

**HORLEY TOWN COUNCIL**  
**ANNUAL MEETING OF THE COUNCIL**

Minutes of the Annual Meeting of Horley Town Council held at the Albert Rooms,  
Albert Road, Horley on Tuesday 19 May 2015 at 7.30 pm.

<b>Present</b>	Cllrs Richard Olliver – Chairman & Town Mayor J Baird J Baker S Banwait H Davies K Etheridge M George J Hudson D Jackson A Kitajewski L Mabbett Samantha Marshall Simon Marshall Valerie Marshall D Powell H Randall F Stimpson
<b>In Attendance</b>	A Jones (Town Clerk) C Fenton (Deputy Down Clerk) J Chapman (former Town Councillor)

**C 3738 Election of Chairman of the Council (Cllr Olliver in the Chair)**

Cllr Mike George proposed and Cllr James Baird seconded that Cllr Richard Olliver be nominated as Chairman of the Council and Town Mayor. There were no further nominations for the post.

***RESOLVED: that Cllr Richard Olliver be elected Chairman and Town Mayor of Horley Town Council for the Municipal Year 2015/2016.***

**C 3739 Chairman's Declaration of Acceptance of Office**

***RESOLVED: that the Chairman's Declaration of Acceptance of Office be received.***

**C 3740 Election of Vice-Chairman of the Council**

Cllr Simon Marshall proposed and Cllr Linda Mabbett seconded that Cllr Mike George be nominated as Vice-Chairman of the Council and Deputy Town Mayor. There were no further nominations for the post.

***RESOLVED: that Cllr Mike George be elected Vice-Chairman and Deputy Town Mayor of Horley Town Council for the Municipal Year 2015/2016.***

**C 3741 Apologies and Reasons for Absence**

***RESOLVED: that the apology of County Cllr Dorothy Ross-Tomlin be accepted, for reasons as specified in the attendance register.***

**C 3742 Members' Declarations of Acceptance of Office**

***RESOLVED: that the Declarations of Acceptance of Office be received.***

**C 3743 Declarations of Interest**

***RESOLVED: that Members' Declarations of Disclosable Pecuniary and Non-Pecuniary Interests be received.***

**Disclosable Pecuniary Interests and Non-Pecuniary Interests**

**C 3744** Cllr Stimpson declared a Pecuniary Interest (being a Governor of the school concerned) in the Horley Edmonds Fund item and left the Council Chamber whilst the matter was being considered.

***RESOLVED: noted.***

**C 3745** Cllr George declared a Non- Pecuniary Interest (being a mentor at the school concerned) in the Horley Edmonds Fund item.

***RESOLVED: noted.***

**C 3746 Public Forum**

Former Town Councillor Jack Chapman wished every success to the newly elected Councillors

***RESOLVED: noted.***

**C 3747 Vacancy left unfilled by reason of Insufficient Nominations (Horley North Ward)**

***RESOLVED: that the vacancy be filled by co-option at an Extraordinary Full Council Meeting to be held on 16 June 2015. (The notice is appended.)***

**C 3748 Cycle of Meetings 2015-2016**

***RESOLVED: that the Cycle of Meetings, as recommended by the outgoing Administration, be approved. (A Copy is appended.)***

- C 3749** Confirmation of Inspection of Town Council Deeds and Trust Instruments
- RESOLVED: that this be noted.*
- C 3750** Appointments to Leisure & Amenities Committee
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3751** Appointments to Planning & Development Committee
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3752** Appointments to Finance & General Purposes Committee
- RESOLVED: that the appointments, as appended to these minutes, be approved.*
- C 3753** Review of Town Council and Committee Sub-Committees and Working Groups
- RESOLVED: that the revised list, as appended to these minutes, be approved.*
- C 3754** Review of Committees' Outside Bodies
- RESOLVED: that the revised list, as appended to these minutes, be approved.*
- C 3755** Appointments to Sub-Committees and Working Groups reporting to Full Council
- RESOLVED: that the appointments be approved. (Details are appended.)*
- C 3756** Town Council Representation on the Surrey Association of Local Councils (Surrey ALC)
- RESOLVED: that Cllrs Olliver and George represent the Town Council at Surrey ALC meetings.*
- C 3757** Town Council Representation on Gatwick Diamond Business (Gdb)
- RESOLVED: that Cllr Stimpson represent the Town Council at Gdb meetings.*

**C 3758**      **Town Council Representation on the Borough Standards Committee**

***RESOLVED: that Cllr Baird be the Town Council representative on the Borough Standards Committee.***

**C 3759**      **Ordinary Meeting of the Council, 31 March 2015**

The minutes of the Ordinary Meeting of the Council were presented for confirmation by members and signature by the Chairman of the Council.

***RESOLVED: that the minutes of the Ordinary Meeting of the Council held on 31 March 2015, including all confidential items, be approved.***

**C 3760**      **Leisure & Amenities Committee, 14 April 2015**

***RESOLVED: that the unapproved minutes of the above meeting of the Leisure & Amenities Committee, including all confidential items, be received.***

**C 3761**      **Finance & General Purposes Committee, 28 April 2015**

***RESOLVED: that the unapproved minutes of the above meeting of the Finance & General Purposes Committee, including all confidential items, be received.***

**C 3762**      **Planning & Development Committee, 10 March 2015**

***RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.***

**C 3763**      **Planning & Development Committee, 7 April 2015**

***RESOLVED: that the approved minutes of the above meeting of the Planning & Development Committee be received.***

**C 3764**      **Horley Town Meeting, 27 March 2015**

It was noted that Cllr David Munro, speaker at the meeting was Chairman of Surrey County Council, not Leader.

***RESOLVED: that the signed copy of the Full Council minutes be amended accordingly.***

**C 3765**      **Chairman's Report**

The Chairman reported that he had attended the following:  
Quoted in Daily Telegraph re oil discovery at Horsehills  
100<sup>th</sup> Birthday Party at Barnfield Care Home

**C 3765)** Elmbridge Civic Reception  
Opening of Horley Infant School Hall  
VE Day Service (Memorial Gardens)  
VE Day Parade & Celebrations (Town Centre)  
Opening of Horley Tennis Club Clubhouse  
Prize Giving at Horley Flower Club show.

**RESOLVED: noted.**

**C 3766** Reports from County Councillors

**RESOLVED: that receipt be noted of the Surrey County Council Leader's speech to Council (as forwarded by County Cllr Kay Hammond**

**C 3767** General Power of Competence

**RESOLVED: that Horley Town Council, having met the necessary criteria, reaffirm adoption of the General Power of Competence. (Full details appended.)**

**C 3768** Langshott Allotments – Grant Agreement Supplemental to two Section 106 Agreements regarding the Provision and Maintenance of the Allotment site in Ladbroke Road

**RESOLVED: that the signed Agreement be received.**

**C 3769** Devolved Powers – Possible Renewal of Agency Agreement (ends 30.6.15)

Members were updated on the meeting between Borough Council and Town Council Officers, which had taken place earlier in the day. The Clerk explained that the Agreement, whereby the Town Council managed the open spaces in Horley, belonging to the Borough Council, came to an end at the end of March this year. A three month extension had been agreed, which would come to an end on 30 June. It was noted that the matter was to be considered by the Borough Council's Leader and Deputy Leader and members were hopeful that a five year renewal would be agreed.

**RESOLVED: noted.**

**C 3770** Tanyard Barn

Members considered the Town Council's future interest in owning and managing the building, which would be transferred at nil cost, but with no commuted sum for ongoing management and maintenance.

**C 3770)**      ***RESOLVED: that the Clerk prepare a paper, analysing the strengths and weaknesses of managing the facility, for consideration at the next meeting of the Finance & General Purposes Committee.***

**C3771**      **Town Council Insurance**

The Clerk explained that WPS Insurance Brokers had advised that the Town Council's insurers (Aviva) were prepared to offer the option of a new three year Long Term Agreement, a year earlier than the Policy renewal date. This would mean the premium only being increased by index linking, as appropriate and would have the added advantage of protecting the Town Council from any rate increase, should a claim be sustained in the next period of insurance.

***RESOLVED: that the Town Council Insurance Policy, underwritten by Aviva, be renewed for a further three years, for the total sum of £6,641.76.***

**C 3772**      **Members' Audit prior to Finance & General Purposes Committee Meeting on 16 June 2015**

***RESOLVED: that the audit be conducted by Cllrs Olliver and Baird.***

**C 3773**      **Rota for Collection of Market Fees**

***RESOLVED: that Cllrs James Baker, Samantha Marshall, Simon Marshall, Valerie Marshall and David Powell be included on the rota.***

**C 3774**      **Receipt of Documentation by Members**

***RESOLVED: that, with the exception of the Full Council "bundle", all papers be sent to members by email only and paper copies for use at meetings be made available only upon request.***

**Liaison Meetings with Surrey Police**

**C 3775**      The Clerk advised that PC Barrie Carr would be arranging further meeting dates within the next few days.

***RESOLVED: noted.***

**C 3776**      Members were advised that Police Neighbourhood Panel Meetings were now only being held at St Wilfrid's Church.

***RESOLVED: noted.***

**C 3777      Gatwick Airport Community Trust (GACT)**

The Clerk advised that a payment of £10,000 had been received from GACT, being the final instalment of the £30,000 grant awarded by GACT towards the cost of replacing the Innes Pavilion roof.

***RESOLVED: noted.***

**C 3778      Horley Edmonds Community Fund**

Members considered an application for funding from Oakwood School towards the cost of facilitating a "Business Games" day for Year 10 students, run by the Surrey Charity SATRO (Science and Technology Regional Organisation).

***RESOLVED: that £500 be awarded to Oakwood School towards the cost of providing a "Business Games" day.***

**C 3779      Training Events for New Councillors**

Members were updated on training sessions being offered by the Sussex & Surrey Associations of Local Councils and were urged to attend an event.

***RESOLVED: noted***

**C 3780      Strawson Hall**

The Clerk advised that, following the recent loss of Strawson Hall due to fire (alleged to be arson), the Town Council was assisting with the provision of temporary accommodation for the Hall hirers.

***RESOLVED: noted.***

**C 3781      Diary Dates**

***RESOLVED: that future events be noted, in particular the Briefing for Planning Committee members on 22 May, the Horley Carnival on 20 June and the Skittles Tournament commencing 6 July.***

**C 3782      Press Release**

***RESOLVED: that a press release be issued, giving details of Chairman, Vice-Chairman and Committee appointments.***

# HORLEY TOWN COUNCIL

## HORLEY NORTH WARD

### VACANCY FOR A COUNCILLOR TO BE FILLED BY CO-OPTION

1. Following the recent election there is a vacancy on Horley Town Council by reason of insufficient nominations.
2. The vacancy will be filled by co-option as soon as practicable.
3. Please contact the Town Council Offices (details below) if you are interested in being considered and would like an application form and any further information.
4. All applications to be received in writing by **5.00 pm** on **Thursday 11 June 2015**.
5. The co-opted member will be elected at an Extraordinary Council meeting on **16 June 2015**.

Dated: 14 May 2015



Alan Jones  
Town Clerk

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Council Offices  
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## Horley Town Council - Cycle of Meetings 2015 - 2016

Tuesday 19 May	<b>Annual Meeting of Council</b>	
Tuesday 26 May	Planning and Development	Spring Bank Holiday-25 May
Tuesday 2 June	Leisure & Amenities	
Tuesday 9 June	Spare	
Tuesday 16 June	Finance and General Purposes	
Tuesday 23 June	Planning and Development	
Tuesday 30 June	<b>Full Council</b>	
Tuesday 7 July	Spare	
Tuesday 14 July	Leisure & Amenities	
Tuesday 21 July	Planning and Development	
Tuesday 28 July	Spare	
Tuesday 4 August	Finance and General Purposes	
Tuesday 11 August	Spare	
Tuesday 18 August	Planning and Development	
Tuesday 25 August	Spare	Summer Bank Holiday-31st August
Tuesday 1 September	<b>Full Council</b>	
Tuesday 8 September	Leisure & Amenities	
Tuesday 15 September	Planning and Development	
Tuesday 22 September	Spare	
Tuesday 29 September	Finance and General Purposes	
Tuesday 6 October	Spare	
Tuesday 13 October	Planning and Development	
Tuesday 20 October	<b>Full Council</b>	
Tuesday 27 October	Spare	
Tuesday 3 November	Leisure & Amenities	
Tuesday 10 November	Planning and Development	
Tuesday 17 November	Spare	
Tuesday 24 November	Finance and GP - Precept	
Tuesday 1 December	Spare	
Tuesday 8 December	Planning and Development	
Tuesday 15 December	<b>Full Council - PRECEPT</b>	
Tuesday 22 December	Spare	
Tuesday 29 December	Spare	
Tuesday 5 January 2016	Planning and Development	
Tuesday 12 January	Leisure & Amenities	
Tuesday 19 January	Finance and General Purposes	
Tuesday 26 January	Spare	
Tuesday 2 February	Planning and Development	
Tuesday 9 February	<b>Full Council</b>	
Tuesday 16 February	Spare	
Tuesday 23 February	Leisure & Amenities	
Tuesday 1 March	Planning and Development	
Tuesday 8 March	Spare	
Tuesday 15 March	Finance and General Purposes	
Tuesday 22 March	Spare	
Tuesday 29 March	Planning and Development	Easter 25-28 March
Tuesday 5 April	<b>Full Council</b>	
Tuesday 12 April	Spare	
Tuesday 19 April	Leisure & Amenities	
Tuesday 26 April	Planning and Development	Town Meeting 29 April
Tuesday 3 May	Finance and General Purposes	May B/ Holiday 2 May Elections 5 May
Tuesday 10 May	Spare	
Tuesday 17 May	<b>Annual Meeting of Council</b>	

All meetings to take place subject to there being sufficient business to consider.  
Cycle of Meetings recommended for approval at the Annual Meeting on 19 May 2015

# **HORLEY TOWN COUNCIL – 2015/2016**

**CHAIRMAN & TOWN MAYOR: Cllr Richard Olliver**  
**VICE-CHAIRMAN OF THE COUNCIL: Cllr Mike George**

## **Committee Membership - 2015/2016**

### **Leisure & Amenities Committee**

James Baird  
James Baker (Vice-Chairman)  
Surrinder Banwait  
Kevin Etheridge  
Mike George  
Jerry Hudson  
Adrian Kitajewski  
Samantha Marshall  
Simon Marshall (Chairman)  
Valerie Marshall  
Richard Olliver  
David Powell  
Henry Randall  
Fiona Stimpson

### **Planning & Development Committee**

James Baker  
Richard Biggs  
Surrinder Banwait  
Kevin Etheridge  
Mike George (Chairman)  
Jerry Hudson  
David Jackson (Vice-Chairman)  
Linda Mabbett  
Simon Marshall  
Richard Olliver  
David Powell  
Fiona Stimpson

### **Finance & General Purposes Committee**

James Baird (Vice-Chairman)  
Richard Biggs  
Helen Davies  
Mike George  
David Jackson  
Linda Mabbett  
Samantha Marshall (Chairman)  
Simon Marshall  
Valerie Marshall  
Richard Olliver  
Henry Randall

## Sub-Committees & Working Groups 2015/2016

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Horley Town Council and Reigate & Banstead Borough Council Liaison Committee	<b>Council Chairman &amp; Committee Chairmen</b>	Full Council
Leaders' Group	<b>All Chairmen (plus Vice-Chairmen)</b>	Full Council / Committee concerned
Police Liaison Committee	<b>Mike George, David Jackson, Linda Mabbett, Simon Marshall, Richard Olliver</b>	Full Council
Staff Sub-Committee	<b>Chairman &amp; Vice Chairman of Council, Committee Chairmen</b>	Full Council
Strategy Sub-Committee	<b>James Baird, Helen Davies, David Jackson, Fiona Stimpson</b>	Full Council
Local Character & Design Sub-Committee	<b>Committee Chairman &amp; Vice- Chairman, Richard Olliver, Fiona Stimpson</b>	Planning & Development
Planning Applications Sub-Committee	<b>P&amp;D Chairman &amp; Vice-Chairman, Richard Olliver</b>	Planning & Development
Communications Sub-Committee	<b>James Baird, Mike George, Adrian Kitajewski, Samantha Marshall, Richard Olliver,</b>	Finance & General Purposes
Internal Audit Review Sub-Committee	<b>F&amp;GP Chairman and Vice-Chairman</b>	Finance & General Purposes
Standing Orders Sub-Committee	<b>Chairman of Council, Committee Chairmen, James Baird</b>	Finance & General Purposes
Grounds Maintenance Sub-Committee	<b>L&amp;A Chairman &amp; Vice-Chairman, David Powell, Surrinder Banwait</b>	Leisure & Amenities
Horley in Bloom Advisory Committee	<b>James Baker, Mike George, Simon Marshall, Valerie Marshall, Fiona Stimpson, Jan Spratt, Marcia Atkinson, Monica Read, Betty Thompson plus Members of other local organisations</b>	Leisure & Amenities

**Horley Open Spaces Advisory  
Committee**

**James Baker, Mike George,  
Samantha Marshall,  
Simon Marshall, Valerie  
Marshall, David Powell,  
Henry Randall, Fiona Stimpson,  
Jack Chapman, Jan Spratt,  
Emanuel Flecken (RBBC),  
Ian Wright (RBBC),  
County Cllr Kay Hammond,  
Kevin Lerwill (GGP)  
Cathy Cooper (local resident),  
Paul Capper (Horley Piscatorial),  
John Davies (Horley Piscatorial)**

Leisure & Amenities

**Playgrounds Improvements  
Sub-Committee**

**James Baker, Kevin Etheridge,  
Samantha Marshall,  
Simon Marshall, Richard Olliver**

Leisure & Amenities

## Outside Bodies 2015/2016

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Gatwick Airport Consultative Committee (GATCOM)	<b>Mike George</b> <b>Fiona Stimpson (Sub)</b>	Planning & Development
Gatwick Diamond Business	<b>Fiona Stimpson</b>	Planning & Development
Horley Regeneration Forum	<b>P&amp;D Chairman &amp; Vice-Chairman</b> <b>Council Chairman</b>	Planning & Development
Horley Town Management Group (HTMG)	<b>James Baker</b> <b>Simon Marshall</b>	Planning & Development
Borough Standards Committee	<b>James Baird</b>	Finance & General Purposes
Surrey Association of Local Councils (Surrey ALC)	<b>Richard Olliver</b> <b>Mike George</b>	Finance & General Purposes
Horley Carnival Committee	<b>Mike George, Samantha Marshall, Valerie Marshall, Fiona Stimpson (other members welcome) plus members of other local organisations</b>	Leisure & Amenities
Churchyards Committee	<b>Mike George, David Powell</b>	Leisure & Amenities
Gatwick Greenspace Partnership	<b>Mike George, Simon Marshall</b>	Leisure & Amenities
Horley Conservation Group	<b>All members welcome</b>	Leisure & Amenities

## HORLEY TOWN COUNCIL

**Full Council: 19 May 2015**

**Agenda item 23: The General Power of Competence**

### **Report of the Town Clerk**

1. Parish and Town councils, as a tier of local government, have discretionary powers and rights laid down by statute to represent their communities and provide services for them. Councils have many specific powers, for example to provide open spaces and recreational facilities, and there is also the general power in section 137 of the Local Government Act 1972. Since 2007 town and parish councils satisfying certain conditions have also had a "power to promote well-being".
2. The general power of competence is the "power to do anything that individuals generally may do". The authority can use the general power of competence inside or outside the parish boundary and it need not show that the action benefits the authority or its area or its residents. There is no limit on expenditure under the general power of competence. The intention of all this is to reduce the risk of actions taken under the general power being challenged. Under the Localism Act the general power of competence has replaced the power of well-being.
3. The only real limitation is that the general power of competence cannot be used to get round a restriction or limitation in an existing specific power. The general power cannot be used where the primary purpose of an activity is to raise money but it could be used to invest (subject to government guidance) in a company or a co-operative society where there may be an investment return.
4. The variety of activities that might be undertaken under the general power could be:
  - Running a community shop or post office
  - Investing in a local co-operative society
  - Setting up a company to provide a service such as a bus service
  - Providing a grant to an individual, e.g. an Olympic athlete
5. As with the power of well-being the general power is available automatically to principal councils but only to 'eligible' parish councils. The conditions for eligibility are:
  - The parish council must pass a resolution stating that it is eligible to use the general power
  - When the council passes the resolution at least two thirds of the membership of the council must have been elected (i.e. not co-opted)
  - The clerk must hold the Certificate in Local Council Administration (the recognised qualification for clerks) and must also pass the 2012 CiLCA module on the general power
6. There is no requirement for councillors to be trained in the general power or for the council to have a statement of intent on community engagement.

7. Eligibility lasts until the annual meeting of the council immediately after the next ordinary elections (May 2020) but can be renewed at that meeting provided the conditions are still satisfied. Local councils eligible to use the general power are no longer within the scope of section 137 so no separate record of section 137 expenditure need be kept.
8. Horley Town Council satisfies all the conditions as:
  - 17 out of 18 councillors were elected on 7.5.15
  - The Clerk holds the Certificate in Local Council Administration and the University of Gloucestershire Local Policy Certificate
  - The Clerk has passed the 2012 CiLCA module on the general power

A resolution stating that it is eligible to use the General Power of Competence will be considered at the Full Council meeting of 19 May 2015.

HTC/AJJ/gpc  
19.5.15