

# HORLEY TOWN COUNCIL

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## AGENDA

### ORDINARY MEETING OF HORLEY TOWN COUNCIL

Date / Time: Tuesday, 19 March 2024 at 7.30 pm

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

SENT BY EMAIL TO ALL MEMBERS OF THE COUNCIL

Dear Councillors

You are hereby respectfully summoned to attend an **ORDINARY MEETING of HORLEY TOWN COUNCIL** to be held on Tuesday, 19 March 2024, at the Albert Rooms, 92 Albert Road, Horley RH6 7HZ. The Agenda for the meeting is attached to this Summons.

Yours sincerely

Joan Walsh  
Town Clerk

#### Members' Apologies:

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

#### Public Forum:

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

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

# **HORLEY TOWN COUNCIL**

**An Ordinary Meeting of Horley Town Council will be held at the Albert Rooms,  
Albert Road, Horley on Tuesday, 19 March 2024, at 7.30 pm**

**All correspondence and papers referred to in the public part of the agenda are available to view in the Town Council Offices during normal office hours or on the website.**

## **AGENDA**

- 1 Apologies for Absence**  
To receive apologies for absence with officer recommendation for acceptance.
- 2 Disclosable Pecuniary Interests and Non-Pecuniary Interests**  
To receive any declarations of interest in relation to any items included on this agenda.
- 3 Public Forum**
- 4 Minutes**  
To approve the Minutes of the Ordinary Council Meeting held on [30 January 2024](#)
- 5 Full Council Updates**
- 6 Committee Reports**
  - i) To receive the draft Minutes of the meetings of the following Committees:  
Leisure Committee held on [23 January 2024](#)
  - ii) To receive the Minutes of the meetings of the following Committees:  
Planning and Development Committee held on [13 February 2024](#)
- 7 Council Chairman's Report**  
To receive a report of events attended by the Chairman or representative since the Full Council meeting held on 30 January 2024 (**attached**).
- 8 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**
  - i) To receive any updates from Cllr Mike George as the HTC representative on the SALC Board.
  - ii) To ratify the Council response to the NALC survey regarding the Home Office Martyn's Law Consultation.
  - iii) To receive any other updates from the National and County Associations.
- 9 Borough, County Council and Other Updates**
  - i) To receive an update on the SCC/RBBC/HTC Joint Council meeting, held on 11 March 2024.
  - ii) To receive an update on the RBBC/HTC Liaison Meeting will be held on 8 February 2024.
  - iii) To receive an update on any other matters.
- 10 Internal Control Review 2023/24 (attached)**  
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 11 Risk Assessment and Management Paper 2023/24 (attached)**  
To approve the annual review of the effectiveness of the Town Council's system of internal control and management of risk.
- 12 Working Groups**
  - i) To receive an update form the Chairman of the Communications Working Group on their meeting held 13 March 2024
  - ii) To receive an update from the Chairman of the Environment Working Group on their meeting held 27 February 2024

**13 Local Government Elections, 2 May 2024**

To note the use of the Edmonds Hall as a polling station.

**14 Financial Matters**

- i) To receive an update on the latest financial position
- ii) To note the renegotiation of the Council Cleaning Contract

**15 HTC Grants Scheme**

- i) To consider the grant application from St Bartholomew's Church for funding towards maintenance of the New Churchyard (attached)
- ii) To consider two recent applications to the small grants scheme (attached).

**16 Outside Bodies**

To receive any updates from the Town Council representatives on the following outside bodies:

- i) Horley Community Partnership
- ii) Royal British Legion

**17 Council Meetings for the 2024/25 Municipal Year**

- i) To review proposals for the meeting calendar (attached) for the next Municipal Year 2024-25 for final approval at Annual Council.
- ii) To consider proposals for Sub-Committees, Outside Bodies and Working Groups (attached) for final approval at Annual Council

**18 Reigate & Banstead Corporate Plan Review 2025-2030**

To note the early engagement briefing provided by the RBBC Planning Policy team and to note feedback provided from the Town Council.

**19 RBBC Strategic Infrastructure Programme (SIP) 2023-2027:  
Reference Numbers: CIL SIP (2) 17, 18, 19, 20**

To receive an update on progress with the live projects in line with the programme and anticipated timescales.

**20 SCC Your Fund Surrey Small Community Projects**

To receive an update on progress of the successful bid made by the Town Council through the scheme.

**21 Annual Town Public Forum (formerly 'Town Meeting)**

To note the finalised arrangements for the public meeting to be held at the Town Council offices on Friday, 17 May 2024, from 7.00 pm including the agreement of Dr Gillian Orrow, AFBC to be the guest speaker.

**22 Communications Received**

**23 Diary Dates**

**24 Items for Future Consideration**

To note urgent business for inclusion on future agenda.

**25 Press Release**

To agree items for inclusion.

**26 Exclusion of Public and Press**

**"In view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and that they be instructed to withdraw."**

**27 RBBC Strategic Infrastructure Programme (SIP) 2023-2027  
CIL SIP (2) 19: Playground Upgrade, Michael Crescent Centenary Park**

To consider the recommendations of the Evaluation Panel for the award of contractor for the playground upgrade at Michael Crescent Centenary Park, for approval.

**CONFIDENTIAL**

**28 Town Award Nominations**  
To consider a recent application received.

**CONFIDENTIAL**

**28 Staffing Matters**  
**(i)** To receive a report of the Staff Committee meeting, held on 14 March 2023.  
**(ii)** Salary Review 2024/25 – To approve the recommendations of the Staff Committee.

**CONFIDENTIAL**



**Signed: Town Clerk, 14 March 2024**

**Date of Next Meeting – Annual Council 7 May 2024**

## List of Mayoral Events 31 January 2024 – 14 March 2024

<b>Date</b>	<b>Event</b>	<b>Location</b>
4 March	Residents Meeting	Horley Infant School



## **HORLEY TOWN COUNCIL**

### **INTERNAL CONTROL POLICY 2023/24**

#### **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 **19 March 2024**. 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, with the RFO creating payments and in turn, the Clerk and two Councilors, authorising payments (three signatories in total). Members review summaries of receipts and payments, preventing or detecting budget overspends and unauthorized expenditure. A Member (who is neither the Chairman of the Council nor a signatory) signs the bank reconciliations and the bank statements as evidence of the verification. 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.

*Transparency Act Regulations* – The review has assessed data to show compliance with the relevant Transparency Act Regulations.

*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 RIALTAS 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 **2023/24** 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 - Community Infrastructure Levy (CIL)



**Annual review of the effectiveness of internal control and the management of risk 2023/24**

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>	No development necessary
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>	No development necessary
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>	No development necessary
4. Relationships	<p>All responsible officers (Clerk/RFO and Finance <b>Lead</b>) 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>	No development necessary
5. Audit Planning	<p>The annual Internal Audit Plan properly takes account of all the risks facing the Council</p>	<p>Yes</p>	No development

and Reporting	and has been approved by the Council following the adoption of the Risk Assessment and Management Paper <b>2023-2024</b> .		necessary
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Horley Town Council has considered the effectiveness of the Internal Audit control including the arrangements for the management of risk. The review was conducted by Full Council.

Full Council approved the paper at the meeting held on **19 March 2024**.

***Adopted by Horley Town Council 19 March 2024***

***Next Review Date: March 2025***



**HORLEY TOWN COUNCIL**  
**RISK ASSESSMENT AND MANAGEMENT 2023/24**

Area	Risk	Likelihood	Severity	Control
Assets	Protection of physical assets	L	M	All buildings insured. Value increased annually by index linking and/or revaluation following a professional underwriting survey (most recently carried out by our insurers in March 2021).
	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 automatic exit points (motion detected locks) installed on the interior of the two Council Office entry doors to enable safe access and to comply with health and safety regulations. Contents insured. Smartguard Security act as keyholder and attend to callouts to all Council Buildings. Six monthly checks of Fire Panel (with automatic alarm monitoring) carried out by contractor at Council Offices, Innes Pavilion and Café Pavilion along with routine testing. The Café has had a full risk assessment carried out following final completion <b>and the next one is due in 2025</b> . The Café has been valued and is insured.
Finance	Banking	L	M	Accounts are spread between our bankers, HSBC, and other approved Deposit Takers.
	Business Continuity	L	M	Insurance cover is £450,000 (to cover loss of income and relocating office during maximum indemnity period of 24 months).
	Loss of cash	L	H	Liability limited to £2000. No petty cash is kept, and most receipts are cashless transactions. Safe used for storage of all cash receipts, mayoral chain of office etc. 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 Council quarterly. Three signatures on internet banking have been retained for good practice. Two nominated Councillors conduct a review prior to Council meetings, our Internal Auditor checks procedures and External Auditors review our accounts.

	<b>Compliance with HMRC Regulations</b>	L	M	VAT payments and claims calculated by RFO and checked by Clerk. Internal and external auditor provides double check. Appropriate systems in place to comply with new legislation on VAT rules and mandatory submissions of VAT Returns to HMRC electronically.
	<b>Sound budgeting to underlie annual precept</b>	L	M	Full Council receive detailed budget vs. actual reports. Precept derived directly from this, <b>the Town Plan</b> and committees review of requirements.
	<b>Compliance with borrowing restrictions</b>	L	L	Advice sought from Surrey ALC and internal auditor as appropriate.
<b>Liability</b>	<b>Risk to third party, property, or individuals</b>	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. <b>An annual ROSPA inspection of the playgrounds is carried out, it was completed most recently in February 2024.</b> A full tree survey of all the trees in the Councils' open spaces is conducted every three years, it was completed most recently in May 2023 and the next one is planned for May 2026 ( <b>including Church Road allotment boundary trees under the Council's control</b> ). In the interim, all recommended tree works identified by our contractors have been completed and the Council's grounds contractors continue to monitor all our trees and any issues identified so that these are remedied promptly.
	<b>Legal liability as consequence of asset ownership (especially playgrounds)</b>	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.
	<b>Compliance with HM Revenue and Customs Requirements</b>	L	M	Regular advice available from HMRC, and Sage etc. RFO attends regular training as appropriate with HMRC, Sage and other providers to keep up to date with requirements and good practice. Internal and external auditors carry out annual checks.
	<b>Safety of Staff and visitors</b>	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. HTC Officers each have a dedicated work mobile phone to support occasional homeworking and attending site visits. Additional security measures <b>to control access to the premises following recommendations received from the</b>

				<p>Surrey Police Crime Reduction Officer as a result of his site survey in March 2023 will be addressed by the Office Expansion and Sustainability Project expected to be completed by 2026 <del>were put in place following advice received from the Surrey Police Crime Reduction Officer in March 2023.</del></p> <p>Detailed Workplace Risk Assessments, Display Screen Equipment (DSE) Assessments are kept under regular review, documented with all safety and security measures put in place in line with Government guidelines. A Homeworking Policy has been adopted.</p>
<b>Legal Liability</b>	<b>Confirmation that activities are within legal powers</b>	L	H	Town Clerk clarifies legal position on any new proposal. Legal advice sought where necessary.
	<b>Proper and timely reporting via the Minutes</b>	L	M	Full Council meets every six weeks and receives and reviews cycle of minutes. Minutes made available to press and public via website.
	<b>General Data Protection (GDPR)</b>	L	L	Councillors and staff will ensure full compliance with current legislation during Council business. A dedicated email inbox named 'Data Protection' is in place to receive enquiries received and this will be managed by HTC Officers. The Town Clerk will oversee the process and sign all correspondence as the appointed Data Protection Officer (DPO). There is no requirement for individual Town Councillors to be registered with the Information Commissioner's Office (ICO). HTC remains GDPR compliant following the Brexit transition period.
	<b>Proper document control</b>	L	M	Leases and legal documents locked in secure cabinets. Scanned electronic copies of all such documents are kept in a secure, confidential area on office computer server. Other data storage to comply with Data Protection Act and successor legislation (General Data Protection Regulations).
<b>Admin</b>	<b>Data integrity and resilience</b>	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 stored in SharePoint. A copy of the data in SharePoint is backed-up to the Council's server and, in turn, backed-up to external disks as an extra security measure. Security software has been set up on HTC Officers' laptops and other Council owned devices (eg iPads) with multi-factor authentication as extra verification of identity by the user. All Staff and Councillors have been provided with a Cyber Security Training Guide and ongoing support from the Council's IT provider. Passwords are securely stored in a 'Password Manager'. <b>Cyber Training</b>

				carried out for all Councillors and Staff, most recently in March 2024. HTC is accredited by Cyber Essentials, which is reviewed annually and is a Cyber Essentials is an effective, government backed scheme that helps to protect our organisation, against a range of the most common cyber-attacks.
<b>Councillor Propriety</b>	<b>Registers of Interests</b>	L	H	Members' Register of Disclosable Pecuniary Interests completed by all members and reviewed regularly. Available for public inspection on website or at the Town Council offices by prior appointment.

**Adopted by Horley Town Council: 19 March 2024**  
**Next Review Date: March 2025**

# Horley Town Council

## Council Grant Scheme Financial Year 2024/2025

1. It is anticipated that grants to successful applicants will be announced at various points throughout the year.
2. Applicants are required to complete the Council's form to apply for financial assistance, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering applications for financial assistance, the Council will take into account the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial assistance have been made, the contribution being made (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made over a period of time. However the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.
7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be considered at a relevant Council Meeting. Applicants will be informed of the outcome as soon as possible.
9. The application form, accounts and other information may be copied and placed on the public agenda for the meeting, so please ensure the information is clear and legible.

**If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (tel 01293 784765) or email [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)**

## **1. Contact and background information**

Name of organisation	St Bartholomew's Church,
Address of organisation	Church Road, Horley. RH6 8AB
Age groups specifically catered for, if any	All age groups. Visiting loved ones who have died affects all generations.
Is the organisation a non-profit making body?	Yes
Is the organisation a Registered Charity? (if so, please give registration number)	Charity Number 1133767
Number of members in the organisation	112, of whom some are in education & some receiving benefits
Is membership restricted in any way?	No
Do you charge a membership fee, or charge for access to your activities? Please give details	No

## **2. Details of Grant Applied for**

Purpose for which the grant is required	To ensure the Churchyard is maintained to an acceptable safe standard for the bereaved & residents.
How will Horley residents benefit?	Many bereaved relatives will benefit knowing the churchyard is maintained to the highest standard possible. As the Churchyard is for every resident of Horley, the approval of this grant will benefit the whole community of Horley & the relatives of the deceased.
Total cost of project	Grass maintenance £8,324 incl. VAT Hedge maintenance £1,368 incl. VAT(2023 prices)
Amount of grant requested	£9,692
Please state what contribution your organisation will make towards the project (either financial or in kind)	Volunteers help maintain a safe environment, by dealing with all the work, not requiring a professional tree surgeon. Backfilling sunken graves, cutting back bramble in so doing have found several hidden graves
Funds granted from other bodies (please give details)	None
If there is a shortfall in these figures, how do you propose to fund the deficiency?	Monies collected from funerals & from the PCC.



### 3. Previous Applications

Please give details below of all grant applications made by your organisation to the Town Council, whether successful or not, in the last five years:

In 2023 - £6750 towards maintenance of the New Churchyard

In 2022 - £6,750 towards maintenance of the New churchyard

In 2021 -£6,550.00 towards maintenance of the New Churchyard

In 2020 - £6,550.00 towards maintenance of the New Churchyard

In 2019 - £6,400.00 towards New churchyard maintenance

-A further £1,000.00 towards the Lychgate repair

In 2020 an unsuccessful application for £900.00

Towards the cost of pollarding a large Oak posing a risk to neighbouring houses on Church View Close

In 2021 –an unsuccessful application for £1,000 towards essential tree work following the

Quinquennial tree survey

### 4. Accounts

Please attach a copy of your most recent accounts and balance sheet to this application.

If you are a new organisation without past accounts, please attach a copy of your budget for the year.

[charity-search \(charitycommission.gov.uk\)](http://charity-search.charitycommission.gov.uk)

### 5. Contact Details

Name	Rev. Canon Leslie Wells		
Address	Parish Office Church Road Horley RH6 8AB		
Phone no.	Parish office 01293 782218	E-mail	<a href="mailto:Leswells80@hotmail.com">Leswells80@hotmail.com</a> <a href="mailto:parishoffice@horleyteamministry.org.uk">parishoffice@horleyteamministry.org.uk</a>
Fax no.		Web address	<a href="http://www.horleyteamministry.org.uk">www.horleyteamministry.org.uk</a>

### 6. Declaration

I confirm that I am making this application on behalf of the organisation named. I undertake on behalf of the organisation that any financial assistance offered will only be used for the purpose for which it was granted, and will be returned to the Town Council if it is not required for that purpose.

Signed: 

Name: Rev. Canon Leslie Wells

Capacity in which signed: Rector Horley Parish

Date: 16/02/2024

If your application is successful please indicate the name to which the cheque should be made payable or alternatively provide full bank account details

Lloyd's Bank

Name of a/c – PCC of St Bartholomew's Church Horley

Sort Code – 30-94-38


A/C number - 00110251

Please return the completed application form with supporting information to [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or post to

Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

## Grant Application

Organisation Information		
Name & Address: Telephone No: Email Address: Website:	SAMANTHA HEARING 37 UPFIELD, HORLEY, RH6 7JY mrs.hearing@gmail.com  "HORLEY BLUE HEART SPACES" Face Book page. Upfield Roundabout Residents Watering Group.	
Is the organisation a non-profit making body?	N/A not an organisation - a residents group for the Upfield Roundabout.	
When was your organisation formed?	March 2023	
If your organisation is a registered charity please give the registration number	N/A.	
Number of members in the organisation	<b>Adult</b> 10	<b>Junior (Under 16)</b>
What percentage of your membership lives in Horley?	100%	
Is membership restricted in any way?		
No- <del>but</del>		
Is there a membership fee or other charges for access to your activities? Please give details		
No. All volunteers.		
Details of Grant Request		
Purpose for which grant is required.	To plant native bulbs, wildflowers on to the Upfield roundabout to further the aims of the Blue Heart Status the roundabout has.	
How will Horley resident's benefit?	A community project, to make the space attractive & increase biodiversity - health & wellbeing benefits too	
Is the project open to everyone?	Yes - we will need volunteers to help prepare, plant & sow.	
If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.	Please see attached written proposal for full details.	
What is the amount of Grant you are seeking from Horley Town Council?	£ 500	
What is the total cost of the project or activity?	£ 500 plus.	
Please state what contribution your organisation will make towards project (either financial or in kind)	We will get volunteers to help for free to complete the project and to look after the space.	
Funds granted from other bodies (Please give details)	£ 0 - Surrey Highways did start in March 2023 planting hedges + trees at request of residents, which residents have looked after.	

Please indicate how you have arrived at the total cost?	Please see attached proposal for full details.	
If there is a shortfall, how do you propose to fund the deficiency?	Please see attached proposal for details. If other community schemes open later in 2024 there might be options to buy more seed, bulbs & plug plants.	
<b>Previous Applications</b>		
Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years		
None. Highways who own the space have given permission to plant up the space + put residents in touch with Surrey Blue Heart scheme to re-wild and have helped residents start this project.		
<b>Attachments</b>		
<b>Documents</b>	<b>Yes</b>	<b>No</b>
Constitution		N/A
Annual Report		N/A
Published Accounts		N/A
Budget for activity		N/A
Budget for organisation		N/A
<b>Declaration</b>		
Name	Samantha Mearing (Mrs)	
Position in Organisation	Lead/organiser for roundabout residents group.	
Bank Details	Account Name	N/A
	Account Sort Code	N/A
	Account Number	N/A
Signature		
Name (Printed)	Mrs Samantha Mearing	
Date	4.3.24	

If your application is successful, the Grant will be paid via BACS transfer. - It would be best (if successful) for Horley TC to buy seed & plug plants direct from supplier - to be planted/and or sown in autumn 2024 or spring 2025.

Please return the completed application form with supporting information to [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or post to Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ

All data will be securely processed as set out in our privacy notice which can be viewed at [horleysurrey-tc.gov.uk](http://horleysurrey-tc.gov.uk)

**Horley Town Council**  
**Council Grant Scheme**



## **INTRODUCTION**

A grant is a financial award made by the Council to be used by an organisation for a specific purpose that the Council considers to be beneficial to the local community. As the grant award is funded by public money applicants must meet the criteria detailed below to ensure that the money is well spent.

## **BACKGROUND**

The contribution made by the numerous organisations to benefit the local community in Horley is highly valued. In support of such voluntary efforts the Town Council allocates a modest annual budget to award small grants to voluntary and community groups, subject to available resources. The purpose of such grants is to support voluntary and community initiatives in the local area and to help create opportunities for the residents of Horley that are not, as a matter of course, funded by the Council. Funding is available, subject to any budgetary constraints, throughout the year. Organisations seeking grant funding from the Town Council are strongly advised to read the following grant criteria to ensure eligibility; it is also advisable for applicants to contact the Town Council to discuss their project prior to applying for a grant.

## **GRANT CRITERIA**

1. It is anticipated that grants to successful applicants will be announced at various points throughout the municipal year.
2. Applicants are required to complete the Council's form to apply for a financial award, and to provide all the information requested.
3. Grants can be made for capital or revenue expenditure or special projects, however grants will not be approved for salary payments.
4. In considering grant applications, the Council will consider the purpose for which the grant is required, the organisation's accounts, how the grant will benefit the residents of Horley, other bodies to which applications for financial awards have been made, the contribution being made by the applicant organisation (whether financial or in kind) and any other supporting information.
5. Organisations are not restricted to the number of grant applications which may be made. However, to ensure a fair distribution of funds applications will be limited to one per municipal year and the history of previous applications will be considered in the decision-making process.
6. Where a grant is offered for a project still in the planning stages the Council may pledge to grant a certain sum which will become payable when the project is under way. In this case the offer will only be kept open for a limited period; the project must have commenced, or

a firm commitment made to a start date e.g. by placing contractually binding orders to start imminently, before the grant can be claimed, and this must be within twelve months of the offer of financial assistance being made. After this time the offer will lapse.

7. The maximum figure payable for grants will normally be £1,000.
8. Applications will be acknowledged and will be considered at the next available Council Meeting. Applicants will be informed of the Council decision as soon as possible.
9. The applicant agrees that the application form, accounts, and other information provided to the Council may be copied and placed on the public agenda for the meeting. Please ensure that the information is clear and legible.
10. The Council may make the award of any grant subject to such additional conditions and requirements as it considers appropriate. In addition, the Council may decide to defer the application to a future meeting whilst further information is sought from the group.
11. Successful applicants will be expected to acknowledge any grant from the Town Council in their annual report, website and any other literature as appropriate. We sometimes ask if the Mayor or another Councillor can visit the organisation to see what the grant has been spent on.
12. The Town Council will request a written account as to how the grant has been used and an end of project balance/receipt from the organisation. This will be requested 12 calendar months after the grant was awarded.
13. In the event, for whatever reason, of the grant not being used in part or in full, the group must notify the Council with a full explanation. If the grant is not used for the purpose intended, the Council reserves the right to request its return.

**Please, if possible, attach the following additional information which will support your application.**

- **Revenue Project - annual report, published accounts or independently examined, constitution/set of rules.**
- **Capital Projects – As for revenue projects plus proof of ownership or tenure of the site, planning permission and quotes for the work.**
- **An overall budget for the activity or organisation for which the application is being made must be submitted with this form.**
- **In addition, for organisations that have been active for more than one year from the date of application, accounts would normally be expected to be produced for the last financial year.**

**If required, further information is available from Horley Town Council, Council Offices, 92 Albert Road, Horley, Surrey RH6 7HZ (Tel 01293 784765) or email [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com)**

## Grant Application

Organisation Information		
Name & Address: Telephone No: Email Address: Website:	<b>Anna von Speyr                      Forest School Teacher                      Westvale Park Primary Academy                      Cavell Way                      Horley                      RH6 8SU</b>	
Is the organisation a non-profit making body?	<b>Yes</b>	
When was your organisation formed?	<b>The school opened in September 2020</b>	
If your organisation is a registered charity please give the registration number	<b>1193876</b>	
Number of members in the organisation	<b>Adult 34</b>	<b>Junior (Under 16) 269</b>
What percentage of your membership lives in Horley?	<b>97%</b>	
Is membership restricted in any way?		
Children must attend Westvale Park Primary Academy.		
Is there a membership fee or other charges for access to your activities? Please give details		
No		
Details of Grant Request		
Purpose for which grant is required.	<p>Westvale Park Primary Academy is a new school which opened in 2020 and currently spans year groups from Nursery to Year 3. By 2026, it will span Nursery to Year 6. It is situated within Westvale Park, a new estate in Horley with around 1,500 homes.</p> <p>Our school grounds include a playground, MUGA and playing field. There is also an area dedicated to Forest School, however most natural wilderness was removed from this site during the construction of the school when the area was stripped back to bare clay subsoil. There is now little natural vegetation in the space and it floods significantly (see photo attached). We do currently utilise the site, as despite its lack of greenery the children greatly enjoy playing and exploring outdoors.</p>	



	<p>However, we believe the site has much greater potential if we can bring back more natural vegetation, which would increase biodiversity, improve the children's wellbeing and connection with nature and present many more opportunities for exploration outside of the classroom. We are already working on this and have recently installed over 100 tree whips in plantable areas of the site with the assistance of Surrey County Council's Tree Planting and Establishment Team and Surrey Wildlife Trust.</p> <p>We have managed to source natural landscaping materials, as well as seeds and plants, pro bono, from online and local businesses. However, a large proportion of our Forest School site (around 300 square metres) consists of heavily compacted clay subsoil which we have been advised is of far too poor a quality to plant into. This is where the topsoil was removed and the site used as a temporary playground. If we can remove any rubble within the subsoil and replace the topsoil, the space can be rewilded and contribute to the reintroduction of nature within our school grounds. If it is left as it is, it is a large bare area of waterlogged mud with little value to the children or local wildlife.</p> <p>We have received £2,400 funding from Surrey County Council's Your Councillor Community Fund and are seeking a further £400 to enable us to have the necessary groundworks done (see attached quote). Funding from HTC to rectify the soil issues in this area would allow us to move forward and transform the space into a fully functional area of Forest School that will give the children the opportunity to take part in team-building and higher risk activities as part of their fortnightly Forest School sessions, utilising the native woodland which we would install.</p>
<p>How will Horley resident's benefit?</p>	<p>The main beneficiaries will be the children (present and future) of Westvale Park Primary School. The project will allow us to plant into and make use of an area that, as it matures, will make a huge difference not only to the current cohort of children within our community but for generations of children to come.</p> <p>In summary, developing this part of our Forest School site would; significantly increase opportunities for children to connect with nature during school time and increase our ability to support all our children's mental health and wellbeing outside the classroom. Our Forest School</p>



	<p>develops self-esteem, resilience, creativity, confidence and a sense of community; skills which will support the children in other aspects of their lives, as well as into adulthood.</p> <p>We will be able to increase the range of activities we can offer children at Forest School and allow children within our cohort to enjoy the natural world who are not given the opportunity in their lives outside school. We will be able to create a sizeable nature space that will be a hub for parents and members of the wider community choosing to get involved with ongoing gardening sessions, helping them to connect with each other and make new friends. We will also be enriching biodiversity within the school grounds which, in years to come, will feature mature trees.</p>
<p>Is the project open to everyone?</p>	<p>As mentioned, the project's aims and the project's opportunities for regular involvement continue to be publicised to both our school community (email alerts, social media, newsletter etc) and also the Westvale Park community at large (we advertise our gardening days on the Westvale Park Residents Association social media). We've also had help from a local church group, local Green councillors (Catherine Baart and Paul Chandler), as well as the Crawley branch of the Ahmadiyya Muslim Womens Association, who came to plant trees with us.</p>
<p>If this application is to undertake a new project, how have you assessed the need for it? Please attach appropriate evidence.</p>	<p>Our Eco Committee (comprised of one child from each class, elected by their classmates), with input from their peers, have helped to choose the priorities for Forest School; how it looks, what they can do there and how we reintroduce nature to the west side. All parents have had the opportunity to see our drawn plans for Forest School (see attached documents; current site and our vision for Forest School) as we have publicised them in our school newsletter. We have a group of parents that have joined the gardening days we have held so far and who are supporting us with their time and, where possible, resources to facilitate the groundworks we can feasibly manage without funding. Parents are extremely supportive of their children's Forest School sessions and again, we have some that regularly offer their time and skills to ensure we have the resources we need.</p>
<p>What is the amount of Grant you are seeking from Horley Town Council?</p>	<p><b>£400</b></p>
<p>What is the total cost of the project or activity?</p>	<p><b>£2,800</b></p>
<p>Please state what contribution your organisation will make towards project (either financial or in kind)</p>	<p><b>N/a</b></p>

Funds granted from other bodies (Please give details)	<b>£2,400 awarded by Surrey County Council's Your Councillor Community Fund in February 2024</b>
Please indicate how you have arrived at the total cost?	<b>Quote from ARW Garden Care after a site visit in December 2023. Please see attached document.</b>
If there is a shortfall, how do you propose to fund the deficiency?	<b>N/a</b>

#### Previous Applications

Please give details below of all grant applications made by your organisation to Horley Town Council whether successful or not, in the last five years

**N/a**

#### Attachments

Documents	Yes	No
Constitution	✓	
Annual Report	✓	
Published Accounts	✓	
Budget for activity	✓	
Budget for organisation	✓	

#### Declaration

Name	<b>Anna von Speyr</b>	
Position in Organisation	<b>Forest School Teacher</b>	
Bank Details	<b>Account Name</b>	<b>Aurora Academies Trust</b>
	<b>Account Sort Code</b>	<b>30-97-66</b>
	<b>Account Number</b>	<b>46927268</b>
Signature		
Name (Printed)	<b>Anna von Speyr</b>	
Date	<b>21<sup>st</sup> February 2024</b>	

**If your application is successful, the Grant will be paid via BACS transfer.**

**Please return the completed application form with supporting information to [town.clerk@horleytown.com](mailto:town.clerk@horleytown.com) or post to Town Clerk, Horley Town Council, Council Offices, 92 Albert Road, Horley RH6 7HZ**

All data will be securely processed as set out in our privacy notice which can be viewed at [horleysurrey-tc.gov.uk](http://horleysurrey-tc.gov.uk)

# Horley Town Council

## Calendar of Meetings

2024-2025

Tuesday	14-May	Planning Full
Tuesday	04-Jun	Environment Working Group 6 pm (Remote)
Tuesday	11-Jun	Planning (Interim)
Tuesday	18-Jun	Full Council
Tuesday	02-Jul	Leisure
Tuesday	09-Jul	Communications Working Group 6.30pm (Remote)
Tuesday	16-Jul	Planning Full
Tuesday	30-Jul	Full Council
Tuesday	27-Aug	Planning (Interim)
Tuesday	10-Sep	Environment Working Group 6 pm (Remote)
Tuesday	10-Sep	Full Council
Tuesday	24-Sep	Planning Full
Tuesday	01-Oct	Communications Working Group 6.30pm (Remote)
Tuesday	15-Oct	Leisure
Tuesday	22-Oct	Planning (Interim)
Tuesday	29-Oct	Full Council
Tuesday	19-Nov	Planning Full
Tuesday	03-Dec	Environment Working Group 6 pm (Remote)
Tuesday	10-Dec	Full Council
Tuesday	17-Dec	Planning (Interim)
Tuesday	07-Jan	Communications Working Group 6.30pm (Remote)
Tuesday	14-Jan	Planning Full
Tuesday	21-Jan	Leisure
Tuesday	28-Jan	Full Council
Tuesday	11-Feb	Planning (Interim)
Tuesday	11-Mar	Planning Full
Tuesday	18-Mar	Full Council
Tuesday	25-Mar	Environment Working Group 6 pm (Remote)
Tuesday	01-Apr	Communications Working Group 6.30pm (Remote)
Tuesday	08-Apr	Planning (Interim)
Tuesday	22-Apr	Leisure
Tuesday	06-May	Annual Council
Friday	16-May	Annual Town Public Forum

**HORLEY TOWN COUNCIL 2024/25**  
**CHAIRMAN & TOWN MAYOR: Martin Saunders**  
**VICE-CHAIRMAN OF THE COUNCIL: Tom Turner**  
 Committee Membership – 2024/25

<p><b>Staff Committee</b></p> <p><b>Council Chairman – Martin Saunders</b>  <b>Council Vice-Chairman – Tom Turner</b>          Finance Lead Member – Jordan Beech          Leisure &amp; Amenities Chairman -  <b>Samantha Marshall</b>          Planning &amp; Development Chairman -  <b>Mike George</b></p>	<p><b>Leisure &amp; Amenities Committee</b></p> <p><b>Council Chairman – Martin Saunders Council</b>  <b>Vice-Chairman – Tom Turner</b>          Hannah Avery          Jante Baird (<b>Vice Chairman L&amp;A</b>)          James Baker          Jordan Beech          Lynne Burnham          Emma Fagan          Cec Hughes          Robert Marr          Samantha Marshall (<b>Chairman L&amp;A</b>)          Steve Wotton</p>	<p><b>Planning &amp; Development Committee</b></p> <p><b>Council Chairman – Martin Saunders</b>  <b>Council Vice-Chairman – Tom Turner</b>          Hannah Avery          Keith Barlow          Michael Blacker          Victoria Chester          Lynnette Easterbrook  <b>Mike George (Chairman P&amp;D)</b>          Cec Hughes          Jerry Hudson (<b>Vice – Chairman P&amp;D</b>)          Steve Wotton</p>
<p><b>Environment Working Group</b>  <i>Reporting to Full Council</i></p> <p>Hannah Avery (<b>Chairman</b>)          Jordan Beech          Jante Baird          Michael Blacker          Victoria Chester (<b>Vice Chairman</b>)          Lynnette Easterbrook          Mike George          Martin Saunders          Steve Wotton          Non-Councillor Mike Humphrey</p>	<p><b>Communication Working Group</b>  <i>Reporting to Full Council</i></p> <p>Jante Baird          Jordan Beech          Lynne Burnham          Lynnette Easterbrook (<b>Chairman</b>)          Mike George          Samantha Marshall          Martin Saunders</p>	<p><b>Town Plan Working Group</b>  <i>Reporting to Full Council</i></p> <p>Hannah Avery          Jante Baird          Victoria Chester          Lynnette Easterbrook          Mike George          Robert Marr (<b>Chairman</b>)</p>

<p><b>Resilience Working Group</b> <i>Reporting to Full Council</i></p> <p>Jante Baird Keith Barlow Mike George Robert Marr Tom Turner</p>	<p><b>Horley in Bloom Working Group</b> <i>Reporting to L &amp; A</i></p> <p>L&amp;A Chairman L&amp; A Vice-Chairman Jante Baird Mike George (plus, representatives of other interested local groups and local residents)</p>	
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## What is an Outside Body

Outside bodies are organisations which are independent from the council but have an impact on the town, its residents, and workers.

The Council appoints Councillors as representatives to the Outside Bodies.

In May each year, Members are appointed by the council to serve on a range of outside bodies.

These include voluntary organisations, and local government associations. The persons appointed will be council representatives, i.e., they will be expected to represent the council's views at meetings and look after the council's interests.

In some cases, there will be a link between the activities of the organisation and those of the council. In such cases, the member's knowledge of council affairs will be useful.

In all cases

### **Members should:**

- adhere to the rules, constitution and framework set by the outside body.
- report back, where appropriate, to the council or relevant committee
- behave ethically and follow, as far as applicable, the Code of Conduct

### **Members should not:**

- represent the political party to which members owe their political loyalty.

Appointees on outside bodies are governed by the council's adopted members' code of conduct.

**Horley Town Council, Sub-Committees, Outside Bodies and Working Groups  
2024 - 2025**

<b>Committee</b>	<b>Councillor(s)</b>	<b>Reporting to:</b>
Staff Committee	Chairman & Vice Chairman of Council, Committee Chairmen and Finance Lead	FC
<b>Sub-Committee</b>	<b>Councillor(s)</b>	<b>Reporting to:</b>
<b>Outside Body</b>	<b>Councillor(s)</b>	<b>Reporting to:</b>
Horley Community Partnership	Jordan Beech – Mike George (substitute)	FC
Gatwick Airport Consultative Committee (GATCOM)	Mike George, Jordan Beech (substitute)	P&D
Horley Town Management Group (HTMG)	Samantha Marshall, Tom Turner	P&D
Borough Standards Committee	Cec Hughes	FC
Surrey Association of Local Councils (Surrey ALC)	Mike George – Jordan Beech (substitute)	FC
Churchyards Committee	James Baker - Mike George and Victoria Chester (substitutes)	L&A
Gatwick Greenspace Partnership	Mike George - Michael Blacker (substitute)	L&A
Horley Carnival Committee	Mike George – Hannah Avery (substitute)	L&A
Horley Conservation Group	L&A Chairman/Vice-Chairman	L&A
Royal British Legion (Horley)	Samantha Marshall – James Baker (substitute)	FC
HTC and RBBC Liaison Committee	Council Leaders, Finance Lead, Clerk and RFO	FC
Horley Open Spaces Working Committee	L&A Chairman & Vice-Chairman,	L&A
<b>Working Groups</b>	<b>Councillor(s)</b>	<b>Reporting to:</b>
Town Plan Working Group	Robert Marr, Mike George, Hannah Avery, Jante Baird, Victoria Chester, Lynnette Easterbrook	FC
Resilience Working Group	Jante Baird, Mike George, Robert Marr, Tom Turner, Keith Barlow	FC
Communications Working Group	Mike George, Samantha Marshall, Martin Saunders, Lynne Burnham, Lynnette Easterbrook, Jordan Beech, Jante Baird	FC
Environment Working Group	Avery, Beech, Baird, Blacker, Chester, Easterbrook, George, Saunders, Wotton and non-Councillors Mike Humphrey and tbc	FC
Horley in Bloom Working Group	L&A Chairman & Vice-Chairman, Jante Baird, Mike George (plus representatives of other interested local groups and local residents)	L&A