



HORLEY TOWN COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at The Albert Rooms, Albert Road, Horley on Tuesday 26 July 2022 at 7.30 pm

Present	Cllrs	Hannah Avery	Mike George	Simon Marshall
		Jante Baird	Jerry Hudson	Wayne Philips
		James Baker	Adrian Kitajewski	David Powell*
		Jordan Beech	Helen Kitajewski	Martin Saunders
		Giorgio Buttironi*	Robert Marr	Rob Spencer*
		Andy Dye *	Samantha Marshall	Fiona Stimpson
			(Chairman)	

*** Absent**

In Attendance	J Walsh (Town Clerk)
	J Morgan (Responsible Financial Officer)

C 5407 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Buttironi, Dye, Powell, and Spencer be accepted.

C 5408 Disposable Pecuniary Interests and Non-Pecuniary Interests

No matters were raised.

RESOLVED: noted.

C 5409 Ordinary Meeting of the Council, 21 June 2022

RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 21 June 2022, including all confidential items, be approved.

C 5410 Constitution

RESOLVED: That the Terms of Reference of Full Council for the Municipal Year 2022/23, be approved and published on the Town Council website.

C 5411 Full Council Updates

5382 The Town Clerk advised that the Annual Governance & Accountability Return 2021/22 (AGAR) had been submitted to the external auditors PKF Littlejohn. She added that all other actions had been completed, including publication of the Exercise of Public Rights to Inspect the Accounts which was open until 5 August 2022.

RESOLVED: noted.

Committee Reports

Planning and Development Committee

C 5412

RESOLVED: that the minutes of the Planning and Development Committee held on [24 May 2022](#), be approved.

C 5413

Chairman's Report

The Chairman's Report which was previously circulated to the Members for information, was received.

RESOLVED: noted.

C 5414

Presentation from the Community Foundation for Surrey and Horley Edmonds Fund

Beccy Bowden, CEO at the Community Foundation for Surrey (CFS) was welcomed to the meeting along with the recently appointed Grants Manager. She commenced the briefing by providing a CFS overview and the process to be followed with grant applications that meet the fund eligibility criteria along with the themed rounds to address wide-ranging areas of community need. She said that through collaborative working with grant donors like HTC enables targeted financial support for local organisations who are making a positive difference to communities. She further explained the 16 Area Funds in existence, each overseen by a panel of volunteers and that through this network, would enable donors to pool donations for a bigger impact. It was further noted that Reigate & Banstead had one of the higher population estimates in Surrey (based on latest ONS data).

RESOLVED: noted.

C 5415

Considerations for Grant Applications through the Horley Edmonds Fund

A further update followed on how the Horley Edmonds Fund is currently administered and the best way forward to assist the Town Council to distribute grants, moving forward. The Members were further informed that the Edmonds Fund Agreement required renewal. Through these discussions, it was thought that the sum threshold for considering grants (up to £1,000) was limiting and it might be more appropriate for each application to be considered on merit. Following deliberations, it was agreed to amend the Fund Agreement to remove limits on grant amounts; to consider funding staff costs as part of grants in the future (although not as 'unrestricted core costs'); and that a small grants committee (comprising Council Leaders) be formed to consider smaller applications to coincide with set deadlines. The Fund Agreement would be redrafted by the CFS accordingly to reflect these changes, for approval at the next meeting of Full Council.

Following further advice received, the Members expressed an interest in the potential for growing the Horley Edmonds Fund and to explore options, such as, setting up a fundraising page and publicising information when grants are awarded by Horley Town Council.

RESOLVED: noted.

C 5416

Grant Applications received from YMCA East Surrey (Beatz Project) and SparkFish

Two applications made to the Horley Edmonds Fund from YMCA East Surrey (Beatz

C 5416) Project) and SparkFish were summarised by the Foundation and duly considered by the Members.

RESOLVED: noted.

C 5417 **RESOLVED: that the application to the Horley Edmonds Fund from the YMCA East Surrey (Beatz Project), in the sum of £3,500, towards salary costs to enable disadvantaged people to learn new life skills by composing and recording music at their new studio at the Family & Young People Centre, Albert Road, Horley, be approved.**

C 5418 **RESOLVED: that the application to the Horley Edmonds Fund from SparkFish towards salary costs to base a Youth Worker to support students and younger children at a different primary/secondary school each day, be deferred for further information requested by the Town Council to clarify that targeted support would include Horley.**

The Council Chairman thanked the Foundation's CEO and her colleague for attending the meeting and this was reciprocated, noting that the information received and shared had been very helpful. Furthermore, improved communication links between the Foundation and the Town Council had been well established through this recent engagement exercise.

RESOLVED: noted.

C 5419 **Borough, County Council and Other Updates**

The Town Clerk advised that the draft minutes from the last RBBC/HTC Liaison meeting in June were awaited from RBBC and the next meeting was due to be held on 26 October 2022. She added that HTC had called for a separate meeting with the RBBC Executive Member for Finance concerning the ten-year Double Taxation Renewal Agreement with HTC which was due to expire in March 2024.

The Town Clerk added that the notes of the last SCC/RBBC/HTC Joint Meeting had been circulated to all Members and the next meeting was due to be held at the Town Council offices on 23 September 2022.

Additionally, both lead authorities were circulating detailed information and services available to support Ukrainian Refugees through the Resettlement Scheme and the Town Council had been proactively sharing this information on its social media and communication platforms.

RESOLVED: noted

C 5420 **County Deals**

RESOLVED: that the Town Council's response to Surrey ALC on suggestions for delivering local services with funding, as part of their preliminary discussions with Surrey County Council on the potential for a Surrey County Deal Plan, be ratified.

C 5421 **Community Infrastructure Levy (CIL) – RBBC Strategic Infrastructure (SIP) Programme**

The Town Clerk informed Members that the Borough Council was consulting the Town Council for input on CIL funding allocations through its 5-year Strategic Infrastructure Programme (SIP) 2023-27. From the information supplied from the RBBC CIL Team, the funding must be spent on **“the provision, improvement, replacement, operation or**

C 5421) **maintenance of infrastructure to support the development of the borough".** The Town Council had been asked to put forward bids for a funding contribution of over 10k (per case) towards suitable infrastructure projects for consideration, including part-funding towards a particular project. This had therefore presented HTC with an opportunity to put together a shortlist of projects as identified in the Horley Town Plan 2022-27.

The Town Clerk added that HTC had been given a very short timescale to prepare and submit the funding bids by the deadline of 25 September 2022. In view of this, it was agreed that Council Leaders would meet in the first instance, to put together a shortlist of projects that might suitably meet eligibility criteria based on suggestions put forward from the Members. The Town Clerk added that it was intended to ask the RBBC CIL Team to meet with HTC to provide further support and guidance on making the applications. A further update would be provided at the next Full Council meeting.

C 5422 ***RESOLVED: that a shortlist of projects to form funding bids from HTC through the RBBC Strategic CIL (SIP) Programme 2023 be put forward by Leaders' Group, for ratification at the next Full Council meeting along with a general update.***

C 5423 ***RESOLVED: that the proposal for the Town Council to seek funding for the provision of new notice boards in various sites on borough land around Horley is not to be progressed at the present time as is not considered a high priority.***

C 5424 ***RESOLVED: that the Town Council's concerns on the lack investment in Horley to date through urban planning due to many regeneration projects yet to be delivered, be noted.***

C 5425 **Town Council Insurance 2022/23**

RESOLVED: that the Town Council's separate Cyber Protection Policy for 2022/23 in the total sum of £499.82 (including IPT and administration charge), be ratified.

HTC Town Plan 2022-2027

C 5426 ***RESOLVED: that the publication of the adopted Town Plan 2022-2027 be noted and that the Town Plan Delivery Working Group monitor progress.***

Urgent Leisure Matter

C 5427 ***RESOLVED: That the replacement of the climbing nets at Horley Recreation Ground at a cost of £2,826 ex VAT for the removal and disposal of the old nets and the installation of the new nets, be agreed.***

C 5428 ***RESOLVED: that the amount of £2,826 ex VAT for new climbing nets at Horley Recreation Ground, be funded from the Parks and Playgrounds Earmarked Fund.***

UK Shared Prosperity Fund

C 5429 The Town Clerk told Members that the UK Shared Prosperity Fund was a new fund, launched by government in April and that it was part of the Levelling Up Agenda. HTC had taken the matter up with the Borough Council at that time since Lead Authorities were tasked to submit initial Investment Plan Submissions for potential local investment projects in their areas. HTC had requested and had expected early consultation and engagement with RBBC, having approached them repeatedly and knowing that the submission deadline would draw to a close on 1 August 2022 but no such engagement had been forthcoming. It transpired that only one briefing session was held by the Borough Council with the two parished Councils and other local stakeholders on 21 July 2022, leaving HTC little time or opportunity

C 5429) to provide their input to benefit Horley residents. She added that the Town Council had also made these concerns known in a letter to RBBC, expressing its dissatisfaction. The matter would be kept closely monitored on the finalised Investment Plan Submissions and an update would follow when the outcomes were made known by the Borough Council.

RESOLVED: that the concerns raised with the Borough Council on lack of appropriate consultation with the Town Council on their Investment Plan Submission through the UK Shared Prosperity Fund, be noted and that a further updated be provided in due course.

Outside Bodies

C 5430 **Horley Community Partnership**

No reports or updates were received.

RESOLVED: noted.

C 5431 **RBBC Borough Standards Committee**

No reports or updates were received.

RESOLVED: noted

C 5432 **Royal British Legion (RBL) (Horley Branch)**

The minutes of the previous RBL meeting had been circulated to Members, for information. It was noted that Cllr Samantha Marshall was now a member of the RBL Horley Branch Committee.

RESOLVED: noted.

C 5433 **YMCA Community Well-being Team**

It was reported that the YMCA Community Well-being Team no longer had a focus on Horley. It was therefore agreed that HTC representation at meetings would be withdrawn for the time being.

RESOLVED: noted.

C 5434 **Letters Received**

Date	From	About	Action
21 June 2022	Charity Commission	Consultation on proposed changes to Annual Return for Charity Trustees	Noted
1 July 2022	Horley Infant School	School awarded the highest level of accreditation	Noted
21 July 2022	Bennetts	Rise in charges backdated to April 2022	Noted

C 5434) **RESOLVED: noted.**

C 5435

Diary Dates

Planning Meeting: 2 August, 7.30 pm, HTC Offices, Edmonds Hall.

Interim Planning Meeting: 30 August, 7.30 pm, HTC Offices, Edmonds Hall.

RESOLVED: *noted.*

Confidential Business

C 5436

RESOLVED: that “in view of the special or confidential nature of the business about to be transacted, it is advisable that in the public interest that the press and public be excluded and that they be instructed to withdraw”.

C 5437

Contract Matters

CONFIDENTIAL

The Members considered a contractors request for an increase in payment for the agreed fixed rate contract. In view of current financial circumstances, the Members agreed to a small rise subject to the contractor fulfilling all terms of the current contract about service level including regular meetings with a local manager.

RESOLVED: *that a further 1% uplift above the already applied contractual 2% annual rise be approved and offered in a letter of response outlining HTC expectations in regard service levels under the contract terms.*

Meeting closed at 9.10 pm. Date of next meeting – 4 October 2022