

A Virtual Meeting of Horley Town Council will be held on Tuesday, 25 August 2020, at 7.30 pm.

The meeting will begin with a Minute's Silence in remembrance of former Councillor & Town Mayor, Mike Miller, who sadly passed away earlier this year.

Following Government advice, essential meetings of Horley Town Council will be held virtually during the Covid-19 lockdown period and not in the Council Chamber. All papers will be published on our website and social media channels as normal. Members of the public may join the meeting remotely by requesting a Zoom link (by email to: town.clerk@horleytown.com) by no later than one hour before the start of the meeting. This meeting may be recorded for monitoring purposes.

1 Virtual Meeting (Committee Chairman)

To resolve that, in view of the Covid-19 crisis, this meeting of Full Council, taking place on 25 August 2020 be held virtually.

2 Apologies and Reasons for Absence

To receive apologies and reasons for absence.

3 Disclosable Pecuniary Interests and Non-Pecuniary Interests

To receive any declarations of interest in relation to any items included on this agenda.

4 Public Forum

Members of the public are invited to put questions or draw relevant matters to the Council's attention. Each member of the public is allowed to speak once only and for a maximum of five Minutes in respect of a business item on the agenda and shall not speak for more than five Minutes at the discretion of the Chairman. If it appears that the number of speakers is likely to unreasonably delay the disposal of business items on the agenda, the Chairman may direct that a member of the public submits a question or comment in writing which shall be answered in due course. At the end of the Public Forum, members of the public will have their video feed turned off and microphone muted by the meeting facilitator. They may however remain to see and hear the meeting but may no longer take part unless invited to do so at the discretion of the Chair.

5 Minutes

To approve the Minutes of the Ordinary Meeting of the Council held on 30 June 2020.

6 Full Council Updates

7 Committee Reports

To receive the Minutes of the meetings of the following Committees:

- i) Unapproved Minutes of the Leisure & Amenities Committee held on 21 July 2019
- ii) Unapproved Minutes of the Finance & General Purposes Committee held on 4 August 2020
- iii) Approved Minutes of the Planning & Development Committee held on 16 June 2020
- iv) Approved Minutes of the Planning & Development Committee held on 14 July 2020

8 Chairman's Report

- i) "Walking to the Menin Gate" – to receive an update on the Chairman's Fund-raising Initiative.
- ii) To receive a report of any other recent events attended by the Chairman or his representative.

9 Borough, County Councillor and Other Related Updates

To receive any updates.

10 Notice of Vacancies – Office of Town Councillor – Horley South Ward

- i) To note that a vacancy has been declared and to receive an update on the process to be followed.
- ii) To receive an update on the further vacancy, due to be filled by Co-option as soon as it is practicable to do so.

11 Future Meetings Schedule

- i) To note receipt of recent correspondence from the Government Minister for Regional Growth and Local Government, regarding guidance for Local Authority Meetings.
- ii) To consider the draft Schedule of Meetings until 31 December 2020.

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12 Café Construction and Associated External Works – Horley Recreation Ground

- i) To receive an update on the recent meeting with the Café Working Group and representatives of Newlyn Contractors Ltd together with the revised programme timetable.
- ii) Extension of Car Park - to ratify the recent decision of the Leaders' Group regarding the extension of the Horley Rec car park and the costs involved.
- iii) To ratify further expenditure required to complete the Café Works, including Time Related Costs in the sum of £5,028 + VAT and outstanding snagging works.
- iv) To approve the Solicitor's invoice for professional fees in respect of preparation of the Lease for the Café tenancy, in the sum of £1,260 + VAT.
- v) To receive an update on the partial handover of the Café build to the Town Council along with the anticipated occupation date and timetable for the internal fit-out by the Café Operator.

13 Community Foundation for Surrey (Horley Edmonds Fund)

- i) To receive the Fund Holder Quarterly Statement for the period until 30 June 2020.
- ii) To consider an application for funding.

14 Horley Community Partnership

To receive any updates on recent meetings, including the recent 'Laptop Appeal' launched by local community groups and led by Cllr Martin Saunders.

15 Environment Matters

- i) Given the wider remit of the Environment Working Group, to consider receiving reports from the Group at Full Council rather than at Leisure meetings.
- ii) To receive any other updates from the Group.

16 Leisure Reports

- i) Horley Community Tennis Initiative – to consider a proposal from the Horley Lawn Tennis Club
- ii) Westvale Park Allotments – to consider recent information received from the Borough Council.
- iii) Members Annual Tour of St Bart's Old & New Churchyards – to agree the date of the Tour (proposed dates either 9 or 14 September at 6.00 pm).
- iv) To ratify the purchase of two Earth Anchors litter bins in the sum of £1,004 plus VAT.
- v) To receive any other updates from the Head of Leisure.

17 Letters Received and Diary Dates

18 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."

19 Confidential Minutes

CONFIDENTIAL

No confidential minutes to be approved or received.

20 Staffing Matters

CONFIDENTIAL

- i) To receive a report of a meeting of the Staff Committee held on 12 June 2020.
- ii) Staff Salary Review 2020/21 – to consider recommendations put forward.



Town Clerk, 20 August 2020

Date of Next Meeting – 27 October 2020