
- b) The email report should be followed by a telephone call to the Clerk who will then notify the Council Chairman or, in their absence, the Vice-Chairman.

3.2 All incidents must be clearly documented by the Clerk and the following actions taken:

- Details of the time, date and nature of incident together with a description and as much detail as appropriate on an Incident Response Form.
- Ensure the protection of any evidence and that a documented chain of evidence is maintained.

- Liaise with relevant authorities, individuals and the media where appropriate.
- Keep a note of all communications together with their date, time, who has been communicated with, and what the content and nature of communication was on the Incident Response Form.

#### **4. Incident Response Plan**

##### **4.1 To assess the risk to individuals as a result of a breach, the following must be considered:**

- a. the categories and approximate number of individuals concerned;
- b. the categories and approximate number of personal data records concerned, and;
- c. the likely consequences of the personal data breach, in particular, a potential risk to the rights and freedoms of individuals.
- d. The Information Commissioners Office (ICO) may be contacted for further guidance at:  
<https://ico.org.uk/for-organisations/report-a-breach/>

##### **4.2. If the incident is deemed to be a notifiable incident the following actions must be taken:**

- a. Within 72 hours of becoming aware of the incident, contact the ICO at : 0303 123 1113 and provide the following information:
  - what has happened;
  - when and how the Council found out about the breach;
  - how many individuals have been or may be affected by the breach;
  - what the Council is doing as a result of the breach; and
  - advise who will be the main contact for this incident will be at the Council (ie. the Clerk).

- b. For reporting a breach outside normal working hours use the ICO Reporting Form:

<https://ico.org.uk/for-organisations/report-a-breach/>

##### **4.3 If the incident is deemed to result in a high risk to the right and freedoms of individuals:**

**(Examples include but are not limited to a ransomware attack which results in the Council's personal data being encrypted and data can't be restored; a HR file left on bus; unencrypted personal data is emailed to Councillor and his emails are hacked). The following action must be taken:**

- a. Within 48 hours, the affected individuals must be informed by telephone, letter or email about the incident as there may be a need for them to take actions to mitigate immediate risk of damage to them.
- b. The individuals must be told in clear and plain language
  - the nature of the personal data breach
  - a description of the likely consequences of the personal data breach

- a description of the measures taken, or proposed to be taken, to deal with the personal data breach and including, where appropriate, the measures taken to mitigate any possible adverse effects
  - the name and contact details of the Clerk from where more information can be obtained
- c. **However**, if the following can be demonstrated, then the Clerk/Chair **does not** need to communicate with the individual:
- The Council has implemented appropriate technical and organisational measures that have rendered the personal data unintelligible to any person who is not authorised to access it, such as encryption
  - The Council has taken subsequent measures that ensure the high risk to the rights and freedoms individual is no longer likely to materialise or
  - Would involve a disproportionate effort. In such an instance a public communication should be made.

#### 4.4 If the incident is not deemed to be notifiable:

- a. Update the Incident Response Form along with the outcome of the risk assessment.
- b. Include the steps and evidence used to identify and classify the risk. Include reasons why the incident is not deemed to result in a risk to the rights and freedoms of individuals.

#### 5. Incident Review:

The Council Clerk will ensure that the incident is reviewed at the next Full Council meeting and preventative measures considered to avoid any recurrence.

- a. The Council will consider whether discussion of the incident warrants exclusion of the press and public from the meeting during that discussion.
- b. At that meeting the Council shall determine if there are any further actions that need to be assigned or completed as a result of the incident.
- c. The Council may consider referring further actions and to a committee, working group or external parties.
- d. It should be noted that this final stage of the incident may require a review of this policy document.

#### 6. Data processors duty to inform Horley Town Council

If a data processor, legitimately processing personal data on behalf of Horley Town Council, becomes aware of a personal data breach, it must notify the Clerk, without undue delay. The Clerk will then act on the Council's behalf and inform the ICO. It is not the data processor's responsibility to notify the ICO.

*Approved by Full Council: 15 October 2019*

*Next review date: 2022*



# Data Security Breach Reporting Form

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is Stored, inappropriate access controls allowing unauthorised use, equipment failure, human error, unforeseen circumstances such as a fire or flood, hacking attack, 'blagging' offences where information is obtained by deceiving the organisation who holds it. Use this form to report such breaches.

## Breach Containment and Recovery

Article 2(2) of the Notification Regulation states:

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out in Annex I. The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) provide rules about sending marketing and advertising by electronic means, such as by telephone, fax, email, text and picture or video message, or by using an automated calling system. PECR also include other rules relating to cookies, telephone directories, traffic data, location data and security breaches. Detection of a personal data breach shall be deemed to have taken place when the provider has acquired sufficient awareness that a security incident has occurred that led to personal data being compromised, in order to make a meaningful notification as required under this Regulation.

Date and time of Breach notification	
Notification of breach to whom  Name  Contact details	
Details of breach	

Nature and content of data involved	
Number of individuals affected	
Details of person investigating Name  Job Title  Email  Address	
Information Commissioner informed?  Time & Method of contact  <a href="https://report.ico.org.uk/security-breach/">https://report.ico.org.uk/security-breach/</a>	
Police informed (if relevant) ?  Time & Method of contact  Name of person contacted  Contact details	
<u>Individuals contacted</u>  How many people contacted?  Method of contact used?  Does the breach affect individuals in other EU member states?  What are the potential consequences and adverse effects on those individuals?	

<p>Confirm that details of the nature of the risk to the individuals affected:</p> <ul style="list-style-type: none"> <li>- Any measures they can take to safeguard against it</li> <li>- Likely cost to them of taking those measures is relayed to the individuals involved</li> </ul>	
<p>Staff Briefed Names &amp; dates</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures you have applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	