

**The Annual Meeting of Horley Town Council will be held at the Albert Rooms,
Albert Road, Horley on Tuesday 17 May 2011 at 7.30pm.**

Light refreshments will be available prior to the meeting, from 6.45 pm

**All correspondence and papers referred to in the public part of the agenda are
available to view in the Town Council Offices during normal office hours.**

- 1 Election of the Chairman of the Council (Outgoing Chairman in the
Chair.)**

Elected Chairman to take the Chair
- 2 Receipt of the Incoming Chairman's Declaration of Acceptance of
Office**
- 3 Apologies and Reasons for absence**
- 4 Receipt of Members' Declarations of Acceptance of Office and
Undertakings to Observe the Local Authorities (Model Code of
Conduct) Order 2007.**
- 5 Receipt of Members' Notification of Interests (Forms LGA 1 & LGA 3)**
- 6 Vacancies Left Unfilled by Reason of Insufficient Nominations
To agree the way forward. (One vacancy in Horley North West Ward)**
- 7 Election of the Vice-Chairman of the Council**
- 8 Horley in Spring 2011
Presentations to prize winners.**
- 9 Declarations of Interest**
- 10 Public Forum**
- 11 Confirmation of Inspection of Town Council Deeds and Trust
Instruments**
- 12 Appointments to Committees
To agree appointments to:
i) Leisure & Amenities Committee.
ii) Planning & Development Committee.
iii) Finance & General Purposes Committee.**
- 13 Review of Town Council and Committee Sub-Committees
To review the list of existing sub-committees and amend as necessary.
(Current list attached.)**

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- 14 Appointments to Sub-Committees**
To agree appointments to the Sub-Committees which report to Full Council.
(Appointments to sub-committees reporting to Committees to be made at the first of each Committee meeting.)
- 15 Review of Committees' Outside Bodies**
To review the list of Outside Bodies, to which Committees will be making appointments at their first meetings, and amend as necessary (Current list attached.)
- 16 Minutes**
To approve the minutes of the Ordinary Meeting of the Council held on 29 March 2011.
- 17 Matters Arising**
Ordinary Meeting of the Council held on 29 March 2011.
- 18 Committee Reports**
To receive the minutes of the meetings of the following Committees:
i) Leisure & Amenities Committee held on 8 March 2011
ii) Finance & General Purposes Committee held on 15 March 2011
iii) Planning & Development Committee held on 1 March 2011
iv) Planning & Development Committee held on 5 April 2011
- 19 Town Council Cycle of Meetings (Municipal Year 2011 - 2012)**
To consider the Cycle of Meetings, as recommended by the Finance & General Purposes Committee.
- 20 Meetings Report**
To receive a report of meetings recently attended by Cllr Marshall.
- 21 Adoption of the Power of Well Being by the Newly Elected Town Council**
To agree the way forward.
- 22 Surrey Police**
To receive an update on recent liaison meetings.
- 23 Surrey County Association of Parish & Town Councils (SCAPTC)**
i) To approve the appointment of Cllr Olliver to serve on SCAPTC.
ii) To approve the nomination of Cllr Olliver to serve on the SCAPTC Management Committee.
iii) SCAPTC Councillor Training Sessions – to consider attendance by members at the Training Session here on 26 May (2.30 pm – 5.30 pm) or at an alternative session elsewhere.
iv) Membership of SCAPTC – to note that any decision regarding the Town Council's future membership is required by December 2011.
- 24 Horley Saturday Market**
To receive an update and to consider the way forward.
- 25 Environment Matters**
To receive an update.

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- 26 **Traveller Incursion**
To receive an update.
- 27 **Refurbishment of Roundabout Area at Horley Recreation Ground**
To ratify action taken.
- 28 **Gatwick Area Conservation Campaign: Subscription for 2011 – 2012**
To consider payment of £10.
- 29 **Letters Received**
- 30 **Diary Dates**
- 31 **Urgent Business**
To note urgent business for inclusion on future agenda.
- 32 **Press Release**
To agree items for inclusion.
- 33 **Exclusion of Public and Press**
“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.”
- 34 **Approval of Confidential Minutes** **CONFIDENTIAL**
To approve the confidential minutes of the Ordinary Meeting of the Council held on 29 March 2011.
- 35 **Matters Arising** **CONFIDENTIAL**
Ordinary Meeting of the Council held on 29 March 2011.
- 36 **Committee Reports – Confidential Minutes** **CONFIDENTIAL**
To receive the confidential minutes of Committee meetings.
- 37 **Press Release**
To agree items for inclusion.

Date of next meeting – 28 June 2011 (provisional)



Signed

Alan Jones

12 May 2011

Outside Bodies 2010/2011

<u>Outside Body</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Campaign to Protect Rural England (CPRE – Reigate & Banstead)	Jack Chapman	Planning & Development
Gatwick Airport Consultative Committee (GATCOM)	Denese Brooke-Harte (Substitute - Paul Avis)	Planning & Development
Access Group	Mo Goldsmith	Finance & General Purposes
Citizens Advice Bureau	Paul Avis	Finance & General Purposes
Horley Sports (Social) Club	Mike George Richard Olliver (Jack Chapman – sub)	Finance & General Purposes
Local History Management Committee	Mo Goldsmith	Finance & General Purposes
Surrey County Association of Parish & Town Councils	Richard Olliver Peter Chapman	Finance & General Purposes
Churchyards Committee	Denese Brooke-Harte Mike George David Powell (Substitute)	Leisure & Amenities
Gatwick Greenspace Partnership	Mike George (Substitute – Denese Brooke-Harte)	Leisure & Amenities
Horley Learning Partnership Extended Confederation Development Group	Mike George David Powell	Leisure & Amenities
Town Centre Management Group	Simon Marshall David Powell	Leisure & Amenities

Sub-Committees 2010/2011

<u>Sub-Committee</u>	<u>Councillor(s)</u>	<u>Reporting to:</u>
Awards Sub-Committee	Mo Goldsmith Simon Marshall, Richard Olliver	Full Council
Corporate Plan Sub-Committee	Paul Avis, Jack Chapman Mike George, Richard Olliver David Powell	Full Council
Decisions Sub-Committees (Finance & General Purposes) (Leisure & Amenities) (Planning & Development)	Chairman or Vice Chairman of Council plus Chairman & Vice Chairman of Committee concerned	Committee concerned
Edmonds Management Committee	Council Chairman, F&GP Chairman, David Powell	Full Council
Emergency Plan Sub-Committee	Council Chairman, Committee Chairmen, Mo Goldsmith, David Powell, Michael Robinson, Fiona Stimpson	Full Council
Horley Town Council and Reigate & Banstead Borough Council Liaison Committee	Council Chairman, F&GP Chairman, David Powell	Full Council
Police Liaison Committee	Jack Chapman, Mike George, Simon Marshall, Michael Miller Richard Olliver	Full Council
Reigate & Banstead Partnership	Vice-Chairman of Council (Substitute – Chairman)	Full Council
Staff Sub-Committee	Chairman & Vice Chairman of Council, Committee Chairmen	Full Council
Environmental Sub-Committee	Richard Bethell, Jack Chapman, Mike George, Graham Knight, David Powell	Planning & Development
Horley Regeneration Forum	Chairman P&D Vice-Chairman P&D Denese Brooke-Harte	Planning & Development
Planning Applications Sub-Committee	Chairman P&D, Vice-Chairman P&D. Denese Brooke-Harte, Richard Olliver	Planning & Development

Sub-Committees 2010/2011

<u>Sub-Committee</u>	<u>Councillors</u>	<u>Reporting to:</u>
Borough Standards Committee	Richard Bethell, Denese Brooke-Harte	Finance & General Purposes
Editorial Sub-Committee	Mike George, Michael Miller, Valerie Marshall, David Powell Denese Brooke-Harte	Finance & General Purposes
Internal Audit Review Sub-Committee	F & GP Chairman and Vice-Chairman	Finance & General Purposes
Michael Crescent Community Hall Sub-Committee	Denese Brooke-Harte, Jack Chapman, Mo Goldsmith, Simon Marshall	Finance & General Purposes
Quality Status Sub-Committee	Paul Avis, Richard Bethell, Denese Brooke-Harte, Mike George	Finance & General Purposes
Risk Assessment Sub-Committee	Peter Chapman Mike George Richard Olliver	Finance & General Purposes
Standing Orders Sub-Committee	Chairman of Council Committee Chairmen Steve Thomas	Finance & General Purposes
Grounds Maintenance Sub-Committee	Jack Chapman, Simon Marshall, David Powell	Leisure & Amenities
Horley in Bloom Advisory Committee	Jack Chapman, Mo Goldsmith, Mike George, Simon Marshall, Valerie Marshall, Fiona Stimpson plus Members of other local organisations	Leisure & Amenities
Horley Open Spaces Advisory Committee	Jack Chapman, Mike George, Simon Marshall, Valerie Marshall, Fiona Stimpson C Cllr Kay Hammond plus Members of the Public and Local Organisations	Leisure & Amenities
Horley Market Sub-Committee	Richard Bethell, Valerie Marshall, David Powell, Michael Robinson, Veronica Snowball	Leisure & Amenities