

# HORLEY TOWN COUNCIL

## Minutes of the Ordinary Meeting of Horley Town Council held on Tuesday 31 October 2023 at 7.30 pm



### Present

<b>Cllrs</b>	Hannah Avery	Lynne Burnham	Cecilia Hughes*
	Jante Baird	Victoria Chester	Robert Marr*
	James Baker	Lynnette Easterbrook	Samantha Marshall
	Keith Barlow	Emma Fagan*	Martin Saunders (Chairman)
	Jordan Beech	Mike George	Tom Turner (Vice Chairman)
	Michael Blacker	Jerry Hudson	Steve Wotton

### \* Absent

### In Attendance

Cllr Fagan (remotely)  
J Walsh (Town Clerk)  
J Morgan (Responsible Financial Officer) (RFO)  
S Adeniji (Assistant Clerk and RFO elect)

### C 5646

#### Apologies and Reasons for Absence

**RESOLVED: that apologies received from Cllrs Fagan, Hughes, and Marr be accepted.**

### C 5647

#### Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs Baker and Marshall declared a Non-Pecuniary interest in item 17(ii) as they are members of the Horley Branch of the Royal British Legion.

**RESOLVED: noted.**

### C 5648

#### Public Forum

Two representatives from the Horley Lions Club addressed Members concerning a grant application made to the [Horley Edmonds Community Fund](#) to help Horley Food Bank and Food Club members with their gas and electricity payments. They reported that, last year, the 'Warm over Winter' campaign had helped to support families who were struggling with rising fuel bills and they hoped to give the same level of support this year. They further explained that through their contacts and engaging with local schools, they were able to ensure that assistance was well distributed to those in need within the local community. Whilst the information they work with is anonymised, they would be able to ensure that any funding from the Horley Edmonds Community Fund (HECF) would be specifically targeted to RH6 8 and RH6 9 postcodes, in line with the wishes of the late Cyril Edmonds.

The Chairman thanked the speakers for the information and Members considered the application. Cllr Avery proposed and Cllr George seconded that the grant application to the HECF, be approved and this was unanimously agreed.

### C 5648)

**RESOLVED: that Standing Orders be suspended for Members to consider Agenda Item 15 (ii), Horley Edmonds Community Fund grant application from Horley Lions Club, 'Warm over Winter' campaign.**

### C 5649

**RESOLVED: that the application from Horley Lions Club to help Horley Food Bank and Food Club members with fuel payments through the 'Warm over Winter' campaign, in the full amount requested of £5,000, be approved.**

C 5650

**Minutes**

**RESOLVED:** that the Minutes of the Council Meeting held [15<sup>th</sup> September 2023](#) including all confidential items, be agreed.

**RESOLVED:** noted.

C 5651

**Full Council Updates**

**C 5616 HTC Grant award to Horley United FC:**

The Town Clerk reported that the grant award of £1,100 from the HTC Council Grant Scheme towards a branded gazebo, had been processed and the football club had been furnished with the council logo to include on the new equipment.

**C 5627 Internal Auditor Appointment:**

The Town Clerk reported that the appointment of the Town Council's internal auditors for three years (2023/24 -2026/27), had been confirmed with Mulberry & Co.

**C 5632 Bee Keeping Application:**

The Town Clerk reported that the Leisure Committee had considered a request from plot holders to keep two bee hives on the Langshott Allotment site from spring 2024. Additionally, a survey of all allotment holders and neighbouring householders had been carried out and permission had been granted in accordance with the Town Council's Bee Keeping policy. This would however be subject to a 12 month probationary period along with certification with the British Beekeepers Association and full compliance requirements being met.

**RESOLVED:** noted.

C 5652

**Committee Reports**

**RESOLVED:** that the Minutes of the meetings of the following Committees: **Planning & Development Committee held on [29 August 2023](#) and [26 September 2023](#) be received.**

C 5653

**Council Chairman's Report**

The Chairman's Report, previously circulated to Members, was received. Cllr Saunders advised that at the recent live stream he had conducted, there were 8 live views and 43 subsequent views with no questions raised. He aimed to trial Facebook as a different platform for the next forum as a more interactive option.

**RESOLVED:** noted.

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

C 5654

**SALC AGM and Conference 2023:**

An informative update on the [Surrey Association of Local Councils AGM and Conference](#) held on 19 October 2023, was received. It was noted that Cllr Hughes and two HTC officers were in attendance. The 120 attendees heard from Ellie Vesey-Thompson, the Deputy Police and Crime Commissioner; Emma Armstrong, Head of Services of the Domestic Abuse Refuge charity [I Choose Freedom](#); and Chris Moon from the Surrey Local Resilience Forum. More detailed feedback on the content had been previously circulated to Members.

**RESOLVED:** noted.

C 5655

### NALC Updates

Cllr George reported on the [NALC Annual General Meeting](#) (AGM) held had attended remotely on 24 October 2023. Representatives from 43 county associations backed the [Shropshire County Association of Local Councils](#) call for government to recognise the value of local councils as effective delivery agents of government policy and open funding opportunities to direct access rather than through principal authorities.

The AGM also called on all political parties, as the general election approaches, to commit to implementing the proposals of the Committee on Standards in Public Life including introducing sanctions for poor behaviour of councillors and enacting that within the first year of forming the new government. These motions underscore the NALC existing [manifesto](#) objectives of direct access to government funding and a strengthening the standards regime.

**RESOLVED: noted.**

### Borough, County Council and Other Updates

C 5656

#### SCC/RBBC/HTC Joint Council Meetings 2023/24

The Town Clerk gave a summary of the meeting held virtually on 20 October 2023 (meeting notes appended). Future meetings would be convened remotely on Mondays to facilitate attendance by the Borough Leader, Cllr Richard Biggs.

**RESOLVED: noted.**

C 5657

#### RBBC/HTC Liaison Meetings 2023/24

The Town Clerk confirmed the next meeting would be held on 9 November 2023 at Reigate Town Hall (hybrid setting). She asked Members to put forward any additional agenda items and the draft minutes would be shared with Members on receipt.

**RESOLVED: noted.**

### Internal Audit Matters

C 5658

#### Annual Audit for the year ended 31 March 2023

The RFO advised that the Annual Audit 2022/23 had concluded and is unqualified with no issues arising.

C 5658)

**RESOLVED: that completion of the Town Council's Annual Audit for the year ended 31 March 2023 be noted and is unqualified with no issues arising.**

C 5659

**RESOLVED: that the Final External Auditor Report & Certificate for 2022/23, be received.**

C 5660

**RESOLVED: that the Annual Governance and Accountability Return (AGAR) for 2022/23, be received.**

C 5661

**RESOLVED: that payment of £1,365 plus VAT to PKF Littlejohn for the Limited Assurance Review of the Annual Governance and Accountability Return for the year ended 31 March 2023, be ratified.**

C 5662

### Internal Audit Matters

C 5662) **RESOLVED: that arrangements for the first internal audit for 2023/24 with Mulberry & Co on the 28 November, be noted.**

C 5663 **RESOLVED: that the Councillors' Audit Certificates for July, August and September 2023 be received.**

C 5664 **RESOLVED: that the financial reports, including bank reconciliations and summary of receipts and payments, up to 31 September 2023, be approved.**

#### **Town Council Charges 2024/25**

C 5665 **Pitch Hire, Court Lodge Playing Fields:**

It was noted that a cost comparison survey had been carried out with neighbouring councils to inform the recommendations presented to Full Council. Members agreed to encourage sport activities by junior teams. Cllr George proposed and Cllr Burnham seconded that the charge for senior teams be subject to the full uplift and that the charges for the junior teams and the mini-pitches remain the same and this was unanimously agreed.

**RESOLVED: that Pitch Hire fees at Court Lodge Playing Fields be increased except for Junior Teams and Mini-Pitch Hire (no increase); and that the new charges be communicated to clubs with notice as appropriate and published on the Town Council website.**

C 5666 **Allotments Tenancies and Advertisement Banner Displays:**

Cllr Burnham proposed and Cllr Baker seconded that there be no increase in charges for 24/25 in respect of Allotment Tenancies and this was unanimously agreed. Cllr Avery proposed and Cllr Baird seconded that there be no increase in charges for 24/25 in respect of Advertisement Banner Displays and this was unanimously agreed.

**RESOLVED: that no increase in charges for Allotments Tenancies and Advertisement Banner Displays for 2024/25, be approved.**

C 5667 **Community Hall Hire (Edmonds Hall):**

Cllr Marshall proposed and Cllr Beech seconded that there be no increase across the scale of charges for 24/25 (9 votes). Cllr George made a counter-proposal and Cllr Barlow seconded that there be no increase in charges for regular hall hire but an inflationary rise added for the casual hall hire (4 votes).

**RESOLVED: that no increase across the scale of charges for Community Hall Hire at the Albert Rooms for 2024/25, be approved.**

C 5668 **Land Hire by Event Operators:**

Cllr George proposed and Cllr Avery seconded that there be no increase across the scale of charges for 2024/25 and this was unanimously agreed.

**RESOLVED: that no increase across the scale of charges for Land Hire by Event Operators, be approved.**

#### **Horley Town Council Precept 2024/25**

C 5669 The RFO reported that the Town Council's financial position in the current year to date was in good stead and appeared to be on budget. As part of the annual review, the budgetary requirements of the Leisure & Amenities Committee had been agreed at their last meeting held on 17 October 2023. Additionally, officers had convened a preliminary meeting to evaluate other council budgets and where necessary uplifts or

**C 5669)** adjustments would be required to cover anticipated expenditure in the next financial year. The RFO presented a detailed spreadsheet of these along with additional commentary which had been previously circulated internally. These were further considered by Members and following discussions, were agreed with no changes proposed.

The RFO added that work had now concluded at this information gathering point of the process and would inform the next stage of the annual budget review and precept setting to be formally agreed at the Full Council meeting on 12 December 2023. In the meantime, a meeting of the Finance Working Group (Council Leaders) would be arranged to evaluate the draft annual budget and set out different scenarios of inflationary increases for the precept setting which would be circulated to all Members in advance of the meeting.

**RESOLVED: noted.**

#### **Operational Matters**

**C 5670** **RESOLVED: that use of the Horley Town Council corporate logo on T-shirt design, in support of the Pride in Surrey Festival 2023, be ratified.**

**C 5671** **RESOLVED: that expenditure for new starter equipment, including phone, laptop, docking station and monitor, in the total sum of £1,359 plus VAT, be ratified.**

**C 5672** **RESOLVED: that expenditure from General Reserves for rewiring at the Innes Sports Pavilion (demised area), as stated a necessary requirement in the latest Electrical Installation Condition Report (EICR), be deferred until receipt of further information.**

#### **Community Foundation for Surrey (CFS) - Horley Edmonds Community Fund (HECF)**

**C 5673** **RESOLVED: that receipt of the quarterly Statement from the Community Foundation for Surrey, for the period 1 July 2023 to 30 September 2023, be noted.**

**C 5674** **RESOLVED: that the request to delay submission of the End- of-Grant Report until early 2024 for the successful YMCA Grant Application No.656152 - Family Support Worke at the Horley Young People & Family Centre, be approved.**

**C 5675** Cllr Marshall reported that she had given the Community Foundation for Surrey (CFS) some background to the Horley Edmonds Community Fund (HECF). The Town Clerk added that the 'Leaving a Legacy' campaign, recently launched by CFS on social media, was based on the HECF to encourage legacy giving for direct community benefit.

**RESOLVED: noted.**

#### **Outside Bodies**

**C 5676**

Cllr George advised that the notes he had prepared from the previous meeting of the Horley Community Partnership, held on 25 September 2023, had been circulated to Members for information. He added that more details concerning the community project plan now underway would also be shared on receipt.

**RESOLVED: noted.**

**C 5677** It was noted that the next meeting of the Borough Standards Committee would be held on 7 November 2023 and Cllr Hughes is the HTC representative (co-opted Member).

**C 5677)            *RESOLVED: noted.***

**C 5678            Royal British Legion**

The full [2023 Remembrance Programme](#) was received. The Town Clerk added that HTC would be pleased to offer the usual assistance to the Horley Branch, including the Remembrance Day Parade & Service at the Memorial Gardens. Additionally, poppy wreaths and wooden crosses had been ordered. The Borough Council had provided assistance for road closures with help from volunteers on the day. The Town Council would print 800 copies of the Order of Service and full preparation of the Memorial Gardens was in hand. Members approved the donation to the Poppy Appeal to be made through the General Power of competence.

**C 5678)            *RESOLVED: that arrangements by the Town Council in support of the Remembrance Services Programme 2023 in Horley, be noted.***

**C 5679            *RESOLVED: that a donation of £250 to the Royal British Legion Poppy Appeal through the General Power of Competence (GPC), be approved.***

**C 5680            Michael Crescent Centenary Park - Demolition Project (Phase 1)**

The Town Clerk gave a report of the successful demolition of the former scout building at Michael Crescent Centenary Park and advised that a full [Press Release](#) had been issued on completion of the project which had been delivered on time and within budget. She added that the next phase to upgrade the playground at the park had begun with a full tender published on [Contracts Finder](#) and this would be fully funded through the RBBC CIL SIP (2) Scheme.

***RESOLVED: that completion of the demolition project (Phase 1) at Michael Crescent Centenary Park, be noted.***

**C 5681            RBBC Strategic Infrastructure Programme (SIP) 2023-2027:  
Reference Numbers: CIL SIP (2) 17, 18a 18b, 19, 20**

The Town Clerk reported that the Spending Agreements for the four separate infrastructure improvement projects to be undertaken by HTC has been received from RBBC and were duly signed by both parties after some minor revisions were agreed. She extended a note of thanks to the Council Chairman for reviewing these and to the Town Plan Delivery Group Chairman, Cllr Marr for his legal knowledge and expertise. The allocated funds in the first tranche were expected to be transferred to HTC imminently (subsequently received).

***RESOLVED: that the receipt of the respective Spending Agreements for the four separate infrastructure improvement projects to be undertaken by HTC, through the RBBC CIL SIP (2) Scheme, be noted.***

**C 5682            The Town Clerk reported that plans were moving forward with the replacement of playground fencing at Court Lodge Fields and Horley Recreation Ground, funded through the [Small Community Projects Reigate & Banstead - Surrey County Council \(surreycc.gov.uk\)](#) with thanks expressed to Cllrs Beech and Lynch for supporting these community projects through their respective member allocations.**

***RESOLVED: noted.***

**C 5683            *RESOLVED: that receipt of the latest quarterly CIL Report from Reigate & Banstead***

C 5683) ***Borough Council, for the period 16/06/23-15/09/23, be noted.***

C 5684 **Local Government Boundary Commission for England (LGBCE):**

The Town Clerk summarised the latest information received on the Electoral Review of Surrey, to draw up divisional boundaries and ensure they are fair, have electoral equality and represents communities. The Town Council had submitted a formal response previously and had noted no real impact on the Horley East and Horley West & Sidlow wards but that resources could be overstretched with the remaining one Member per ward, in view of the rise in population. The recommendations stated that SCC would retain 81 Divisions with one Member per Division, after the Commission concluded that keeping this number the same would still enable the County Council to carry out its roles and responsibilities effectively. The final recommendations will be published in January 2024 and, subject to approval by Parliament, the new arrangements will apply to the local elections from May 2025. Additionally, Cllr Turner reported that he had made a separate submission in personal capacity which he summarised.

***RESOLVED: noted.***

C 5685 **Christmas 2023**

***RESOLVED: that arrangements for office closure from midday on 22 December 2023 until 10:00 am on 2 January 2024 along with emergency cascade arrangements over the festive period, be approved.***

**Community Engagement initiative**

C 5686 ***RESOLVED: that in line with the Town Council's community engagement programme, that Members consider a suitable event and venue outside of the meeting and advise of the organisational plans in due course.***

C 5687 ***Communications Received***

The Town Clerk reported on information received about the [100K Town Centre Vitality Fund](#), launched by Reigate & Banstead Borough Council (closing March 2025). This was being considered by the Horley Town Management Group (HTMG) as a suitable forum to take the grant opportunity forward and pursue an application for a community project.

***RESOLVED: Noted.***

C 5688 **Diary Dates**

**2023 Remembrance Programme**

7 November 2023: Virtual Meeting of Horley Town Management Group (HTMG)

9 November 2023: HTC/RBBC Liaison Meeting ((hybrid)

14 November 2023: Environment Working Group (hybrid)

16 November 2023: Finance Working Group

21 November 2023: Planning Committee

RBBC Member Data Protection Training Session (Part 2) (remote)

28 November 2023: Interim Internal Audit

Member Code of Conduct Training (Edmonds Hall)

***RESOLVED: noted.***

- C 5689**                      **Grounds Maintenance Contract Renewal**                      **CONFIDENTIAL**
- The recommendations of the Leisure & Amenities Committee for the appointment of Grounds Maintenance Contractor, from 1 January 2024 to 31 December 2026, with a possible two-year extension (subject to annual review), was considered by Full Council.
- RESOLVED: noted.**
- C 5690**                      **RBBC Strategic CIL SIP 2 Programme 2023-2027**                      **CONFIDENTIAL**
- CIL SIP (2) 18: Horley Town Council Offices Expansion & Sustainability Improvements**
- The recommendations for the appointment of architect to manage the first phase of the project was considered by Full Council.
- RESOLVED: noted.**
- C 5691**                      **CIL SIP (2) 20: Resurfacing works at Allotment Sites**                      **CONFIDENTIAL**
- The recommendations for the appointment of contractor to carry out the resurfacing works at Langshott and Church Road allotment sites was considered by Full Council.
- RESOLVED: noted.**
- C 5692**                      **Town Award Nominations**                      **CONFIDENTIAL**
- Two applications for a Town Award were presented to Full Council for consideration.
- RESOLVED: noted.**
- C 5693**                      **Staffing Matters**
- Members received updates from the Town Clerk concerning a staff appointment and ongoing negotiations on the Pay Award 2023.
- RESOLVED: noted.**
- Meeting closed at 9.24 pm. Date of next meeting – 12 December 2023**