



**F 4844) RESOLVED: that the following reports for October, November, and December 2022, be approved:**

**October, November, and December 2022 Bank Reconciliations  
October, November, and December 2022 Receipts  
October, November, and December 2022 Payments  
December 2022 Summary of Accounts**

**Risk Management**

The Risk Management and Internal Control Procedures of the Town Council were reviewed.

**F 4845 RESOLVED: that the following be recommended for consideration by Full Council at the meeting to be held on 7 March 2023:**

- i) the draft Risk Assessment and Management Paper for 2022/23.**
- ii) the draft Internal Control Review Paper for 2022/23.**

**F 4846 Community Infrastructure Levy (CIL)**

**RESOLVED: that the quarterly report from Reigate & Banstead Borough Council for the period 16/09/22-15/12/22 be received and noted.**

**F 4865 Meetings Calendar 2022-23**

The Town Clerk explained that to accommodate the King's Coronation and the associated bank holiday in May 2023, it had become necessary to make some adjustments to the meeting dates in the current Municipal Year 2022/23. The proposed changes were discussed and agreed (available to view on the [HTC website](#)).

**RESOLVED: that the proposed changes for circulation and recommendation to Full Council, be noted.**

**F 4866 Surrey Association of Local Councils (SALC) and National Association of Local Councils (NALC)**

Cllr George gave the following report. He said that the SALC Board was under the new chairmanship of Cllr Chris Howard. They had started a visioning exercise, under the strap line of 'Delivering the Future' to proceed to the next phase of Surrey ALC's life; Surrey having successfully established itself following the split from East & West Sussex with the good news that SALC was successful in retaining member councils after this time.

The Board had undertaken 2 visioning days assisted by the former Clerk of Burgess Hill TC. He had conducted one-to-one interviews with each Board member and it was the outcome of those interviews that were considered along with responses from a few councils on their views about SALC currently and in the future. The visioning exercise would be looking at the needs and expectations of the Surrey ALC member councils together with the ideas generated by the Board for members to consider.

The Board was conscious of the need to recruit more members hopefully to fill some of the geographical gaps in the county. A skills audit had also been carried out to identify areas of weakness to aid in recruiting new members.

Cllr George further reported that he had given the following input:

- Board members need to be more visible and not just at the AGM.

- F 4866)**
- Board members should be encouraged to take on a geographical area as the first point of contact.
  - He envisaged that this would include actual attendances, by invitation, to council meetings to meet councillors and officers.

Additionally, the Board had a communication working group to review, overhaul and upgrade the website and were looking at those run by other county associations. A regular newsletter was also under consideration along with an option to offer IT support, especially to smaller councils and the production and publication of a range of policy templates.

The Board continued to host Chairs' Forums which were held on different days of the week and at different times to allow all chairs to attend at least some of them. The next one was an evening session so hopefully the HTC Chairman will be able to participate. The Clerks' Forum was also very useful to Board members.

SALC was also working on help and advice for the forthcoming local government elections. The Town Clerk added that she had been notified by SALC that they would be running an elections briefing shortly. They would also be running training sessions for new Councillors following the May elections and she had been able to offer the Edmonds Hall to assist with some training events.

The Town Clerk added that there had been an interesting article in the most recent SALC Newsletter suggesting that many local Councils were considering a low key approach to celebrations for the King's Coronation citing limited financial and staff resources following the late Queen's Jubilee Celebrations, only a short time ago. The Town Clerk will keep the situation monitored about the Council's own plans, but the HTC Jubilee event was relatively low cost and she recommended a sensible approach, depending on what RBBC were planning.

**F 4866) RESOLVED: noted.**

**F 4867 Environment Sub-Committee**

The Chairman of the Environment Sub-Committee gave an overview of the meeting held prior to the Finance Meeting (draft Minutes available on the HTC website).

**RESOLVED: noted.**

**HTC Operational Matters**

**F 4868 Office IT**

The Town Clerk reported the plan to phase out HTC's desktop computers and for them to be replaced by laptop docking with screen, keyboard and mouse for every member of staff. The Town Council already owned most of the requisite hardware due to the move to enable homeworking during the COVID lockdown. A quote for the remainder of the kit was being sought and the labour involved would be supplied under the Council's regular IT maintenance contract. The move was part of the office remodelling and requirement to increase office space accommodation.

**RESOLVED: noted.**

**F 4869 Printer Contract**

Members considered a further proposal for the Town Council's printer requirements and lease arrangements from its existing provider which was due for renewal in June this year.

**F 4869)** There was some discussion about the new offer for a three-year extension to the current contract which would buy out the remainder of the current five-year contract to give a reduced quarterly fee. Members felt that the offer was still far too expensive and could be further negotiated to achieve better value for the Council. It was agreed that as Cllr Saunders had expertise in this area, he would be happy to negotiate with our current provider, whose service and reliability was valued, especially as a local supplier.

***RESOLVED: that Cllr Saunders be provided with information to enable him to negotiate with the printer supplier.***

**F 4870 Local Elections**

The Town Clerk gave an update on the introduction of the mandatory Voter ID Requirement, effective from May 2023. She and a fellow officer had attended a briefing meeting with the Electoral Services Manager at RBBC who outlined the new requirements and other arrangements for the forthcoming local elections. All the information was now publicly available on the [Electoral Commission website](#).

She said that HTC were supporting RBBC in getting the information out to residents about the requirement to provide photographic ID in order to be able to vote at polling stations; together with arrangements for voters who have no photographic ID available.

She further explained the in-person application process and deadlines for people with no acceptable photo ID document to obtain a free Voter Authority Certificate (VAC) to allow them to vote.

The Town Council would be using all communication channels available to promulgate this very important message.

In response to a Member's query, it was clarified that Voter ID did not apply to postal votes.

The Town Clerk informed Members that the RBBC Electoral Services Team be hosting a remote information briefing for prospective candidates and agents on 1 March 2023 @ 12 noon. All Town Councillors were welcome to attend and would be sent the link for the session.

**F 4870) *RESOLVED: noted.***

**F 4871 Annual Town Public Forum (formerly 'Town Meeting)**

The Town Clerk gave an overview of the proposed arrangements for the meeting to be held on Friday, 19 May 2023, from 6:30 pm. She said that it would follow the same successful format from last year with a detailed agenda, furniture layout and hospitality. She had confirmed that Dr Beccy Bowden, the Chief Executive of the Community Foundation for Surrey would be the key speaker. Beccy had extensive experience within the third sector and was an inspirational speaker to inspire giving to support local communities. The Town Clerk also reported that there was a possibility of making a Town Award presentation.

The Annual Report was being prepared and the Committee Chairmen would provide their reports. It was further hoped that there would be a Town Award presentation, subject to confirmation. Members felt that the arrangements as described were a very good way to proceed.

**F 4871) *RESOLVED: that the arrangements for the Annual Town Public Forum as outlined by the Town Clerk, be approved.***

**F 4872      Communications Received**

The Town Clerk reported that she had received notification from the Smaller Authorities Audit Appointments that, following a procurement exercise, PKF Littlejohn had been appointed for a further term as the external auditors for the period from 2022/23 to 2026/27.

***RESOLVED: noted.***

**F 4873**      Cllr Saunders reported that he had received notification from his dental practice that they would no longer be offering an NHS service to patients. It had further become apparent that some other surgeries had either followed suit or were only offering NHS treatment for children which would drastically reduce the level of service available in Horley under the National Health. It was agreed that as this was a government issue, the Town Council should write to the local MP and Cllr Saunders would compose a letter accordingly to convey such concerns, for onward submission.

***RESOLVED: that in light of NHS dental treatment in Horley being no longer available or reduced, be conveyed to local MP Claire Coutinho and that Cllrs Saunders compose a letter of concern accordingly.***

**F 4874      Diary Dates**

24 January 2023 -Leisure Committee  
27 January 2023 - SCC/RBBC/HTC Joint Council Meeting  
30 January 2023 - Town Mayor’s Charitable Dinner, Costa del Sol, Horley (in aid of the Greyhound Trust)

***RESOLVED: noted.***

**Meeting closed at 20:35 pm**

**Date of Next Meeting – to be confirmed.**