

HORLEY TOWN COUNCIL
ORDINARY MEETING OF THE COUNCIL

Minutes of an Ordinary Meeting of Horley Town Council held at the Albert Rooms,
Albert Road, Horley on Tuesday 13 December 2016 at 7.30 pm.

Present Cllrs Mike George – Chairman & Town Mayor
J Baird
J Baker
S Banwait
R Biggs
J Hudson
D Jackson
A Kitajewski
H Kitajewski
L Mabbett
Samantha Marshall
Simon Marshall
Valerie Marshall
R Olliver
H Randall
F Stimpson

In Attendance A Jones (Town Clerk)
C Fenton (Deputy Town Clerk)
Two members of the public

C 4084 Apologies and Reasons for Absence

RESOLVED: that the apologies of Cllrs Etheridge, Powell and County Cllr Kay Hammond be accepted, for reasons as specified in the attendance register.

C 4085 Disclosable Pecuniary Interests and Non-Pecuniary Interests

Cllrs Mike George and Fiona Stimpson declared non-pecuniary interests in the item regarding Future Education Capacity in Horley, in view of their positions as School Governors at local schools.

RESOLVED: noted.

C 4086 Public Forum

Two local residents raised concerns about the number of vehicles entering and leaving the North West Sector (Westvale Park) site and the effect on local traffic. They told members that Meath Green Lane was in an appalling state as it was not being regularly cleaned by developers, as it was supposed to be. It was almost impossible for tractors to travel along the road, due to fencing left by contractors. The river bank had been significantly lowered at one point and trees had been chopped down, which had already caused soil erosion and flooding,

C 4086) Cllr George responded that the points raised were mainly Highways matters. He said that Cllr Jackson, in his capacity as a Borough and Town Councillor, would liaise with Reigate & Banstead Borough Council regarding the points raised. Cllr Olliver added that, whilst the Town Council did not have the power to address highways matters directly, it was able to put pressure on the relevant authorities on behalf of local residents.

RESOLVED: that the local residents be kept informed of any developments regarding highways matters connected with Westvale Park.

C 4087 Ordinary Meeting of the Council, 18 October 2016

The minutes of the above 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 18 October 2016, including all confidential items, be approved.

C 4088 Leisure & Amenities Committee, 1 November 2016

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

C 4089 Finance & General Purposes Committee, 22 November 2016

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

C 4090 Planning & Development Committee, 11 October 2016

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4091 Planning & Development Committee, 8 November 2016

RESOLVED: that the approved minutes of the above meeting of the Planning and Development Committee, including all confidential items, be received.

C 4092 Recommendation for Town Award

The Clerk advised that the Town Award was to be presented to the local resident at the Service at St Bart's Church on the morning of 19 February.

C 4092) *RESOLVED: noted.*

C 4093 Chairman's Report

The Chairman reported that he had attended the following:

Meath Green Infant School - Presentation of Carnival Award
Royal British Legion Poppy Launch at Whitely Village
Oakwood School – Presentation of Carnival Award
Lighting of Bonfire at Horley Lions Bonfire & Fireworks Display
Rededication of Memorial Gardens
Burstow School – Opening of new Library
National Two Minutes Silence, Pedestrian Precinct
Schools' Remembrance Service, Memorial Gardens (attended by Deputy Mayor)
Remembrance Parade and Service
Bobtails Pre-School – Presentation of Carnival Award
Launch of Gatwick Foundation Fund at Bramber
Christmas Tree Festival Carol Service, Horley Methodist Church
HATs Christmas Fayre to open Santa's Grotto and help switch on Christmas Lights

RESOLVED: noted.

**C 4094 Reports from County Councillors –
Future Education Capacity in Horley**

Members discussed the report, which had been forwarded by County Cllr Kay Hammond. They questioned the accuracy of the figures included in the report and in particular concerns were expressed about the projections for Oakwood School. Cllr Randall raised the point that, at the present time, a number of families chose to send their children to schools outside Horley and should these schools become over-subscribed, this would have further impact on the places required in Horley schools. Cllr George pointed out that the new school in the Westvale Park development would only open one school year at a time and suggested that Surrey County Council be requested to open every school year from the start.

RESOLVED: that the Town Council's concerns be voiced in a letter to Sam Gyimah MP.

C 4095 Surrey Police

There were no updates to report.

RESOLVED: noted.

C 4096 Reigate & Banstead and Horley Town Council Liaison Committee

Members were updated on the recent meeting held in November. It was noted that the next meeting of the Liaison Committee was to be held at Reigate Town Hall on 28 March 2017.

RESOLVED: noted.

C 4097 Proposals for Possible Café at Horley Recreation Ground

Cllr Biggs advised that the survey, seeking views on the café proposals and other aspects of usage of the park, had closed at the end of November. Over 500 responses had been received, which were currently being analysed. The Working Group was to meet in January and would put forward recommendations for consideration by the Leaders' Group. The matter would then be discussed fully at the next Full Council meeting in February.

RESOLVED: noted.

C 4098 Council Tax Referendum Proposals

RESOLVED: that the response to the Local Government Finance Settlement Technical Consultation, as appended to the minutes of the Full Council meeting held in October, be ratified.

C 4099 Communications Strategy and Policies

RESOLVED: that the Strategy, as appended, be approved.

C 4100 Highways Matters

Members were updated on the recent Briefing, which had been held with Surrey County Council's Cabinet Member for Highways, Transport and Flooding, along with senior County Highways Officers. It had been explained at the Briefing that changes in funding arrangements between Central Government and the County Council regarding adult social care was having an adverse impact on funding available for highways infrastructure and essential road maintenance.

RESOLVED:

- i) that Town Council concerns regarding reduced funding available for highways and education be voiced in a letter to Sam Gyimah MP. (A copy is appended.)**
- ii) that the letter be published on the Town Council website.**

C 4101 **Surrey Association of Local Councils (Surrey ALC)
& National Association of Local Councils (NALC)**

The Clerk advised that the Surrey ALC subscription for 2017/2018 would remain capped at £1,650 and the NALC subscription would be £1,228, an increase of £57.

RESOLVED: noted.

C 4102 **Security Review at Town Council Offices**

The Clerk advised members that, following a recent review by the Surrey Police Crime Reduction Officer, a number of modifications had been proposed to improve staff safety, in the light of increased footfall from members of the public following the closure of the Horley Help Shop and the need to protect staff, when working alone. Members agreed that staff needed to be in as safe an environment as possible, however it was felt important that the current level of service to visitors was maintained.

RESOLVED: that the quotation from Mitchells of Horley Ltd to modify security arrangements, for the sum of £1,502 plus VAT, be approved.

C 4103 **High Street Car Park**

Members discussed the ongoing issues in the High Street Car Park, following the Borough Council's decision to lease sixty out of eighty-five spaces to Uber Taxis. It was noted that the Uber drivers were regularly parking in the spaces designated for public use, as well as leaving their car engines running when stationary. The Town Centre Caretaker was collecting several sacks of rubbish from the car park every day and the Uber drivers were often quite aggressive to members of the public attempting to park in the car park. Members stressed the need for Uber management to be on site managing their drivers, as this was not the responsibility of Borough/Town Officers.

The Clerk added that, following the recent site meeting with Saturday Market traders, Borough Officer Gavin Handford had agreed that the traders be allowed to move to the Central Car Park and a revised Licence be agreed.

RESOLVED: that the matter continue to be discussed at future meetings whenever necessary

C 4104 **Centenary Tree in Memorial Gardens**

The Clerk told members that, following the recent request to plant a Centenary Oak Tree in the Memorial Gardens, he had sought the views of the Borough Council's Tree and Woodlands Officer, as

C 4104)

well as those of the Town Council's Grounds Maintenance Contractor. A Red Maple had been suggested as a possible alternative tree. Whilst some members favoured a Red Maple, Cllr Olliver voiced his opinion that he was opposed to any tree being planted in the Memorial Gardens and suggested that any tree planting should be in the main part of the Recreation Ground.

RESOLVED: that the applicant be advised as follows:

"Your request to plant a Centenary Oak Tree in the Memorial Gardens was carefully considered at our recent Council meeting. Whilst members supported the idea of planting a Memorial Tree, they did not feel that the Memorial Gardens would be an appropriate site for such a tree, as the oak tree would ultimately grow to a large size, which could cause problems by virtue of its root system, as well as shading existing flower beds etc. Our members have suggested that either a different site be considered, or alternatively a more appropriate species be looked at for the Memorial Gardens. Burleys, our Grounds Maintenance Contractor, have agreed to plant any agreed Memorial Tree free of charge and have also suggested that a wildflower meadow be planted around the base of the tree, whilst it is still young.

Horley Town Council would also reserve the right to ultimately decide, in consultation with our Grounds Maintenance Contractor the exact location of any agreed Memorial Tree. As you can appreciate, in view of the steadily increasing numbers at the Remembrance Services we feel that the area you have suggested should remain as open as possible."

C 4105

Smith's Charity

RESOLVED: that the Town Council raise no objection to the proposal that the number of Horley Trustees be increased.

C 4106

Town Council Estimates and Precept 2017/2018

RESOLVED: that the recommendations of the Finance & General Purposes Committee be approved and a Precept of £332,863 be set for the Financial Year 2017/2018, representing £35.94 per Band D Household (1.98% increase), the Borough Council to be informed accordingly. (Full details are appended.)

C 4107

Press Release

RESOLVED: that the Budget Speech by the Chairman of the Finance & General Purposes Committee be released to the press and be placed on the Town Council website. (A copy is appended.)

C 4108 **Diary Dates**

RESOLVED: that future events be noted, in particular the Town Centre Carol Service and Refreshments on 17 December.

RESOLVED: noted

C 4109 **Confidential Business**

RESOLVED: that, "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."

C 4110 **Staffing Matters**

C 4111

Members were updated on recent matters considered by the Staff Sub-Committee and approved the engagement of an Apprentice, studying Business and Administration.

Meeting closed at 9.06 pm

Date of next meeting: 7 February 2017

Horley Town Council

Communications Strategy & Policies

Introduction

This document is intended to outline the ways in which Horley Town Council (as a corporate body) and individual Councillors (Members) communicate with the public, and the various communication channels which are used in this process. It is also intended to provide some guidance for Members on these topics, and in doing so, replace the previously adopted "Social Networking Policy" (adopted 16/10/2012) and "Press and Media Protocol" (adopted 09/04/2013).

Horley Town Council has always, and continues to seek to actively engage with the town it represents. As new communication methods have become available in more recent years, it is essential that the Council "move with the times", in order to continue to reach out to as much of the town as possible, whilst continuing to deliver value for money.

In recognising the rapidly changing landscape of communications (particularly electronic / social media) it is envisaged that this strategy will require regular updating. Members should be mindful that the list of communication channels outlined below is not exhaustive, and that if guidance on a particular issue is unclear, they should seek advice from the Town Clerk. Above everything else, a Councillor must observe Horley Town Council's Code of Conduct (Reigate & Banstead Member Code of Conduct, adopted from 1 July 2012) whenever he/she conducts the business of the authority, conducts the business of the office to which he/she has been elected/appointed or acts as a representative of the authority.

Mission Statement

It is the aim of Horley Town Council to promote and maximise all applicable channels of communication in order to make it as easy as possible for town residents, visitors and other interested parties to quickly and easily find the information they are looking for, and for the Council to bring important information to their attention.

Communication Channels

1. Council Website

The Council website is maintained by the Council staff, with technical support from an external contractor. It currently receives good usage.

Content: Press releases, News articles, Events, Town Guide, Council agenda / minutes, Members declarations of interest, Council contact details, Members' contact details

Intended Audience: Town residents, Visitors to the town, Members

2. Council Intranet

The Council operates a members' intranet. This is maintained by the Council staff, with technical support from an external contractor.

Content: Council Agenda / Minutes, Council Policies

Intended Audience: Members

3. Email

Email is regularly used as a means of Council staff communicating with Members, and vice-versa. It is also used by both Staff and Members to respond to specific queries from members of the public. Email is also used by the Council staff to communicate with various outside bodies.

Content: Case-by-case dependent

Intended Audience: Members, Council staff, Specific members of the public, outside bodies (as applicable).

4. Letter

Whilst in many cases, email has now replaced the sending of posted letters, in some cases the Council still receives and sends letters. This is usually only to outside bodies, or to members of the public, and, generally speaking only if an enquiry has been received in this form.

Content: Case-by-case dependent

Process & Policies: If a formal letter is sent from the Council to an outside body, content may have been agreed / suggested by a Council or Committee meeting. For other matters, content may have been agreed by the relevant Chairman, or by the Town Clerk.

Intended Audience: Outside bodies, specific members of the public (as applicable).

5. SMS

SMS (or "text") messages are used to quickly convey a short piece of information to the recipient. This is used for a variety of circumstances, but primarily to get information from the Council Officers to Members (updates re meetings etc), and to Football Teams using our facilities, should a pitch (for example) become waterlogged.

Content: Case-by-case dependent

Intended Audience: Members, Users of Council facilities

6. Press

Whilst print media is seen as a declining channel, it is important to remember that the Press includes its own digital media. Press releases and statements should still comprise an active portion of the Council's communications. It should also be noted that the press now regularly obtain content from our website and social media, rather than from formal press releases.

Content: Press Releases, Press Statements

Process & Policies:

All press releases made on behalf of the Town Council will be prepared by the Town Clerk following any meetings of Committees, Sub-Committees, Working and Steering Groups.

The Town Clerk in consultation with the Chairman of the Council, is also authorised to publish press releases on any urgent matters, which may require an immediate response.

The Town Clerk as the Proper Officer of the Council is authorised to receive all communications from the Press and Media and to issue Press Statements on behalf of the Council. In the absence of the Town Clerk, media communications will be handled by the Deputy Town Clerk. In the absence of both of these officers, enquirers will be referred to the Chairman of the Council who will act as the spokesperson for the purposes of this element of the policy. All communications made by the Town Clerk will relate to the stated business and day to day management of the activities or adopted policy of the Council. He is not expected nor authorised to speculate on matters which have not been considered by the Council. Where such questions are put to the Town Clerk he should refer the enquirer to the Council or Committee Chairman as considered appropriate.

No other officer of the Council apart from the above, unless authorised by the Town Clerk, is permitted to speak or communicate with the Press and Media on any matter affecting the Council or its business.

A Councillor must not publicly disclose any information which is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on the Council's or Committees' agenda or at any other private briefing.

A Councillor should act with integrity at all times when representing or acting on behalf of Horley Town Council

When speaking or providing written material to the Press and Media, Members should make clear the capacity, in which they are providing the information. For example: -

- as Chairman of the Council
- as Chairman of a Committee
- as a Political Group Leader
- as an individual (i.e. letter to press for publication)
- as spokesperson or as Press Officer for a political party

Only use the prefix "Cllr" when writing to the press as a member of the Council, as this will imply that you are stating Council policy. A copy of any written material sent to the Press and Media by a Member, as representing the Council, must be forwarded to the Town Clerk.

Take particularly care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any particular policy, simply state “no comment” and ask the press to contact the Council Offices.

Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business. They should also make it very clear if they are expressing their views as individuals, in which case they should never use the prefix “Cllr”. Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press.

A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

Copies of Agenda, Minutes and Reports sent to Members for meetings of the Council or its Committees will be e-mailed to the Press and Media and placed on the Council’s web site.

Facilities will be provided at meetings for the Press to take notes of the proceedings.

As provided in the Council’s Standing Orders both the Press and Public may be excluded from a meeting whilst certain confidential matters (as provided for in the relevant legislation) are under discussion.

NB: The Town Council as a Parish Council is governed by the Public Bodies (Admission to Meetings) Act, 1960.

In providing information to the Press and Media, Members and Officers representing the Council will abide by the “Code of Recommended Practice on Local Authority Publicity”, published by the DCLG.

Intended Audience: Members of the press, Town residents

7. Town Guide

The Council undertakes publication of an annual “Town Guide”, including directories of businesses, services, clubs & societies, as well as some limited editorial content. A digital version is available, and links to this are publicised through various other means. The publication is paid for with advertising revenue, at no cost to this Council.

Content: News articles, Directories of businesses, services, clubs & societies.

Process & Policies: The editorial content is reviewed by the Communications Sub-Committee, as well as being proofread, prior to sign-off. Directories are updated by Council staff (often by a work experience student). Advertisers for the publication

are sourced by the printing company used, who also distribute the publication on the Council's behalf.

Intended Audience: Town residents

8. E-Newsletter

The Council issues monthly digital newsletters through a mailing platform to a number of subscribers. These newsletters generally include a summary of recent news, and upcoming events.

Content: News articles, Events

Process & Policies: Each edition is prepared by Council staff, and reviewed (remotely) and proof-read by members of the Communications Sub-Committee prior to sending.

Intended Audience: Subscribers

9. Surveys

The Council uses surveys periodically, on major decisions to be made, or on other topics of interest. More recently, the Council has begun using electronic surveys, published via our website and social media, as well as included in our e-newsletter.

Content: Surveys

Process & Policies: Content is agreed between the Council staff, and relevant Committee, Sub-Committee or working group of Members, prior to being published.

Intended Audience: Town residents

10. Social Media

Social Media is the term used for the current wave of online tools, websites and interactive media that enable users to interact with each other in various ways, through sharing information, opinions, knowledge and interests. The Council believes that such communication can be used effectively as part of a wider communications mix.

Content: Varies by channel

Process & Policies: Generally similar for all. The Council's social media accounts are managed via a third party platform. Content is posted by Council staff. There are separate guidelines on social media usage for Members, outlined later in this document.

Intended Audience: Varies by channel

a. Twitter

Stage of Adoption: Active

Content: News articles (link)

Intended Audience: Town residents

b. Facebook

Stage of Adoption: Set-up

Content: News Articles (link), Events (NB – perceived, not current)

Intended Audience: Town Residents

c. LinkedIn

Stage of Adoption: Active

Content: e-newsletter (link)

Intended Audience: Town businesses

d. Instagram

Stage of Adoption: Continued evaluation

Content: None

Intended Audience: None

e. Flickr

Stage of Adoption: Active

Content: Photos from events

Intended Audience: Town residents

f. Streetlife

Stage of Adoption: Not used by Council

Content: None

Intended Audience: None

g. Youtube

Stage of Adoption: Rarely used by Council

Content: Video from events

Intended Audience: Town residents

h. Hootsuite

Stage of Adoption: Utilised for monitoring purposes

Content: Selected social media

Intended Audience: HTC Admin only

Statutory Publications

Statutory instrument Local Government (Electronic Communications) (England) 2015 has modified Schedule 12 to the Local Government Act 1972(b). In layman's terms this means that agenda and associated papers may be sent out by email provided that the individual Council Member has given consent. The agenda is published on the Town Council's website, on the meetings page, five calendar days before the meeting. The website also has a "next meeting" box on the home page to highlight this. The link is tweeted.

The Town Council reviewed all its policies in April 2016. Communications related policies are:

- Community Engagement Policy
- Community Engagement Forward Plan

Guidance for Members and Officers

This section seeks to be neither prescriptive nor comprehensive but sets out to provide guidance on how to deal with some of the practical issues that may arise when dealing with Communications matters.

1. Dealing with the Press

When dealing with the Press verbally, members and officers should be aware of the following:

- a) Be informed and certain of all your facts
- b) Ensure that when making comments on behalf of the Town Council that you are aware what Council Policy is and that your comments reflect that policy.
- c) Be calm
- d) Ensure that your comments and views will not bring the Council, its Councillors or its staff into disrepute and ensure that comments are neither libellous nor slanderous.
- e) Councillors and officers not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were spoken. It is advantageous to write out a statement or position beforehand.

2. Social Media

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Horley Town Council:

- a) Be aware of and recognize your responsibilities
- b) Remember that you are personally responsible for the content you publish on any form of social media on behalf of the Council.
- c) Never give out the personal details, such as home address and telephone numbers, of any person unless you have their express consent. Ensure that you handle any personal or sensitive information in line with the Council's Data Protection Policies.
- d) Social media sites are in the public domain and it is important to ensure that you are confident about the nature of the information you publish. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature. (Standing Order 120 refers). Don't cite or reference customers, partners or suppliers under any circumstances.
- e) Don't use insulting, offensive or racist language or engage in any conduct that would not be acceptable in the workplace. Show consideration for others' privacy and for topics that may be considered objectionable or inflammatory – such as politics or religion.

- f) Members should ensure that they are familiar with the guidance that is set out within this policy and that their use of social media does not put the Council's information and security systems at risk, or be damaging to the reputation of the authority. Members should also be familiar with the Localism Act Code of Conduct 2012 (General Obligations Part 1) which outlines the responsibilities of Councillors disclosing information.

3. Email

With email having broadly replaced the posted letter, this is now seen as the primary means of written communication. With the increasing use of smartphones, it is also increasingly easy to treat an email in the same way as an SMS message. It should be remembered that an email should be treated like a letter, or at least a short note, and that it is still a permanent form of communication. Members in particular should be aware that any communications relating to Council business, whether sent via their official ".gov.uk" Councillors email account, or via a personal one, can be required to be made public.

Members should also be aware, that it is advisable to make use of an email signature on any Council communication. A suitable example is given below (items in *italic* should be replaced with your own details):

Cllr xxxx
(yyy Ward)
Mobile phone no.



Horley Town Council
Council Offices
92 Albert Road
Horley
Surrey RH6 7HZ
tel: 01293 784765
web: www.horleysurrey-tc.gov.uk
e-mail: first.last@horleysurrey-tc.gov.uk
twitter: <http://twitter.com/horleyTC>
facebook: <http://www.facebook.com/TBC>

Why not subscribe to our e-newsletter online at www.horleysurrey-tc.gov.uk

This e-mail and any files transmitted with it may be confidential and are intended for the sole use of the intended recipient(s). If you are not the intended recipient, any use of, reliance upon, disclosure of or copying of this e-mail is unauthorised. If received in error, please notify us and delete all copies. You should note that we cannot guarantee that this message or any attachment is virus free or has not been intercepted and amended. Please note that the Council does not accept responsibility for viruses. You are advised, before opening or using attachments, to check them for viruses. The views of the author of this e-mail may not necessarily reflect those of the Town Council.

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB

Town Clerk

**Council Offices, 92 Albert Road
Horley, Surrey RH6 7HZ**

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Sam Gyimah MP
House of Commons
London
SW1A 1AA

22 December 2016

Dear Mr Gyimah

Following a recent briefing held with Surrey County Council's Cabinet Member for Highways, Transport and Flooding, Cllr John Furey, along with senior County Highways Officers, we would like to register our serious concerns regarding the funding arrangements between Central Government and the County Council regarding adult social care and the impact on other County Council services.

We understand that these arrangements are having an adverse impact on future highways and transport infrastructure, as well as essential road maintenance. As you know, Horley has been affected by numerous outstanding road repairs for some considerable time now, and it was anticipated some of these would be included on the current highways maintenance programme, however they now may be subject to further delay or will be withdrawn altogether.

Furthermore education funding is sadly lacking, as was highlighted in a County Council report considered at our recent Full Council meeting.

We understand that Surrey County Council has briefed MPs in Surrey on the issue with detailed financial projections.

We note that last week, the Secretary of State for Communities and Local Government made his statement on the Local Government Finance Settlement. We believe that this will allow County Councils to have a 3% precept entirely for Adult Social Care over the next two years (an additional 1% per year). However, due to other funding cuts from Central Government, Cllr Furey has told us that Surrey County Council will still not have the funds it needs to deal with highways, education and many other important matters.

Can we please ask for your support to address these very urgent funding issues.

We look forward to receiving your comments.

Yours sincerely



Alan Jones
Town Clerk

HORLEY TOWN COUNCIL

Alan Jones FCSI ACIB

Town Clerk

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Horley, Surrey RH6 7HZ

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Mr Bill Pallett
Chief Financial Officer
Reigate & Banstead Borough Council
Town Hall
Reigate
RH2 0SH

14 December 2016

Dear Mr Pallett

Precept for 2017/18

At the Full Council meeting of Horley Town Council, on Tuesday 13 December 2016, members approved the budget for the next financial year and agreed a Town Precept of £332,863.

It is calculated that, on a Council Tax base of 9262.1, this will produce a rate per Band D household of £35.94. A Council Tax Support Grant amounting to £10,240 has been included in our income and shown in the analysis, which I understand will be paid to us to compensate for the reduction in the tax base, as well as an anticipated amount of £35,754 receivable under the terms of the section 136 agreement, with the precise amount of the latter figure being subject to adjustment for inflation. The total amount due will therefore be approximately £378,857

I enclose a copy of the breakdown of income and expenditure estimates and Final Budget summary for the financial year 2017/18.

If you do have any queries, please do not hesitate to contact me.

Yours sincerely

Rose Cavanagh
Responsible Financial Officer

HORLEY TOWN COUNCIL PRECEPT 2017 - 2018

Approved by Full Council - 13 December 2016

Service	Expenditure	Estimates Income	Net
Parks, Recreation Grounds & Town Centre	119,881	32,651	87,230
Projects & Repayments	34,263	0	34,263
Property Maintenance & Improvement	13,600	0	13,600
Grants Scheme etc	7,000	0	7,000
Rents, Rates, Lettings & Utilities	9,500	18,220	-8,720
Administration	192,100	830	191,270
General Expenditure	30,360	0	30,360
Earmarked Funds	47,000		47,000
Totals 2017-2018	453,704	51,701	402,003
less from reserves			23,500
less Council Tax Support Grant			10,240
less Section 136 LGA 72			35,400
		Precept	332,863
		Council Tax Base	9,262.1
		Precept Band D Council Tax	35.94

Precept 2017/18

	Budget 2016/17	Forecast 2016/17	Budget 2017/18	Projection 2018/19	Projection 2019/20
Expenditure/Income	£	£	£	£	£
F&GP Expenditure	240,205	245,635	265,105	269,280	275,005
F&GP Income	-23,800	-22,300	-19,050	-18,550	-18,800
Leisure & Amenities Expenditure	142,958	133,253	134,599	134,359	120,301
Leisure & Amenities Income	-29,451	-34,151	-32,651	-32,751	-32,851
Full Council, Grants etc	7,000	4,400	7,000	7,000	7,000
Net Expenditure	336,912	326,837	355,003	359,338	350,655
NET EXPENDITURE	336,912		355,003	359,338	350,655
Earmarked Funds	30,000		47,000	30,000	35,000
Total Expenditure	366,912		402,003		
Council Tax Support Grant	-15,630		-10,240	-5,210	0
Double Taxation Grant	-35,400		-35,400	-35,400	-35,400
General Reserve funds(- used /+increased)	0		-23,500		
Total Funds Requirement	315,882		332,863	348,728	350,255
Precept requirement	315,882		332,863	348,728	350,255

Summary 2017/18		(Band D Parish Element of Council Tax)		Tax
No of Households 2016	9,262.1	17/18		35.94
No of Households 2015	8,963.7	16/17		35.24
Increase in no of households	298	Annual Increase per household	£	0.70
		% increase		1.98

Predicted Movements on Reserves 17/18

	1.4.16	movements	earmark	1.4.17
General fund	191,317			214,817
predicted underspend 16/17		23,500		
Earmarked Funds				
Election Contingency	9,243		2,000	11,243
Replacement - playgrounds	14,000		20,000	34,000
Council Offices Rebuilding	0			0
Projects Fund - Café	65,000		25,000	90,000
Projects Fund - Michael Crescent	0	10,000		10,000
Projects Fund - Skatepark	70,000	-70,000		0
sub total	158,243	-60,000		145,243
Total Reserves	349,560	-60,000	47,000	360,060

	2015/16	2016/17	2016/17		2017/18	2018/19	2019/20	Comments and Justification
	Actual	Budget	Forecast	+/-	Budget	Projection	Projection	
FINANCE & GENERAL PURPOSES COMMITTEE								
Income								
INTEREST RECEIVABLE								
Deposit Account Interest	4,687	3,000	3,000	0	750	0	0	
	4,687	3,000	3,000	0	750	0	0	
MISCELLANEOUS SERVICES								
Photocopying	176	80	80	0	80	80	80	
	176	80	80	0	80	80	80	
LETTINGS								
Edmonds Hall lettings	17,679	19,000	17,500	-1,500	18,000	18,250	18,500	
Meeting Room lettings	200	220	220	0	220	220	220	income from MP's surgery only
Saturday Market	1,960	1,500	1,500	0	0	0	0	
	19,839	20,720	19,220	-1,500	18,220	18,470	18,720	
Total F&GP Income	24,702	23,800	22,300	-1,500	19,050	18,550	18,800	
F&GP Expenditure								
LEGAL & STATUTORY								
Audit Costs	1,780	2,100	2,100	0	2,200	2,200	2,200	combined Ext & Int Audit fees
Insurance	6,668	7,100	6,900	200	7,100	7,100	7,100	
Legal Fees	790	1,500	1,500	0	1,500	1,500	1,500	
	9,238	10,700	10,500	200	10,800	10,800	10,800	
SALARIES								
Salaries	110,209	114,000	118,000	4,000	128,000	132,000	136,000	
NIC Employer	8,764	9,300	10,000	700	10,600	11,000	11,400	
Superannuation Employer	35,558	39,000	39,000	0	40,800	41,500	42,000	Valuation Due
	154,531	162,300	167,000	4,700	179,400	184,500	189,400	
OFFICE EXPENDITURE								
Stationery	1,164	2,000	2,100	100	2,000	2,000	2,000	
Postage, Courier	431	400	400	0	400	425	450	
Office supplies & equipment	1,051	1,000	1,500	500	1,200	1,200	1,200	
Website	940	2,000	2,000	0	2,000	2,000	2,000	
Communication	1,500	1,800	1,800	0	1,800	1,800	1,800	
Runway Conference Costs	0	0	0	0	0	0	0	
Photocopier	2,784	4,500	4,500	0	4,500	4,500	4,800	
Fire equipment & servicing	601	400	400	0	1,000	1,000	1,000	
Health & Safety	60	60	60	0	60	60	60	
Window cleaning	440	450	450	0	600	600	600	
Information Technology & Support	2,045	3,500	3,500	0	6,000	4,000	4,250	2079 support; 3600 replacement h/w
Environment Campaign	0	0	0	0	0	0	0	
	11,017	16,110	16,710	600	19,560	17,585	18,160	
ADMINISTRATION								
Bank charges	1,070	1,350	1,350	0	1,350	1,400	1,450	inc debit charges, HSBCnet, fees
Professional fees	790	750	750	0	750	750	750	
Election expenses	1,968	0	0	0	0	0	0	
Newsletter	384	250	500	250	400	400	400	reduce costs due to Intouch nl
Councillors' training & expenses	488	1,000	1,000	0	1,000	1,000	1,000	
Advertising	0	0	0	0	0	0	0	
Staff training & expenses	1,250	1,500	1,500	0	1,500	1,500	1,500	
Chairman's allowance	135	400	500	100	400	400	400	
Subscriptions & Licences	6,113	6,000	6,000	0	6,800	6,900	7,000	Scribe, SurreyALC, GGP, D Prot, Sage
Presentation badges/WW1 Book	0	0	0	0	0	0	0	
Town Guide	70	500	500	0	500	500	500	
	12,269	11,750	12,100	-350	12,700	12,850	13,000	
RENT & RATES								
PWLB Repayment	19,545	19,545	19,545	0	19,545	19,545	19,545	PWLB loan of £300,000 over 30 yrs
Council Offices rates	1,879	1,900	1,880	20	4,500	4,550	4,600	New Rateable Value 2017
Saturday Market rates	0	0	0	0	0	0	0	RBBC confirmed 19.10.12.
	21,424	21,445	21,425	20	24,045	24,095	24,145	
MAINTENANCE & REPAIR								
Council Office Repairs & Maint	20,896	3,000	3,000	0	3,000	3,000	3,000	
Offices, hall (cleaning)	7,019	8,300	8,300	0	8,300	8,300	8,300	
Maintenance Contracts	1,398	2,000	2,000	0	2,300	2,350	2,400	heating, aircon, barrier etc
	29,312	13,300	13,300	0	13,600	13,650	13,700	

	2015/16	2016/17	2016/17	+/-	2017/18	2018/19	2019/20	Comments and Justification
	Actual	Budget	Forecast		Budget	Projection	Projection	
OTHER RUNNING COSTS								
Council Office utilities	3,303	4,600	4,600	0	5,000	5,800	5,800	
	3,303	4,600	4,600	0	5,000	5,800	5,800	
Total F&GP Expenditure	241,094	240,205	245,635	-5,430	265,105	269,280	275,005	
	24,702	23,800	22,300	-1,500	19,050	18,550	18,800	
	216,392	216,405	223,335	let requ'mnt	246,055	250,730	256,205	
LEISURE & AMENITIES COMMITTEE								
Income								
DEVOLVED POWERS								
Devolved Powers RBBC	21,420	0	1,700	1,700	1,700	1,700	1,700	
	21,420	0	1,700	1,700	1,700	1,700	1,700	
LETTINGS & RENTS								
Bowling Club lease	251	251	251	0	251	251	251	
Events Income + Banners	5,770	3,500	5,000	1,500	5,000	5,000	5,000	fairground, circus, banners
Church Road Allotments Rent	3,235	3,200	3,200	0	3,200	3,250	3,300	
Langshott Allotments Rent	0	3,500	5,000	1,500	3,500	3,550	3,600	
Football pitches income	9,391	10,000	10,000	0	10,000	10,000	10,000	
Innes Pavilion - rent	6,797	9,000	9,000	0	9,000	9,000	9,000	
Rents Received	25,444	29,451	32,451	3,000	30,951	31,051	31,151	
Total L&A Income	46,864	29,451	34,151	4,700	32,651	32,751	32,851	
Expenditure								
DEVOLVED POWERS FROM RBBC								
Grounds Maintenance	10,615	0	0	0	0	0	0	
Close Grass etc	595	0	0	0	0	0	0	
Playground Inspections & Repairs	1,620	0	0	0	0	0	0	
Other/Works (riverside&church meadow)	1,099	0	0	0	0	0	0	
Town Centre hanging baskets & beds	2,000	0	0	0	0	0	0	
(for income see above) total code 71	15,929	0	0	0	0	0	0	
GROUNDS MAINTENANCE								
GM Contract 2016/2020	39,531	46,000	46,000	0	46,500	47,000	47,500	
Close grass & beds (Cntrywide Contract)	5,800	0	0	0	0	0	0	
Playground Inspections	5,822	7,700	7,700	0	7,700	7,700	7,700	
Playground Repairs	1,674	8,500	8,500	0	8,500	8,500	8,500	
Litter bins	0	400	400	0	400	400	400	
Signage	390	1,500	1,500	0	1,550	1,500	1,500	
Himalayan Balsam Action	939	500	500	0	0	500	500	
Pest Control	100	520	520	0	520	520	520	
Project Expenditure	27,354	0	0	0	0	0	0	
Tree Surgery	8,208	7,000	7,000	0	7,000	7,000	7,000	all grounds
	89,817	72,120	72,120	0	72,170	73,120	73,620	
HORLEY RECREATION GROUND								
Grounds	1,397	1,500	2,500	1,000	2,000	2,000	2,000	inc wild flower seed
Ornamental Gardens	650	1,500	1,500	0	1,500	1,500	1,500	
Memorial Gardens	3,962	4,500	4,500	0	4,500	4,500	4,500	
Skate Park maintenance & MUGA	0	500	500	0	0	0	0	
Footpaths & Car Park	0	0	0	0	0	0	0	
	6,008	8,000	9,000	-1,000	8,000	8,000	8,000	
COURT LODGE & INNES PAVILION								
Rent to borough	1	1	1	0	1	1	1	
Refurbishment/Repairs	4,509	6,000	6,000	0	6,000	6,000	6,000	Doors
General Building Repairs ongoing	2,187	0	0	0	0	0	0	
Football Pitches posts/repairs	1,109	1,000	1,500	-500	1,000	1,000	1,000	
Football Pavillion cleaning costs post HS1	1,753	2,025	2,025	0	2,050	2,075	2,100	
Telephone	247	288	288	0	290	295	300	
Rates	0	2,000	0	2,000	2,000	2,050	2,100	
Security (Lion)	1,325	1,500	1,500	0	1,500	1,500	1,500	
General Cleaning Cost	0	0	0	0	0	0	0	
Boiler/Heating Maint Contract	446	770	770	0	820	850	880	BG contract
Innes Pavilion utilities	1,216	2,500	2,500	0	2,500	2,550	2,600	
PWLB receipt/repayment	14,718	14,718	14,718	0	14,718	14,718	0	
Total	27,513	30,802	29,302	1,500	30,879	31,039	0	16,481

	2015/16	2016/17	2016/17	+/-	2017/18	2018/19	2019/20	Comments and Justification
	Actual	Budget	Forecast		Budget	Projection	Projection	
MICHAEL CRESCENT								
Rates & Utilities	546	686	686	0	700	700	700	
Bldg and Grounds	30	1,550	1,550	0	1,550	1,550	1,550	
Scout Hut Demolition		10,000	0	10,000	0			
	576	12,236	2,236	10,000	2,250	2,250	2,250	
EMLYN MEADOWS								
Emlyn Meadows	80	500	520	20	500	500	500	
	80	500	520	-20	500	500	500	
ALLOTMENTS								
Church Rd Maintenance & repair	290	1,700	1,700	0	1,700	1,700	1,700	skips, signs, car park
Church Rd Utilities	133	450	450	0	450	450	450	water etc
Langshott Set up Costs	1,820		0	0	0			
Langshott Utilities	0	900	450	450	900	900	900	
	2,243	3,050	2,600	450	3,050	3,050	3,050	
TOWN CENTRE								
Flower baskets, beds and planters	8,788	7,000	8,500	1,500	8,500	7,000	7,000	
Sponsorship	-1,350	-1,000	-1,275	275	-1,000	-1,000	-1,000	
Horley/SE in Bloom	2,139	2,100	2,100	0	2,100	2,100	2,100	
Christmas Tree	1,108	1,900	1,900	0	1,900	1,900	1,900	
	10,685	10,000	11,225	-1,225	11,500	10,000	10,000	
SECURITY								
Security Patrols	2,494	2,600	2,600	0	2,600	2,650	2,650	patrol rec grounds)innes separate
CCTV Installation	4,070	1,550	1,550	0	1,550	1,550	1,550	enhancements
CCTV Maintenance	85	2,100	2,100	0	2,100	2,200	2,200	
	6,649	6,250	6,250	0	6,250	6,400	6,400	
Total L&A Expenditure	159,501	142,958	133,253	9,705	134,599	134,359	120,301	
	46,864	29,451	34,151	4,700	32,651	32,751	32,851	
	112,637	113,507	99,102			101,608	87,450	
FULL COUNCIL								
Churchyards Grant	4,400	6,000	4,400	1,600	6,000	6,000	6,000	
HTC Grants Scheme	300	1,000	0	1,000	1,000	1,000	1,000	
Contingency		0		0		0	0	
	4,700	7,000	4,400	2,600	7,000	7,000	7,000	
Net Spend	358,431	336,912	349,137	2,175	355,003	359,338	350,655	

Forecast Movement of Reserves

	General	Earmarked	Total Reserves
Reserves Brought Forward at 1.04.15	215,377	29,139	244,516
Forecast Reserves At 31.03.15	215,377	29,139	244,516
Precept year Year 15/16			
Budgeted Earmarked Requirement		37,105	37,105
Earmarked Reserves Released		-8,000	-8,000
Predicted underspend	20,000		20,000
Budgeted Reserves At 31.03.16	235,377	58,244	293,621
Forecast Year 16/17			
Projected Earmarked Requirement		30,000	30,000
Earmarked Reserves Spent	0	0	0
Reserves Projection At 31.03.17	235,377	88,244	323,621
Forecast Year 17/18			
Projected Earmarked Requirement		35,000	35,000
Earmarked Reserves Spent		-100,000	-100,000
Earmarked Reserves Released			0
Reserves Projection At 31.03.18	235,377	23,244	258,621
Forecast Year 18/19			
Projected Earmarked Requirement		10,000	10,000
Earmarked Reserves Spent	0		0
Reserves Projection At 31.03.19	235,377	33,244	268,621

NB PWLB loan last payment 27.11.18

PRESS RELEASE

Horley Town Council - Precept for 2017/2018

On behalf of Horley Town Council I would like to announce that the Precept for 2017/2018 has been set at a total net figure of **£332,863**. This means that the Town element of Council Tax will be an average annual amount of **£35.94** (just over 69p per week), representing an annual increase of **70p** per Band D household (+ **1.98 %**).

The Town Council remains fully committed to maintaining **all its services**, as well as pursuing a programme of enhancements and new projects. These will include improvements to our recreation grounds and playgrounds. A new concrete skate park is set to be installed at Horley Recreation Ground within the current municipal year, thanks in part to funding from the Surrey County Council Community Improvement Fund.

The Town Council will continue to support St Bartholomew's New Churchyard and has made provision for **£6,000** towards its grounds maintenance, subject to the approval of a grant application from the Church. Full details of all charges for 2017/2018, for the hire of Town Council owned facilities, will be announced shortly.

Provision has been made for continued enhancements to CCTV, in consultation with Surrey Police. There will also continue to be a commitment for regular security patrols in all our parks to aid the safety of all members of public.

The Council has also made provision for floral displays to enhance the town centre for the benefit of residents and visitors, in support of our planned entries for South and South East in Bloom 2017, having already won two Silver Gilt awards in 2016. We are grateful to those Borough and County Cllrs who continue to use their Community Awards Scheme to provide generous funding for this and other projects, including the Horley in Bloom Photographic Competition.

The Town Council will continue to seek funding from appropriate bodies (for example the London Marathon Charitable Trust). The Council will increase its earmarked funds by £47,000 for new projects including building up a Project Fund for a possible café at Horley Recreation Ground.

In conclusion, in a challenging financial climate, Horley Town Council is committed to providing and enhancing facilities that meet the communities' needs, and in doing so, achieving them at best value. Detailed information on the budget will be available on our website www.horleysurrey-tc.gov.uk or from the Town Council Offices.

Cllr Samantha Marshall, Chairman Finance & General Purposes Committee
13 December 2016

Ends